

Monroe Library Board
December 6, 2023

Call to Order & Roll Call

Present: Jeanette Rankin, Nicki Tapps, Rebecca Ver Heul, Mary Catherine Striegel via phone

Approval of Minutes

Amendments proposed – approval of 11/1/23 minutes tabled to 1/3/24 meeting.

Bills and Financial Statements

The bills and financial statements were presented. A motion to approve payment of the bills ending December 31, 2023 was made by Nicki Tapps and seconded by Rebecca Ver Heul. Motion carried.

Director's Report

Brenda Lanser will be out on personal leave in December. Library staff put together Christmas grab bags for patrons that include donated lunch bags and coupons from Hy-Vee.

Unfinished Business

1. Brenda continues to work on State Accreditation and remains on track to meet the February deadline.
2. Jo Hasselman gave the group an update on website improvements that have been made based on ideas that arose in the planning session with Mariann Mori.
 - a. Inactive links have been restored
 - b. Plans to include Brainfuse on the website soon; currently learning about the resource to ensure adequate service to patrons when it is added
3. Storywalk book will not be updated until Spring due to cold weather

New Business

1. Mary Catherine Striegel's resignation was accepted by the board. Her term will end on 12/31/2023.
2. A motion to approve new board member, Stacey McCoy, was made by Rebecca Ver Heul and seconded by Nicki Tapps. Motion carried. Stacey will replace Mary Catherine and her term begins 1/1/2024
3. Board will discuss Vice President role designation in 1/3/24 meeting
4. A motion to approve \$2500 from the library budget for sidewalk repair was made by Nicki Tapps and seconded by Rebecca Ver Heul. Motion carried.
 - a. Total invoice is \$4,218 - \$1,718 will be covered by funds from Friends of the Monroe Public Library
5. A motion was made to approve the new library logo was made by Rebecca Ver Heul and seconded by Nicki Tapps. Motion carried.

Public Input
No public input.

Next Meeting will be January 3, 2024 at 4:15 p.m.

Adjournment

The meeting was adjourned by general consent at 5:01 p.m.
Minutes submitted by Nicki Tapps, Board Secretary

Monroe Library Board
October 4, 2023

Call to Order & Roll Call

Present: Mary Sellers, Mary Catherine Striegel, Jeanette Rankin, Nicki Tapps, Rebecca Ver Heul
Staff: Brenda Lanser

Approval of Minutes

Rebecca Ver Heul made a motion to accept the September 6, 2023 minutes. Seconded by Mary Sellers.
Motion carried.

Bills and Financial Statements

The bills and financial statements were presented. A motion to approve payment of the bills ending September 30, 2023 was made by Mary Catherine Striegel and seconded by Nicki Tapps. Motion carried.

Director's Report

The Library plans to participate in the Trunk or Treat event on the square for Halloween. Reorganizing the the children's section.

Unfinished Business

1. Library accreditation and long range plans
 - a. Brenda is gathering documentation
 - b. Board will extend November 1, 2023 meeting to work on the library's new 5 year plan
 - i. Some ideas we'd like to discuss are circulation trends, collection development & increasing knowledge/awareness in the community

New Business

1. IPTV Steam trailer update – 11/7 – 11/14
 - a. Time has been scheduled for homeschool & daycare groups, Monroe Elementary & the public
2. Jasper County Wide Trustee Meeting will be held in Sully at 6pm on 10/16 at City Hall
3. A motion was made by Nicki Tapps and seconded by Rebecca Ver Heul to adopt the new donation policy. Motion carried.

Public Input

No public input.

Next Meeting will be November 1, 2023 at 3:30 p.m.

Adjournment

The meeting was adjourned by general consent at 5:10 p.m.
Minutes submitted by Nicki Tapps, Board Secretary

Monroe Library Board
September 6, 2023

Call to Order & Roll Call

Present: Mary Sellers, Mary Catherine Striegel, Jeanette Rankin, Nicki Tapps, Rebecca Ver Heul
Staff: Brenda Lanser

Approval of Minutes

Mary Sellers made a motion to accept the August 2, 2023 minutes. Seconded by Jean Mary Catherine Striegel. Motion carried.

Bills and Financial Statements

The bills and financial statements were presented. A motion to approve payment of the bills ending July 31, 2023 was made by Rebecca Ver Heul and seconded by Nicki Tapps. Motion carried.

