

**City of West Liberty Public Library  
Notice and Call of Public Meeting  
West Liberty Public Library Board of Trustees  
February 16, 2022, at 7 pm:  
West Liberty Public Library Meeting Room and  
Online via Zoom -- Meeting ID: 889-369-1600  
Public Notice is hereby given  
To attend the meeting via Zoom:**

<https://zoom.us/j/8893691600>

**Meeting ID: 889-369-1600 Phone: +1 312 626 6799 US**

**That the above-mentioned governmental body will meet at the date, time, and place about set out. The tentative agenda for said meeting is as follows:**

- I. Call to Order**
- II. Approval of Agenda**
- III. Approval of Minutes**
- IV. Public Discussion**
  - 1. Introduction of City Manager, Dave Haugland**
- V. Financial Report**
- VI. Director's Report**
- VII. Announcements from Members**
- VIII. Old Business**
  - 1. Trustee Recommendation**
  - 2. Antelope Lending Library Contract Renewal**
  - 3. Policy Update: Computer/Equipment Policy**
  - 4. Meeting Room Update: Bid Receipt and Special Meeting**
- IX. New Business**
  - 1. Charitable Fund request: Folding Tables**
  - 2. Climate Engineer quote for Humidifier Tank**
  - 3. Climate Engineer quote for Zone Valve**
  - 4. Climate Engineer quote for Pressure Relief Valve**
  - 5. Closed Session for Personnel Discussion and Follow-up**
  - 6. Closed Session for Personnel Discussion and Follow-up**
- X. Adjourn Meeting**

**Next meeting Wednesday, March 16 at 7 pm.**

## **West Liberty Public Library Minutes**

**Date, time:** January 19, 2022 7:00pm

**Present at meeting:** Dick Brand, Aracely Hernandez, Shannon McMichael, Larry Miller, Vanessa Espinoza, library director Allie Paarsmith, and members of the public Carly Duytschaver and Virginia Mieke.

- I. Call to order** by
- II. Approval of Agenda:** Approval: Brand, Miller 5-0
- III. Approval of Minutes:** Approval: Brand, McMichael 5-0
- IV. Public Discussion:** none
- V. Financial Report:** Director talked about a line item on overtime wages that were wrong. A few overages in the budget were talked about.
  - A. Approval:** Miller, Hernandez
- VI. Director's Report:** Given by Allie.
- VII. Announcements from Members:** none
- VIII. Old Business:** Discussed V&K timeline.
- IX. New Business:**
  - A.** Talked about a public meeting on February 1, 2022.
    - 1. Motion** made by Brand to move forward:  
**Approval:** Brand, McMichael 5-0
  - B.** Miller nominated for president by Brand.
    - 1. Approval:** Brand, McMichael
  - C.** Espinoza nominated for vice president by Brand.
    - 1. Approval:** Brand, Miller
  - D.** McMichael nominated for secretary by Miller.
    - 1. Approval:** Miller, Brand
  - E. Ballot** motioned by: Miller, Brand 5-0
  - F. Social Media policy** motion by McMichael.
    - 1. Approval:** McMichael, Hernandez
- X. Adjournment** by Brand, Miller at 8:07pm.

