

Monroe Library Board
December 4, 2024

Call to Order & Roll Call

Present: Nicki Tapps, Beccy Ver Heul, Stacie McCoy, Rachel Purvis, Kristina Cimaglia
Staff: Brenda Lanser

Approval of Minutes

Stacie McCoy made a motion to accept the November 6, 2024, minutes. Seconded by Rachel Purvis. Motion carried.

Bills and Financial Statements

The bills and financial statements were presented. A motion to approve payment of the bills ending November 30, 2024, was made by Stacie McCoy and seconded by Kristina Cimaglia. Motion carried.

Director's Report

- Brenda is working on continuing education hours for recertification
 - One class has prompted the updates to the library's disaster preparedness
- Working on designs for the next phase of improvements to the library exterior
 - Exploring grant possibilities and other community resources for additional funding

Unfinished Business

- Hobby Swap Update
 - 5 patrons attended & received quite a bit for the Library's cupboard
 - May try to hold the event again; was valuable overall and may have better attendance on a different date
- Holiday Tea
 - A musical performance is planned as well as a poetry reading
 - Advertising to encourage an increase in attendance

New Business

- Crazy 8 math club
 - Program has been purchased & Brenda is working on getting kids signed up for 2025
- Policy Change
 - Patron Code of Conduct updated to include new animal policy, previously approved by the board. Stacie McCoy made a motion to approve the change, seconded by Rachel Purvis. Motion carried.
- Planning for a disaster/disaster response document discussed for Trustee Training purposes.
 - Brenda is working on updating the document for accuracy & to make sure the information is up to date in case of a disaster.
 - A weather radio is needed.

Public Input

No public input.

Next Meeting will be January 8, 2025 at 4:15 p.m.

Adjournment

The meeting was adjourned by general consent at 5:05 p.m.
Minutes submitted by Nicki Tapps, Board Secretary

Monroe Library Board

September 18th, 2024

Special board meeting was held to address patron concerns regarding the library's new bunny (Lennon) that were reported to the City of Monroe.

Call to Order & Roll Call

Present: Jeanette Rankin, Nicki Tapps, Beccy Ver Heul, Stacie McCoy, Rachel Purvis

Staff: Brenda Lanser

Board Discussion & Action Plan

1. The City of Monroe recently shared there are safety concerns being reported to the city.
 - a. Lennon could be a tripping hazard in the public setting
2. Brenda shared she has received an abundance of positive feedback from patrons as well.
 - a. Some have visited specifically to obtain a new library card and to meet Lennon.
 - b. Lennon's presence is consistent with the library's mission to Inspire Curiosity and Connect Community.
3. A veterinarian has been consulted regarding Lennon's care and is available for ongoing consultation should any behavior issues arise.
4. The Library Board is interested in the animal assisted therapy certification process.
 - a. Brenda has found a course that may be beneficial in the future.
5. The Friends of the Monroe Library has approved room & board funding for Lennon.
6. Stacie McCoy made a motion to keep Lennon in the Library with clarified guidelines to ensure all patrons are comfortable at the library. Seconded by Rachel Purvis. Motion carried.
7. To address safety concerns the following changes will be made.
 - a. Lennon will be given a designated and confined area of the library
 - i. He will only free range in the library during established and communicated "Bunny Hours"
 - b. New signs will be posted in multiple areas of the Library with information about how to interact with Lennon, as well as a clear message that a patron can ask to see Lennon or ask that he be put away during their visit.
 - c. A Facebook message will be posted to communicate changes to the public.

Next Meeting will be October 2, 2024 at 4:15 p.m.

Adjournment: The meeting was adjourned by general consent at 5:00 p.m.

Minutes submitted by Nicki Tapps, Board Secretary

Monroe Library Board
August 7, 2024

Call to Order & Roll Call

Present: Jeanette Rankin, Nicki Tapps, Beccy Ver Heul, Stacie McCoy, Rachel Purvis
Staff: Brenda Lanser

Approval of Minutes

Stacie McCoy made a motion to accept the June 5, 2024 minutes. Seconded by Rachel Purvis. Motion carried.

Bills and Financial Statements

The bills and financial statements were presented. A motion to approve payment of the bills ending July 31, 2024 was made by Beccy Ver Heul and seconded by Nicki Tapps. Motion carried.

Over Drive/Libby renewed yearly subscription, \$772.08.