Director's Report

The Library plans to participate in the Trunk or Treat event on the square for Halloween. Reorganizing the the children's section.

Unfinished Business

1. Trustee Training – covered topics related to planning for the Library's future (chapter 7) & discussed upcoming JLA trustee training on 10/16 @ 6pm in Sully. The new strategic plan is due in February.

New Business

1. Annual survey is complete and submitted
 - a. We had a shift in the amount of programming offered inside the building.
 - b. Staffing changes were notes as well.
2. The board/staff will hold an extended meeting on November 1st to begin creating the new strategic plan.
 - a. Collection development should be included in the overall goals
3. Board members will begin sharing the responsibility of representing the Library at City Council meetings.
 - a. Need to determine a schedule – each member should attend 2 meetings

Public Input

No public input.

Next Meeting will be October 4, 2023 at 4:15 p.m.

Adjournment

The meeting was adjourned by general consent at 5:10 p.m.
Minutes submitted by Nicki Tapps, Board Secretary

Monroe Library Board
August 2, 2023

Call to Order & Roll Call

Present: Mary Sellers, Mary Catherine Striegel, Jeanette Rankin, Nicki Tapps
Staff: Brenda Lanser

Approval of Minutes

Mary Catherine Striegel made a motion to accept the June 7, 2023 minutes. Seconded by Jeanette Rankin. Motion carried.

Bills and Financial Statements

The bills and financial statements were presented. A motion to approve payment of the bills ending March 31, 2023 was made by Nicki Tapps and seconded by Mary Catherine Striegel. Motion carried. Benefit total added to budget line items.

Director's Report

New library cards arrived and are being handed out.

Unfinished Business

1. Summer Reading Update: Attendance was great for the Summer Reading programs. The scavenger hunt bingo had 35 blackout sheets turned in, and parents commented on how much they liked the road trip craft box.
2. Trustee Training – covered topics related to approving and monitoring the budget which included a discussion regarding the various library funding sources.

New Business

1. New Officers:
 - a. Mary Sellers stepped down as President of the board and will remain a member
 - b. A motion to nominate Jeanette Rankin as President of the board was made by Nicki Tapps and seconded by Mary Catherine Striegel. Motion carried.
 - c. A motion to nominate Mary Catherine Striegel as Vice President of the board was made by Jeanette Rankin and seconded by Nicki Tapps. Motion carried.
 - d. A motion for Nicki Tapps to remain board secretary was made by Mary Sellers and seconded by Jeanette Rankin. Motion carried.
2. Discussed holding elections for board functions each June.
3. Confirmed we will decline purchasing Adventure Passes for 24 FY

Public Input

No public input.

Next Meeting will be September 6, 2023 at 4:15 p.m.

Adjournment

The meeting was adjourned by general consent at 5:12 p.m.
Minutes submitted by Nicki Tapps, Board Secretary

Monroe Library Board
June 7, 2023

Call to Order & Roll Call

Present: Mary Sellers, Mary Catherine Striegel, Jeanette Rankin, Nicki Tapps, Rebecca Ver Heul
Staff: Brenda Lanser

Approval of Minutes

Rebecca Ver Heul made a motion to accept the May 3, 2023 minutes. Seconded by Jeanette Rankin.
Motion carried.

Bills and Financial Statements

The bills and financial statements were presented. A motion to approve payment of the bills ending March 31, 2023 was made by Mary Catherine Striegel and seconded by Nicki Tapps. Motion carried.
Benefit total added to budget line items.

Director's Report

Keeping a close eye on the budget as the current fiscal year end approaches. Running low on library cards.

Unfinished Business

1. Librarian raise clarification provided by City of Monroe – the Library Board can make recommendations prior to the budget being set for the FY.
2. Trustee Training – learned about the benefits that are offered to library staff
3. A motion to approve the benefit package was made by Jeanette Rankin and seconded by Rebecca Ver Heul. Motion carried.

New Business

1. Summer Reading Report – 54 signed up & activities are going well
 - a. About 20 participated in the Road Trip box craft
 - b. 1st story under the trees was a success
2. Purchasing a venture pass was brought up for consideration
3. Brenda's 10 Year Anniversary Open House planned for 6/28/23 – 12-5pm
 - a. Board members will provide food/refreshments
4. Steam Trailer is scheduled to come to the library 11/7/23 – 11/14/23; volunteers may be needed to help supervise

Public Input

No public input.