**West Liberty Public Library**  
**Unpaid Bills Detail**  
**All Transactions**

Type	Date	Num	Memo	Due Date	Aging	Open Balance
<b>Amazon</b>						
Bill	12/28/21	1RGV-RD4...	Submitted 1/26/22	01/27/22	15	33.58
Bill	01/04/22	17HW-VVL...	Submitted 1/26/22	02/03/22	8	16.75
Total Amazon						50.33
<b>American Library Association</b>						
Bill	01/12/22	2263154	Submitted 1/26/22	03/31/22		175.00
Total American Library Association						175.00
<b>Baker &amp; Taylor</b>						
Bill	12/27/21	2036411712	Submitted 1/26/22	01/26/22	16	1,678.16
Bill	12/28/21	2036412606	Submitted 1/26/22	01/27/22	15	524.97
Bill	12/29/21	2036425689	Submitted 1/26/22	01/28/22	14	175.38
Bill	12/30/21	2036429718	Submitted 1/26/22	01/29/22	13	1,087.40
Bill	01/04/22	2036378385	Submitted 1/26/22	02/03/22	8	78.47
Bill	01/06/22	2036442798	Submitted 1/26/22	02/05/22	6	241.11
Bill	01/12/22	2036459975	Submitted 1/26/22	02/11/22		240.74
Bill	01/13/22	2036464356	Submitted 1/26/22	02/12/22		208.64
Bill	02/04/22	2036501878		03/06/22		211.14
Bill	02/10/22	2036516005		03/12/22		400.48
Total Baker & Taylor						4,846.49
<b>Dan's Doors</b>						
Bill P...	09/13/21	A26383	Submitted by 7/15/...			-142.18
Total Dan's Doors						-142.18
<b>Dell</b>						
Bill	12/31/21	10548889429	Submitted 1/26/22	01/30/22	12	2,720.02
Total Dell						2,720.02
<b>Iowa Division of Labor and Stats</b>						
Bill	10/31/21	180722	Submitted 1/26/22	11/15/21	88	120.00
Total Iowa Division of Labor and Stats						120.00
<b>Marco Technologies</b>						
Bill	02/02/22	462381351	Submitted 1/26/22	02/01/22	10	114.65
Total Marco Technologies						114.65
<b>Office Express</b>						
Bill	11/01/21	197404-0	Submitted 1/26/22	12/01/21	72	40.58
Total Office Express						40.58
<b>Overdrive</b>						
Bill	12/31/20	06497CP21...	Submitted 1/26/22	12/31/20	407	321.01
Bill	01/19/22	06497ARP...	Submitted 1/26/22	01/19/22	23	196.52
Total Overdrive						517.53
<b>State of Iowa</b>						
Bill	01/12/22	217789	Submitted 1/26/22	01/22/22	20	175.00
Total State of Iowa						175.00
<b>V&amp;K Inc</b>						
Bill	01/21/22	6421-6	Submitted 1/26/22	01/31/22	11	2,399.50
Total V&K Inc						2,399.50
<b>TOTAL</b>						<b>11,016.92</b>

# Library Director's Report

February 2020

## Agenda:

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Today we have a guest, Dave Haugland, City Manager. We will be reviewing a trustee recommendation and an update to the computer/equipment policy. We will also be discussing a few specific expenditures and having two closed sessions regarding separate personnel discussions.

## Board of Trustees

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Just as a reminder, if anyone has questions or concerns to be put on the agenda for discussion or updates, please let me know before the Friday prior to the board meeting.

## Building and Technology:

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The pre-bid meeting for the meeting room project was held on February 10. It was not a mandatory meeting, but we had two contractors present.

We did have an issue with one of the toilets in the women's restroom that did require the plumber. It sounds like it was a quick fix and we should get the bill within the month.

Keegan has done a lot of work on our gaming computers, allowing kids to have a safe space to game together and develop the soft skills that come with that. He is currently working on making it easier for staff to log in to the various library accounts we have from the circulation computer to ease the burden on staff and increase security.

## Staff and Volunteers:

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We have received Lily Smith's resignation letter. Lily's last day will be May 13, 2022. We will discuss steps forward in the closed session towards the end of the meeting.

The Friends have set a Book Sale for the morning of Saturday, April 23 and I'm sure they would love additional volunteers.

## Collections and Materials:

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We are catching up on cataloging and have streamlined the process with procedures for acquisitions, receiving, and I should shortly finish the cataloging procedure.

Tim has created a better way to circulate interlibrary loans, which makes a little more work for him, but simplifies the process for other staff and adds more information for patrons. We are also continuing to evaluate interlibrary loan requests for purchase to better serve the needs of our patrons directly.

## Finances:

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We received the American Rescue Plan: Humanities Grants for Libraries for a total of \$10,000. Our adult Summer Reading Program will revolve around promoting and diversifying our archive. Because of this focus, these funds are designated to offset the wages of Ali from May-July, extend the hours of one library assistant, and hire someone to setup an Omeka-based digital archive.

## Programming and Outreach:

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We will be reviewing the projected costs of 2 years of Antelope Lending Library service to Atalissa and Nichols. Service would be limited to March-October due to lack of attendance, staffing levels, and bookmobile performance.

Planning for Summer Reading is solidifying and we will have staff present on that in April.