Director's Report

1. Circulation was up in July and the library has had several new visitors stopping in to check out the library.

Unfinished Business

1. Friends plans to landscape the north side in the Spring.

New Business

1. Chapter 8 Trustee Manual/Training: Evaluating Service and Advocating for Advancements
 - a. Once a year we review our strategic plan & board roles/responsibilities.
 - b. The board acts as one voice and looks for opportunities to advocate for the library and its initiatives through balanced, formal discussion.
2. Monroe Public Library 2024 Accreditation was received from the State Library of Iowa.
3. Old Settlers
 - a. Set up went well & tons of stuffed animals were given away.
 - b. Fundraising was near \$400; comparable to 2023.
 - c. Pet Parade had 17 entries. We partnered with Marianne Vriezelaar to register participants.
4. Plans for fall/Halloween
 - a. Grab bags will be made for Trunk or Treat and handed out but the library will not have a trunk.
 - b. We plan to have a presence at the Red Rock Prairie Trail Fall Bicycle Ride
 - c. Fall 'Make a Scarecrow' family event;
 - i. Will need donations of toddler clothing & other supplies
 - ii. Planning for a weekday after working hours
5. The board reviewed and accepted Jeanette Rankin's resignation, her last meeting as Board President will be November 6th, 2024. Congratulations on your retirement Jeanette!

Public Input

No public input.

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

Adjournment

The meeting was adjourned by general consent at 5:15 p.m.

Minutes submitted by Nicki Tapps, Board Secretary

Call to Order & Roll Call

Present: Jeanette Rankin, Nicki Tapps, Beccy Ver Heul, Stacie McCoy, Rachel Purvis
Staff: Brenda Lanser

Approval of Minutes

Stacie McCoy made a motion to accept the May 1, 2024 minutes. Seconded by Beccy Ver Heul. Motion carried.

Bills and Financial Statements

The bills and financial statements were presented. A motion to approve payment of the bills ending May 31, 2024 was made by Beccy Ver Heul and seconded by Nicki Tapps. Motion carried.

Director's Report

1. "Grow a reader" program has kicked off and first couple events have gone well.
 - a. 60 readers have signed up for Summer reading.
2. Brenda is keeping an eye on the budget as the FY ends; July 1 marks the new fiscal year and new budget.

Unfinished Business

1. Trustee welcome to Rachel Purvis pending City Council approval.
 - a. Brenda will attend the June City Council meeting.
 - b. Rachel's nomination is on the City Council agenda for the June 10th meeting for official approval.
2. Summer Reading Reminders
 - a. Blank Park Zoo: 10am on the square on 6/10/24
 - b. Babysitting Course: 9am – 5pm on 6/20/24
 - c. Color Burst Event: 10am on the square on 6/25/24
 - d. Foam Cannon: Scheduled for 8/6/24

New Business

1. Chapter Four Trustee Manual/Training: Hiring a Library Director
 - a. Discussed the role and responsibilities of the Library Director, including but not limited to staffing, collection development, programming and budget administration.
2. Approval of City recommended pay increase of 3% or 4% or less.
 - a. The Library Board has approved the increase for all library staff, including part-time staff.
3. Discussion about July 3rd meeting
 - a. The Library Board agreed to skip the July meeting due to the holiday.
 - b. The June bills will be reviewed and approved the last week of June.

Public Input

No public input.

Next Meeting will be August 7, 2024 at 4:15 p.m.

Adjournment

The meeting was adjourned by general consent at 5:25 p.m.

Minutes submitted by Nicki Tapps, Board Secretary

Meeting Minutes for the Monroe Library Board May 1, 2024

The meeting was called to order at 4:17 by President, Jeanette

Attendance: Becky Ver Heul, Jeanette Rankin, Stacie Mc Coy telephoned in

Staff: Brenda Tripp-Lanser

The bills were presented and motion to approve was made by Stacie and seconded by Becky. Motion carried.

Director's Report was given by Brenda Tripp-Lanser she spoke about the closing out the budget for this fiscal year and reminded the trustees that all supplies, books, expenses for building or programming etc will be submitted for the final time of this fiscal year June 3 and approved by the Monroe City Council on June 10. Anything that comes in for expenses will be applied to the new fiscal year, July 2024, bills. The exception is the wages for the month of June will be applied to this fiscal year ending June 30, 2024.

Unfinished Business:

1. Landscaping, the gravel was removed, and the fill dirt was brought in and leveled. The city guys did the work, and the fill dirt and skid loader rental were applied to the Building Maintenance line item in the budget. Vince Van Wyn Garden applied the grass seed that the library purchased and laid down straw. The total landscaping cost was over \$4300.00. The finished look is very nice. It was also agreed upon that the request of Marc Van Wyk to remove the lilac bush south of the library would be granted.
2. Trustee Nominations were presented, and a list of Rachel Purvis, Staci Geer and Brian Briles were entered. It was decided to reach out to Rachel Purvis following the meeting. She accepted our nomination, and an online Library Trustee Vote was held on May 16, 2024. The vote was unanimous to accept Rachel Purvis in the position of Library Trustee.

