

MINUTES OF MITCHELLVILLE PUBLIC LIBRARY

Board of Trustees

Thursday, December 1, 2022

- I. Meeting called to order at 5:30 pm.
- II. Roll Call
 - a. Trustees Present: Christie Brookes, Chrissy Bowers, Rhonda Jones and Ryan Houska present. Jerry Butler excused.
 - b. MPL Director - Ellen Heather, MPL Clerk - Cordell Pace.
 - c. City Administrator - Tammi Dillavou, present.
 - d. City Liaison – Brad Cowman, absent
- III. Agenda –Motion made to approve the December 1, 2022 meeting agenda made by C. Bowers and seconded by R. Jones, carried.
- IV. Consent Agenda, motion made by C. Brookes and seconded by C. Bowers, carried.
 - a. Previous Meeting Minutes
 - b. Accept and File Library financials.
 - c. Accept November 2022 Library Bills.
 - d. Accept and file Library Statistics.
- V. Unfinished Business –
 - a. Continued discussion regarding details of planned security cameras.
 - b. Christmas cookie fundraiser closed.
- VI. New Business –
 - a. Proposed Budget with an overall increase and a focus on wages, motion made to approve made by C. Brookes and seconded by R. Jones, carried.
 1. Director- \$22.00/ hour; \$45,760.00 annually.
 2. Clerk FT- \$17/hour; \$35,360.00 annually.
 3. Clerk PT- \$15/hour, \$15,600.00 annually (may vary).
 - b. Address appropriate attire while using the Library.
 - c. Winter Christmas Festival, visit from Santa who will read 'Twas that Night Before Christmas and Christmas themed movies to be shared with the Community in December.
 - d. Possible potluck at the Library discussed.
 - e. Winter hours will be in effect on Saturdays, open 10 am to 1 pm.
 - f. MPL Director to have surgery 12/21/22 and will be on medical leave.

- g. Consideration and ideas shared on timing and payment of MPL monthly invoices.
- VII. Director's Report – Director has planned for her upcoming medical leave and will be available by email or phone as needed.
- VIII. Trustee Comments – Plan a meeting with MPL Liaison, Trustees and City Administrator to discuss upcoming budget.
- IX. Upcoming Library Board Meeting to be decided based on availability of Trustees.
- X. Motion to adjourn at 6:45 pm. made by R. Jones and seconded by C. Bowers; motion carried.

Minutes respectfully submitted by Recording Secretary Christie Brookes.

clb/MPL- R/S

cc: MPL file

C. Bowers

C. Brookes

R. Houska

R. Jones