## Application for Board of Trustees

The West Liberty Public Library Board of Trustees help run and make decisions regarding the library. With coordination and determination, board members have built libraries, restored and increased budgets, and earned respect for the communities they represent.

The Mayor and City Council appoint trustees to serve on a volunteer basis for four years. The Library Board of Trustees hires and evaluates the Library Director, approves and monitors the budget, develops and adapts policies, plans for the future, evaluate services, and advocates for advancement.

**Name:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How long have you been a resident of the West Liberty School District?

Describe your relationship with the West Liberty Public Library.

meetings on behalf of the city of West Liberty.

Please add any other information you would like to share.



**ANTELOPE  
LENDING LIBRARY**

450 HWY 1 W #126, Iowa City, IA 52246

Tel 319-343-6872

**Proposed budget for service Mar-Oct 2022, Mar-Oct 2023**

**2/9/2022**

West Liberty Public Library  
400 N Spencer St,  
West Liberty, IA 52776

Description	Quantity	Unit	Unit Price	# of months	Requested
Staff: Head Librarian 2022	6.75	hours	\$ 20.40	16	\$ 2,203.20
Staff: Support Staff* 2022	6.75	hours	\$ 20.40	16	\$ 2,203.20
Staff: Administrative support 2022	2	sites	\$ 20.40	16	\$ 652.80
Staff: Head Librarian 2023	6.75	hours	\$ 21.01	16	\$ 2,269.30
Staff: Support Staff* 2023	6.75	hours	\$ 21.01	16	\$ 2,269.30
Staff: Administrative support 2023	2	sites	\$ 21.01	16	\$ 672.38
Vehicle: Fuel	54.6	miles	\$ 0.56	16	\$ 489.22
Vehicle: Generator	4	hours	\$ 0.56	16	\$ 35.84
Vehicle: Maintenance					\$ 800.00
Collection Development: Books					\$ 1,000.00
				Subtotal	\$ 12,595.23
				*Waived	\$ 2,203.20
				<b>Total</b>	<b>\$ 10,392.03</b>



# Internet & Computer Use Policy

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Policy Created:

Policy Revised:

## Purpose/Objective

The Internet is an unregulated global network that provides information beyond the library's collection. The West Liberty Public Library provides unfiltered, wireless/wired access and public use technology devices to augment the community's educational and recreational resources.

## Responsibility of the Library

The availability of information does not constitute endorsement of the content by the West Liberty Public Library. WLPL expressly disclaims any liability or responsibility arising from access to or use of information obtained through the Internet or any consequences thereof. The library has no means or statutory authority to assure that the public accesses only constitutionally protected material. The power to determine what is obscene rests with the City attorney (Sec. 728.6, Code of Iowa), not with the Library staff. Public libraries are exempted under Sec. 728.7, Code of Iowa.

As stated in the American Library Association's Statement on Library Use of Filtering Software, "...the use of filtering software to block access to constitutionally protected speech violates the Library Bill of Rights." West Liberty Public Library does not impose blocking or filtering software to limit access to Internet sites. However, library staff will assist children and parents by identifying websites that provide age-appropriate searching.

## Responsibility of Patrons

1. Library users access technology and electronic devices with a library account. Out-of-town guests and temporary users may be required to present a valid photo ID.
2. Printers may be available for patron use. Library users will be charged fair and reasonable prices for printing from personal and public technology devices.
3. Internet resources and computer access through the library are provided equally. Children have access to the same resources as adults. Parents or legal guardians are responsible for deciding what resources are appropriate for their children. Library technology users may not incur any costs to the West Liberty Public Library through access to fee-for-service information providers, shopping online, or any other Internet use.
4. Technology users may safely share personal information on the Internet. This includes but is not limited to email, instant messaging, online purchasing, social media sites, and commercial sites. The Library is not responsible for the security of personal information shared on or with non-library sites.
5. The Internet is not a secure, private environment. Technology users handling financial transactions or other confidential activities do so at their own risk. Electronic communication is not absolutely secure and is subject to outside intervention. It may also be subject to monitoring by library technology staff in the usual performance of their duties. Library users should log off any personal online accounts after using library technology.

## Rules Governing the Use of Library Computers

1. The West Liberty Public Library cautions against giving personal information. Patrons assume all risk and liability when divulging confidential information. The library will not be responsible for charges, damages, or injuries resulting from such use.
2. The library does not restrict the number of people per computer but reserves the right to break up any group large enough to disrupt the safe and comfortable environment.
3. Use will be on a first-come, first-serve basis. Persons will be limited to 30 minutes -1 hour depending on demand.