Next Meeting will be July 5, 2023 at 4:15 p.m.

Adjournment

The meeting was adjourned by general consent at 5:10 p.m.
Minutes submitted by Nicki Tapps, Board Secretary

Monroe Library Board
May 3, 2023

Call to Order & Roll Call

Present: Mary Sellers, Mary Catherine Striegel, Jeanette Rankin, Nicki Tapps, Rebecca Ver Heul
Staff: Brenda Lanser

Approval of Minutes

Mary Catherine Striegel made a motion to accept the April 5, 2023 minutes. Seconded by Rebecca Ver Heul. Motion carried.

Bills and Financial Statements

The bills and financial statements were presented. A motion to approve payment of the bills ending March 31, 2023 was made by Mary Sellers and seconded by Jeanette Rankin. Motion carried. Hours will be reduced for the remainder of the current fiscal year.

Director's Report

Keeping a close eye on the budget as the current fiscal year end approaches. Running low on library cards.

Unfinished Business

1. Librarian wage for FY 2024 – tabled
2. There are 3 new sponsors for the Story Walk – total of \$150
3. Brenda wrote a grant for the Rob See Company; grant is for rural libraries
4. Trustee Training – discussed bylaws

New Business

1. Summer Reading Report – sign up for the program is open 6/1-6/5
 - a. Reading BINGO
 - b. Read through the state
 - c. Scavenger Hunt
 - d. Activity Packet
2. May need volunteers for story time – Monday's at 11am
3. Sidewalk - \$4,200 bid received to be completed in August; some prep work will be needed. Friends may cover a portion of the cost
4. Steam Engine Project/Club – geared toward 5th through middle school ages; monthly take home stem kits & quarterly events

Public Input

No public input.

Next Meeting will be June 7, 2023 at 4:15 p.m.

Adjournment

The meeting was adjourned by general consent at 5:10 p.m.
Minutes submitted by Nicki Tapps, Board Secretary

Monroe Library Board
April 5, 2023

Call to Order & Roll Call

Present: Mary Sellers, Mary Catherine Striegel, Jeanette Rankin, Nicki Tapps, Rebecca Ver Heul
Staff: Brenda Lanser

Approval of Minutes

Mary Catherine Striegel made a motion to accept the March 1, 2023 minutes. Seconded by Rebecca Ver Heul. Motion carried.

Bills and Financial Statements

The bills and financial statements were presented. A motion to approve payment of the bills ending March 31, 2023 was made by Jeanette Rankin and seconded by Nicki Tapps. Motion carried. Hours will be reduced for the remainder of the current fiscal year.

Director's Report

Working on organizing the summer reading program – "Road Trip BINGO" & Jo is putting together a scavenger hunt.

Unfinished Business

1. Librarian wage for FY 2024 – tabled
2. Rebecca Ver Heul has been approved as a new member by the city council

New Business

1. Jo's evaluation was filed & included a 50 cent raise
2. Website reveal; updated with current information, pictures, volunteer opportunities, holiday hours etc.
3. Trustee manual – discussed the Library Ordinance which protects the library from city control
4. Value of the Monroe Library – was given the city as an informational handout & could be shared on the story walk or with local businesses
5. 10 Year Anniversary – in the May meeting we will plan an open house with cookies & drinks; will need to pick a date in June
6. Discussed the need for the library to have a 5 year plan
7. Quote for the cement in the back should be received soon

Public Input

No public input.

Next Meeting will be ^{MAY} April 5, 2023 at 4:15 p.m.

Adjournment

The meeting was adjourned by general consent at 5:31 p.m.
Minutes submitted by Nicki Tapps, Board Secretary

Monroe Library Board
March 1, 2023

Call to Order & Roll Call

Present: Mary Sellers, Mary Catherine Striegel, Jeanette Rankin, Nicki Tapps
Staff: Brenda Lanser
Guest: Rebecca Ver Heul

Approval of Minutes

Mary Catherine Striegel made a motion to accept the February 8, 2023 minutes. Seconded by Jeanette Rankin. Motion carried.

Bills and Financial Statements

The bills and financial statements were presents. A motion to approve payment of the bills ending February 28, 2023 was made by Mary Catherine Striegel and seconded by Nicki Tapps. Motion carried.

