

Logan Library Board Meeting

December 12th, 2022 - 4:00 p.m.

Logan Public Library - 121 East 6th Street, Logan, IA 51546

Board members present: Sandra, Judy, Gene, & Gary

Board members absent: Helen

Staff members present: Kate

1. Sandra called the meeting to order at 4:04 p.m.
2. The meeting agenda was approved as read
3. The November 7th meeting minutes were read - Gene motioned, Gary seconded, no corrections, stand approved as read
4. Board reviewed correspondence - Thank you cards signed for donors
5. Board continuing education report - Gene, Gary, & Judy attended the boardroom series webinar on November 30th at the library, learning 1.75 hours of CTE each, more CTE opportunities held in this manner requested
6. Review monthly bills - Gary motioned to approve, Judy seconded, stand approved
7. Period of public comment was held
8. November 8th dismissal order of Iowa Public Information Board Formal Complaint 22FC:0096 by Mrs. Jennifer Andregg & subsequent email responses were reviewed by board members
 - a. Addition of location & time of meeting to meeting minutes to minutes as an amendment to minutes July, 2022 through October, 2022 & moving forward - Judy motioned, Gene seconded, stand approved
9. Continued review of Buckley CD renewal - Gary requested more information regarding insurance for funds in the IPAIT account as required by the original bequeathment. Kate will research IPAIT funds insurance & report back. Final decision tabled to January, 2023 meeting
10. Directors Report
 - a. Application by Shelby Underwood - Gene motioned that we hire Shelby Underwood as irregular substitute library staff, Judy seconded, stand approved. Board encouraged being open to adding an additional irregular substitute staff member with daytime availability
 - b. December financial report & end of year donations
 - i. Since the beginning of FY 2022/2023 - approx. \$4,000 in material donations, cash/check donations of \$1443.34, McIntosh/Popson Grant donation of \$1000.00. Since the launch of Amazon Wishlist

we've received item donations valued at \$2,165.91. Total donations approx. \$8,609.25.

- c. Lending Depot project proposal & grant funding
 - i. Staff would like to re-purpose the storage closet under the stairs into a home for our lending depot of circulating artifacts that are not video or print media
 - ii. Grant funding will be applied for - Penguin Random House Grants for Small & Rural Libraries & Community Foundations of Southwest Iowa Spring 2023 Grant Cycle
- d. Missing book checked out to a patron who claims they never received the book & they do not have possession of it. Library policy puts financial responsibility on the card holder with possible suspension of library privileges if the item is not returned or a replacement fee is not paid.
 - i. Board advised staff to replace the missing book & send a letter asking the patron to continue to look for the item & reminding patron of the patron contract that is their library card
11. End of Year Youth Services/Programming Librarian Report
 - a. Reviewed attendee breakdowns, outlined ideas to reach tween/teen age groups, talked about upcoming programs & passive programming ideas
12. Logan Public Library Bylaws & Policies Review
 - a. Social Media Policy, Wii Video Game Use Policy, & Meeting Room Use Policy tabled to January, 2023 meeting
 - b. Sandy departed meeting early, remaining board members reviewed list of completed policy updates, remaining policy updates, & are asked to respond with any additional policies that they would like added for discussion & possible addition in 2023
13. Agenda items for the next meeting
 - i. Buckley CD decision
 - ii. Tabled sections of Bylaws & Policies Review
 - iii. Discuss additional Bylaws & Policies for consideration
14. Meeting adjourned by Gene in Sandy's absence

Board president signature



secretary signature