Misuse includes but is not limited to:

1. Viewing or downloading materials that violate federal, state, or local laws or regulations, including those regarding copyright, or accessing, viewing, and distributing obscenity or child pornography
2. Hacking into the library computer system or any other computer system
3. Mishandling, damaging, or attempting to damage computer equipment or software; tampering with computer set-up
4. Interfering with system operations, integrity, or security
5. Attempting to gain access to another person's files or authorization codes
6. Displaying or printing materials that violate laws & policies on sexual harassment
7. Engaging in any activity that is offensive or creates an intimidating or hostile environment
8. Violating copyright laws and software licensing agreements or the policies of the individual websites that you view
9. Any other violation of library policies

## Ethical Use

Staff reserves the right to end an Internet session if there is the suggestion of misconduct, misuse, or illegal use of either personal or library technology devices accessing the library's wireless service and under the West Liberty Public Library Public Code of Behavior Policy. Violations of the Internet & Computer Use Policy will be dealt with following the West Liberty Public Library Public Code of Behavior Policy.

Illegal acts involving library computers or personal devices accessing the library's wireless service may also be subject to prosecution by local, state, or federal authorities. It is against the law to violate copyright or engage in child pornography as outlined by Iowa Code, chapter 728.2

## Staff Assistance

Library staff may be able to answer basic computer questions. Library users may also request individual training or attend technology-related computer classes offered by library staff.

Due to liability, the staff does not repair personal computers or devices. Additionally, staff will not check personal systems for viruses or malware nor evaluate technology devices for damage.

Hello Select your address Home & Kitchen

Hello, Sign in Account & Lists Returns & Orders 0

All Best Sellers Amazon Basics New Releases Customer Service Today's Deals Prime Books TNF's new home is Prime Video

Amazon Home Shop by Room Discover Shop by Style Home Décor Furniture Kitchen & Dining Bed & Bath Garden & Outdoor Home Improvement

Back to results

Sponsored

# Office Star Resin Rectangle Center-Folding Portable Table for Picnics, Camping, and Tailgating, 6 Feet, Grey

Visit the Office Star Store 3,340 ratings

-7% \$120<sup>89</sup>

Was: \$129.99

& FREE Returns

Get \$60 off instantly: Pay \$60.89 \$120.89 upon approval for the Amazon Prime Store Card. No annual fee.

Available at a lower price from other sellers that may not offer free Prime shipping.

<b>Table design</b>	Conference Table
<b>Product</b>	30"D x 72.5"W x 29.75"H
<b>Dimensions</b>	
<b>Room Type</b>	Party, Breakroom, Deck, Outdoors, Dining Room
<b>Color</b>	Grey
<b>Style</b>	Fixed Height


### About this item

- 6 foot folding table features a heavy-duty blow-mold light grey resin top for durability and easy cleanup
- Resin surface is waterproof, scratch, and impact resistant, making this multipurpose table ideal for indoor or outdoor use
- Light grey powder-coated steel tube framing for strong long-lasting use and lightweight portability
- The center fold table includes a locking latch design along with a handy built-in handle for easy set-up and transportation
- Measures 72 inches wide by 30 inches long and 29.25 inches in height; Meets or exceeds test standards (BIFMA and MTL) 350 lbs. evenly distributed

See more product details

New & Used (7) from \$71.75 & FREE Shipping.

### Similar item to consider

 Amazon Basics Classic TV Dinner Folding Trays with Storage Rack, Natural - Set of 4  
\$64.06 (11125)

\$120<sup>89</sup>

& FREE Returns

FREE delivery Thursday, February 17

Or fastest delivery Monday, February 14. Order within 58 mins

Select delivery location

In Stock.

Quantity: 1

Add to Cart

Buy Now

Secure transaction

Ships from Amazon.com Sold by Amazon.com Packaging Shows what's inside a...

Details

Return policy: Eligible for Return, Refund or Replacement



Enjoy fast, FREE delivery, exclusive deals and award-winning movies & TV shows with Prime Try Prime and start saving today with Fast, FREE Delivery

Add a gift receipt for easy returns

Add to List

New & Used (7) from \$71.75 & FREE Shipping.

