

**Mitchellville Public Library**  
**Board of Trustees Regular Meeting**  
**Tuesday, May 31, 2022 @ 6:30pm @Mitchellville City Hall**  
**204 Center Avenue North, Mitchellville, Iowa 50169**

**Meeting called to order by:** Joan Allsup @ 6:30pm

**Roll Call:** Present: Joan Allsup, Marguerite Helvey, Jerry Butler & Ryan Houska.  
Absent: Christie Brookes and Ellen Heather  
Also Present: Cordell Pace

**Agenda:** Motion by Houska, second by Butler to approve agenda with removal of the director's evaluation and the state training by Mori. Passed unanimously.

**Public Audience:** None

**City Administrator:** Tammi Dillavou

Due to the continuing questions regarding the can/bottle monies Allsup asked Dillavou to document and explain to the BOT's how to read the city financials. Dillavou spent several hours pulling together the necessary documents. She explained all the information in the reports for all the library city financials to the board of trustees to help clarify all funds including grants, the transfer of the T&A account, the difference between the budget and the "savings account", amended budget and answered questions. It helped the trustees to better understand the nuances of reading the financials. We are over even the amended budget so many of the bills will not be paid till July. The report was very much appreciated and helped clarify funds for the trustees.

**City Liaison:** Brad Cowman nothing to report.

**Library Minutes:** Motion by Houska, second by Butler to approve the April 25 and May 4, 2022 meeting minutes. Passed unanimously.

**City Financial:** Motion by Houska, second by Butler to accept and file the April library city financial report. Passed unanimously.

**Monthly Bills:** Motion to accept and file the May library bills totaling \$1,972.42 by Butler, second by Houska. Passed unanimously.

**Library Statistics:** Motion by Houska, second by Butler to accept and file the April library statistics. Passed unanimously.

**Director's Report:** Motion by Butler, second by Houska to accept and file the April director's report. Passed unanimously.

**Financial Report:** None

**Unfinished Business:**

A. By-Law updates: Ryan and Allsup will revise the bylaws with updates deliberated by the BOT's. They will have the revised bylaws ready for the June meeting for a vote.

**Meeting Adjourned:** Motion to adjourn by Houska, second by Butler @7:42 pm. Passed unanimously.

**Respectfully submitted by:** Marguerite Helvey, Board Secretary