Director's Report

Crazy 8 Math Club will meet in March; no communication will be sent to the school as attendance is already high. Progress group is in need of self-led activities. Jo is close to obtaining library staff certification.

Unfinished Business

1. Librarian wage for FY 2024 – tabled
2. 'A Dream Comes True' written by local author was donated
3. Brenda discussed Collection Development; will email policy to board members to be reviewed in future meetings. Freedom to Read law is applied when considering additions to the Monroe Library Collection.
4. Jeanette Rankin made a motion to submit Rebecca Ver Heul as a new member of the library board to the city. Seconded by Mary Catherine Striegel. Motion carried.

New Business

1. JLA meeting went well. It was great to hear about other towns' programs and their ideas.
2. Disaster Plan was reviewed. The counting system broke and needs replaced. Jeanette Rankin made a motion to replace it and motion was seconded by Mary Catherine Striegel. Motion carried.

Public Input

No public input.

Next Meeting will be April 5, 2023 at 4:15 p.m.

Adjournment

The meeting was adjourned by general consent at 5:28 p.m.
Minutes submitted by Nicki Tapps, Board Secretary

Monroe Library Board

February 8, 2023

Call to Order & Roll Call

Present: Mary Sellers, Marlene Beyer, Mary Catherine Striegel, Jeanette Rankin, Nicki Tapps

Staff: Brenda Lanser

Approval of Minutes

Mary Catherine Striegel made a motion to accept the January 4, 2023 minutes. Seconded by Jeanette Rankin. Motion carried.

Bills and Financial Statements

The bills and financial statements were presented. A motion to approve payment of the bills ending January 31, 2023 was made by Jeanette Rankin and seconded by Mary Catherine Striegel. Motion carried.

Director's Report

Via social media, the public was informed regarding carpet installation dates as well as promoting the story walk.

Jo is working towards library staff certification.

Unfinished Business

1. Carpet installation went well. Placement of books, etc. were reorganized.
2. The city approved the increase in the budgeted amount for building repair from \$2,000 to \$4,000.
3. The meeting room will be used only during library hours.

New Business

1. Moving Forward – Summer reading will be Reading Roundtrip. This is a study across the USA.
2. Evaluation of Director – The Board discussed the evaluation. Some items need clarification.
3. We were advised of a local author. This will be reviewed next month.

Public Input

No public input.

Next Meeting will be March 1, 2023 at 4:15 p.m.

Adjournment

The meeting was adjourned by general consent at 5:52 p.m.

Minutes submitted by Marlene Beyer, Board Secretary

Monroe Library Board
January 4, 2023

Call to Order & Roll Call

Present: Mary Sellers, Marlene Beyer, Mary Catherine Striegel, Jeanette Rankin, Nicki Tapps
Staff: Brenda Lanser

Approval of Minutes

Mary Catherine Striegel made a motion to accept the December 2022 minutes. Seconded by Nicki Tapps. Motion carried.

Bills and Financial

The bills and financial statements were presented. A motion to approve payment of the bills ending December 31, 2022 was made by Jeanette Rankin and seconded by Marlene Beyer. Motion carried.

Director's Report

Brenda received notice that the library accreditation has been extended one year.

At the Jasper County Librarian meeting the discussion centered on budgeting. Brenda recommended that libraries educate the population on how libraries are funded and organized. This can be done via social media, pamphlets and included in the story walk.

Unfinished Business

1. City Budget – Brenda requested from the City of Monroe to increase the budgeted amount of building repair from \$2,000 to \$4,000.

Brenda also requested from the City of Monroe an increase in Enrich Iowa State payment from \$2,200 to \$3,700.

2. Carpet Installation Procedures –they will begin installation January 16 and are planning for a two week completion.

New Business

Mary Sellers is sending forms to the Board members for suggestions for Brenda's performance evaluation. She will compile the results and they will be discussed and voted on at the March meeting.

Jeanette Rankin nominated Nicki Tapps for Board Secretary as of March 1 and seconded by Mary Catherine Striegel. Motion carried.

Public Input

No public input.

Next Meeting will be February 1, 2023 at 3:45 p.m.

Adjournment

The meeting was adjourned by general consent at 4:10 p.m.
Minutes submitted by Marlene Beyer, Board Secretary