Share



Roll over image to zoom in



1,775

Sponsored

Sponsored

Buy it with



### Office Star Resin Multipurpose Center Fold Table, 6 Feet



#### Part of Office Star Products Resin Collection

Perfect for indoor or outdoor use, this lightweight resin table boasts a sturdy high quality metal foundation that is powder-coated for optimal longevity. A practical addition to any school or office setting, this durably constructed table features broad stance legs for maximum stability, non marring foot caps to keep your floors scratch-free, while the center effortlessly folds in half allowing you easy storage. The strategically mounted and convenient carrying handle make single person transport a snap, and the high quality resin surface make this functional table easy to clean.

- Heavy-duty blow-mold light grey resin top for durability and easy cleanup
- Resin surface is waterproof, scratch, and impact resistant, making this multipurpose utility table
- Light grey powder-coated steel tube framing provides strong long-lasting use and lightweight portability
- Distinct honey comb design for strength and endurance
- Dimensions: 72-inches Wide x 30-inches Deep x 29.25-inches High

#### Features



##### Non Marring Foot Caps

Made with non marring foot caps to keep your floors scratch-free.



##### Folding Legs

The table legs fold under the table to make storage more convenient and for better portability.



##### Carry Handle

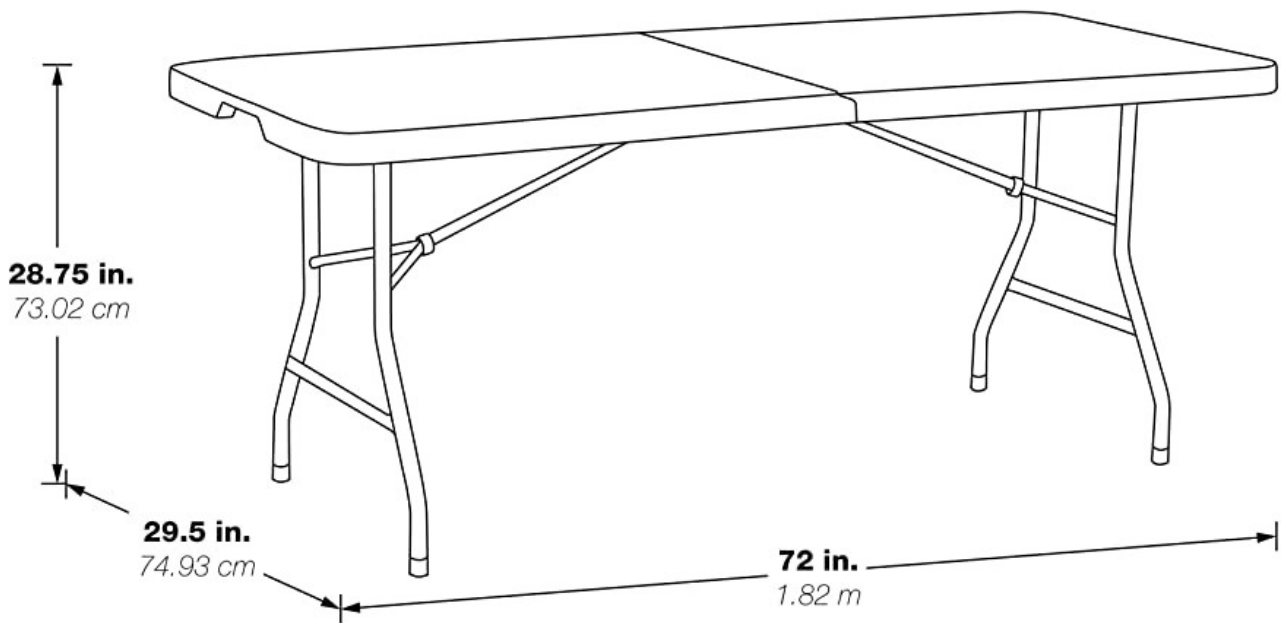
The strategically mounted and convenient carrying handle make single person transport a snap



##### Durable and Strong

Resin surface is waterproof, scratch, and impact resistant, making this multipurpose utility table ideal for indoor or outdoor use.