New Business:

Both the summer reading needs and the anticipated old Settler's responsibilities were briefly discussed as new business. Brenda would be reaching out to the library supporters to make there is enough help for both events.

Meeting Adjourned at 5:23

Monroe Library Board
April 3, 2024

Call to Order & Roll Call

Present: Jeanette Rankin, Nicki Tapps, Rebecca Ver Heul, Mary Sellers, Stacie McCoy
Staff: Brenda Lanser

Approval of Minutes

Mary Sellers made a motion to accept the March 6, 2024 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, 2024 was made by Stacie McCoy and seconded by Nicki Tapps. Motion carried.

Going forward if the City Council meeting is held prior to the Library board meeting, the board will review bills and financial statements outside of our regularly scheduled meeting.

Director's Report

1. Brenda has been reading at the Monroe Elementary school twice a month.
2. Brenda attended a community garden meeting. There are a lot of exciting opportunities with this partnership.
3. 1st Library Staff meeting was held in March; had a great brainstorming session.
 - a. 17 kits were check out in March due to the kit display the staff designed.
4. Jo organized a fun coloring contest.
5. Summer Reading programming is ready. This year's theme is Reading Garden: Grow a Reader.

Unfinished Business

1. Trustee Training continued Chapter 8
 - a. Evaluating Service and Advocating for Advancements.
 - i. The board should evaluate board effectiveness regularly and advocate for the Library's strategic plan/mission in the community.
2. Council meeting sign up
 - a. Schedule is set through September

New Business

1. Road Trip
 - a. The board will choose a place to go together to get new ideas.
2. Class/Program suggestions
 - a. Idea: Silent book club
 - b. Idea: poll the community for ideas
 - c. Board will brainstorm more ideas for fall programming
3. Landscaping/Lighting
 - a. We have a bid for \$4200.
 - i. Mark with the city can assist to reduce the cost.
 - ii. Brenda will get at least 2 estimates for the project.

- iii. Brenda will also create a proposal for the project for the board and Friends to consider funding sources.
4. Mary Seller's resignation was accepted by the board.

Public Input

No public input.

Next Meeting will be May 1, 2024 at 4:15 p.m.

Adjournment

The meeting was adjourned by general consent at 5:15 p.m.

Minutes submitted by Nicki Tapps, Board Secretary

Monroe Library Board
March 6, 2024

Call to Order & Roll Call

Present: Jeanette Rankin, Nicki Tapps, Rebecca Ver Heul, Mary Sellers, Stacie McCoy
Staff: Brenda Lanser

Approval of Minutes

Mary Sellers made a motion to accept the February 7, 2024 minutes. Seconded by Stacie McCoy. Motion carried.

Bills and Financial Statements

The bills and financial statements were presented. A motion to approve payment of the bills ending February 29, 2024 was made by Stacie McCoy and seconded by Nicki Tapps. Motion carried.

The cost of the copy machine will be logged under 'Training & Workshops'; the line item will be updated to 'Copy Machine' at end of fiscal year.

Director's Report

Getting out in the community and continuing to read at the elementary school. Partnered with the Rebecca Ver Heul for literacy night at Monroe Elementary and Prairie City Elementary.

As part of the "One Community, one book" project, on March 20, 2023 Brenda is going to read Dear Earth to 3rd graders at Monroe Elementary and gift 2 hardback/2 paper copies. Will be promoting the book and encouraging patrons to come check it out from the library.

Story Walk will be updated soon with Pete the Cat.

Unfinished Business

- Budget is set at \$87,765
 - The City Council has projected a 3% wage increase for all city employees, which includes the entire library staff.
 - Nicki Tapps made a motion to approve the budget to be submitted to the City Council. Motion was seconded by Rebecca Ver Heul. Motion carried.

New Business

- Performance Review for Library Director
 - The library board approved an additional 2% wage increase for the Library Director.
 - The city administrator declined the wage increase citing the February 17, 2022 letter from the office of Caldwell, Brierly & Chalupa, PLLC, which states wage increases are approved by the city council.
 - Starting in 2025, the annual performance review for the Library Director will be conducted in June
- Trustee Training
 - Chapter 6: Developing and Adopting Policies
 - Because the library is accredited, it must meet 77 standards

- Policies should be evaluated every 3 years

Public Input

No public input.

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

Adjournment

The meeting was adjourned by general consent at 5:25 p.m.

Minutes submitted by Nicki Tapps, Board Secretary

Monroe Library Board
February 7, 2024

Call to Order & Roll Call

Present: Jeanette Rankin via video, Nicki Tapps, Rebecca Ver Heul, Mary Sellers, Stacie McCoy

Staff: Brenda Lanser

Guest: Kim

Approval of Minutes

Mary Sellers made a motion to accept the January 3, 2024 minutes. Seconded by Stacie McCoy. Motion carried.

Bills and Financial Statements

The bills and financial statements were presented. A motion to approve payment of the bills ending February 29, 2024 was made by Stacie McCoy and seconded by Rebecca Ver Heul. Motion carried.

Director's Report

First reading night at the school will be on February 8, 2024 at Monroe Elementary. Will have handouts including Brainfuse info, sight words & library card prompts.

Partnering with Monroe Community Garden on the 'grow a reader' reading garden project. Working with Cassi Sawhill to do library bouquets.

Brenda is the process of putting together a plan for summer programming.

Jo Hasselman completed all state requirements for Public Library Staff Endorsement certification and has earned a city wide raise. Board will consider the amount of the raise and adjust role requirements for the assistant librarian. Need to determine a standard for certification raises for part time & full time employees. Decision tabled to March 6, 2024.

Unfinished Business

1. State Accreditation completed.
2. Board was provided with a copy of the Monroe Public Library Statement of Policies.
3. Reviewed the 5 year Monroe Public Library Strategic Plan 2024-2029. A motion to approve the plan was made by Nicole Tapps and seconded by Rebecca Ver Heul. Motion carried.

New Business

1. Budget Questions
 - a. Payroll & hours – why is the budget short for benefits?
 - i. IPERS & health insurance costs exceed budget amount
 - ii. Employee are benefits covered by a separate tax levee
 - iii. Overage on benefits budget line item is covered by reserves.

- b. 3% salary increase will be budgeted for 2025
- c. Equipment repair line item increased
- d. Building repair decreased to \$1k
 - i. Sidewalk repair project is not completed yet & we are waiting on a bid for total cost. Kim is reviewing the budget & will consider suggestions for an increase.
- e. Overall decrease of \$3k is currently projected
- f. Official city budget deadline is 4/30
- g. Library board will start planning for adjustments
 - i. Need to watch hours & spending
- 2. Copy Machine is mainly used by library staff and currently covered by Friends.
 - a. Approximately \$85/month for the service contract (charged by the copy).
 - b. Mary Sellers made a motion for the cost of the copy machine to be moved to the Monroe Public library. The motion was seconded by Stacie McCoy. Motion carried.
- 3. Landscaping discussion tabled. Need to hold off until budget and costs are determined. Brenda is gathering bids.

Public Input

No public input.

Next Meeting will be March 6, 2024 at 4:15 p.m.

Adjournment

The meeting was adjourned by general consent at 5:47 p.m.

Minutes submitted by Nicki Tapps, Board Secretary

Monroe Library Board
January 3, 2024

Call to Order & Roll Call

Present: Jeanette Rankin via video, Nicki Tapps, Rebecca Ver Heul, Mary Sellers, Stacie McCoy
Staff: Brenda Lanser

Approval of Minutes

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

November 1, 2023 minutes approved by general consent.

Bills and Financial Statements

The bills and financial statements were presented. A motion to approve payment of the bills ending January 31, 2024 was made by Nicki Tapps and seconded by Stacie McCoy. Motion carried.

Unfinished Business

1. State Accreditation deadline has been extended to the end of March
2. Brenda's certification deadline has been extended to December 31, 2024
 - a. Certification requires 45 hours on IowaLearn; Brenda has 23 hours left to complete.
 - b. Completion makes Brenda eligible for a raise to be discussed in a future meeting.
3. Jo Hasselman updated the interlibrary loan files & added Brainfuse on the website.

New Business

1. New Officers:
 - a. A motion to nominate Rebecca Ver Heul as Vice President of the board was made by Mary Sellers and seconded by Nicki Tapps. Motion carried.
2. Staff manual updated and filing system organized.
3. Trustee review tabled to a future meeting.

Public Input

No public input.

Next Meeting will be February 7, 2024 at 4:15 p.m.

Adjournment

The meeting was adjourned by general consent at 5:06 p.m.
Minutes submitted by Nicki Tapps, Board Secretary