#### DIMENSIONS



**Resin Collection**

Our resin tables are made of sturdy HDPE blow molded plastic. The resin surface is waterproof, stain resistant, and will not chip or crack. The powder-coated steel tube framing provides strong long-lasting use and lightweight portability. Designed for easy clean-up both indoors and outdoors.

**Product Description**

Product Description

6' Resin Center Fold Multi Purpose Table

Amazon.com

An economical, user-friendly choice for offices, classrooms, and events, Office Star's resin furniture offers lightweight yet durable solutions to workspace, dining, and seating needs. This 6-foot center-fold multipurpose table features a heavy-duty white top crafted of waterproof, stainproof, scratch-, and impact-resistant blow-mold resin and a dark gray powder-coated steel frame with double side support rails for added stability. Rubber end caps protect floors from damage, and the legs tuck into the folded top to allow stackable, space-saving storage. The table holds up to 300 pounds and is ideal for indoor or outdoor use. Cleaning is easy, and the table weighs just 34 pounds with a sturdy handle and end lock so it can go where duty calls. --Kara Karll

**Product information**

**Technical Details**

Item Weight	43.7 pounds
Product Dimensions	29.5 x 72 x 28.8 inches
Country of Origin	USA
Item model number	BT6FQ
Is Discontinued By Manufacturer	No
Assembled Height	29.25 inches
Assembled Width	72 inches
Assembled Length	30 inches
Weight	34 Pounds

**Additional Information**

ASIN	B0015TUXT8
Customer Reviews	3,340 ratings 4.7 out of 5 stars
Date First Available	December 15, 2005

**Warranty & Support**

Manufacturer's warranty can be requested from customer service. [Click here](#) to make a request to customer service.

**Feedback**

Would you like to [tell us about a lower price?](#)



3005 Robins Road  
Hiawatha, IA 52233  
Phone: 319-364-1569 • FAX 319-364-1861

January 26, 2021

Attn: Allie

Re: Replace zone water valve for your office

We are pleased to provide you with a proposal for material and labor to install the specified Heating, Ventilating and Air Conditioning system or components. Proposal is valid for 60 days. Invoices paid by credit card must include an additional 3.5% for processing fees.

**Base bid includes:**

- Remove and replace Belimo zone valve
- Straight time labor
- Start and check operation.

**Base bid does not include the following:**

- Any additional work deemed necessary by Climate Engineers.
- Line voltage electrical work other than disconnect/reconnect.
- State and local taxes are not included.

Total cost of this project is \$716.00

Please call with any questions.

Sincerely,

Doug Ness  
Service and Controls Manager  
Climate Engineers  
319-533-8292  
dness@climate-engr.com



3005 Robins Road  
Hiawatha, IA 52233  
Phone: 319-364-1569 • FAX 319-364-1861

January 27, 2021

Attn: Allie

Re: Replace humidifier tank in Liebert unit

We are pleased to provide you with a proposal for material and labor to install the specified Heating, Ventilating and Air Conditioning system or components. Proposal is valid for 60 days. Invoices paid by credit card must include an additional 3.5% for processing fees.

**Base bid includes:**

- Remove and replace tank for Liebert humidifier
- Straight time labor
- Start and check operation.

**Base bid does not include the following:**

- Any additional work deemed necessary by Climate Engineers.
- Line voltage electrical work other than disconnect/reconnect.
- State and local taxes are not included.

Total cost of this project is \$646.00

Please call with any questions.

Sincerely,

Doug Ness  
Service and Controls Manager  
Climate Engineers  
319-533-8292  
dness@climate-engr.com





3005 Robins Road  
Hiawatha, IA 52233  
Phone: 319-364-1569 • FAX 319-364-1861

February 15, 2022

Attn: Allie

Re: Replace pressure relief valve

We are pleased to provide you with a proposal for material and labor to install the specified Heating, Ventilating and Air Conditioning system or components. Proposal is valid for 60 days. Invoices paid by credit card must include an additional 3.5% for processing fees.

**Base bid includes:**

- Provide and install pressure relief valve on water heater

**Base bid does not include the following:**

- Any additional work deemed necessary by Climate Engineers.
- State and local taxes are not included.

Total cost of this project is \$750.00

Please call with any questions.

Sincerely,

Doug Ness  
Service and Controls Manager  
Climate Engineers  
319-533-8292  
dness@climate-engr.com