

LIBRARY BOARD MEETING

Thursday, March 19, 2026 at 6:30 PM

Library Community Room - 805 1st Street East

AGENDA

MEETING OPENING

1. Introduction of Guests
2. Approve the Agenda
3. Approve Minutes

APPROVE BILLS

4. Approve Bills

STATISTICS

5. Statistics Report

NEW BUSINESS

6. Gutter Maintenance

UNFINISHED BUSINESS

7. Library Board Bylaws

MISCELLANEOUS

8. County Revenues for Libraries
9. Staff Update
10. Legislative Update
11. Park Update
12. Library Board Training
13. Board and Staff Reports

ADJOURNMENT

This agenda is subject to change.

Independence Public Library
 Library Board of Trustees
 February 19, 2026

The meeting of the Library Board of Trustees was held in the Library Community Room of the Independence Public Library.

Those present at the meeting were Laura Blaker, Robin Bleichner, Quentin Stenger, Deb Clark, Matt Rittgers, Emily Ownby, Nancy Dodge, and Jake Bass. Also in attendance, Bret Weber, City Council Liaison, Michelle Nejd, Deputy Clerk.

The meeting was called to order by Robin Bleichner at 6:30 p.m.

A motion was made by Jake Bass, seconded by Emily Ownby to approve the agenda. The motion carried unanimously.

A motion was made by Jake Bass and seconded by Nancy Dodge to approve the minutes with the amended changes. The motion carried unanimously.

Bills were reviewed. Motion made by Jake Bass and seconded by Quentin Stenger to approve the bills. The motion carried unanimously.

STATISTIC

The library's Facebook Total Reach was one of the highest 99,613 on record. Build-A-Fort Family Fun Night was a great success.

NEW BUSINESS

Fines and Fees Policy

A motion was made by Quentin Stenger and seconded by Nancy Dodge to approve policy with the recommended changes.

Library Board Bylaws

Looked over bylaws and moved to the March meeting

UNFINISHED BUSINESS

Library Budget FY 2026-27

A motion was made by Nancy Dodge, seconded by Emily Ownby to approve the

updated budget. The motion carried unanimously.

MISCELLANEOUS

Programming Update

Brochure was distributed for the 2026 One Book Indee Program. There are events and activities throughout February and March coordinating with the One Book Indee selection, To Catch a Storm by Mindy Mejia.

Legislative Updates

Discussed the different bills that have passed the first funnel. Laura recommended that the board contact the legislature regarding the potential crippling of public libraries across the state.

Building and Grounds Updates

Ranger Reed has been hired to remove snow. Leak in ceiling and soffit drip issue were addressed and Laura has requested quotes. Fundraising event for May 2, 2026 from 10:00 to 2:00 p.m. Volunteers are needed for a few shifts.

Library Board Training

Covered in the Legislative Updates.

Board and Staff Reports

Tax season has started and Jake stated that the volunteers will be using the Library Community Room from Feb 6th to April 10th. May 2nd from 10:00 to 2:00, the library will be holding a fundraising event. Matt Rittgers is moving and will be leaving the board. Discussions have started about the RAGBRAI stop in Independence on July 23, 2026.

ADJOURNEMENT

A motion was made by Jake Bass and seconded by Emily Ownby to adjourn the meeting. Motion was carried unanimously.

The meeting adjourned at 7:39 p.m.

Respectfully Submitted
Deb Clark
Secretary

Independence Public Library Monthly Bills March 2026

Item #4.

1	003-410-6210 Dues & Memberships	\$32.00
2	Visa Card Services (DM Register)	\$32.00
3	003-410-6320 Grounds Operation & Maintenance	\$60.00
4	Ranger Reed (snow removal)	\$60.00
5	003-410-6371 Electricity	\$1,854.84
6	Independence Light & Power	\$1,854.84
7	003-410-6373 Communications (Phone & Internet)	\$248.95
8	Independence Light & Power	\$248.95
9	003-410-6399 Other Maintenance/Repair	\$172.68
10	NAPA (Inv# 044622, 044636 - handicap door repair)	\$7.18
11	Permanent Roofing Specialists (Inv# 95 - gutter repair)	\$165.50
12	003-410-6408 Property & Casualty Insurance	\$14,340.52
13	ICAP (yearly renewal)	\$14,340.52
14	003-410-6409 Janitorial	\$1,635.00
15	Midwest Janitorial (Inv# 259504)	\$1,635.00
16	003-410-6502 Books	\$3,235.17
17	Brodart (Acct#140052 - Invoices listed below)	\$804.90
18	Ingram (Acct# 20AZ626 - Invoices listed below)	\$1,046.50
19	Perma-bound (Inv# 2032272-01, 2032454-00)	\$356.81
20	Cengage Learning Inc. (Inv# 999102409004, 999102472886)	\$215.83
21	Center Point Large Print (Inv# 2226835)	\$201.39
22	Amazon Capital Services (Amazon.com purchases)	\$609.74
23	003-410-6506 Office Supplies	\$189.52
24	Demco (Inv# 7775838)	\$72.63
25	Storey Kenworthy (Inv# 1306318)	\$116.89
26	003-410-6507 Operating Supplies	\$21.61
27	Amazon Capital Services (disinfectant spray for LEGOS, toys, etc.)	\$21.61
28	003-410-6508 Postage	\$179.32
29	Visa Card Services (ILL postage & postage stamps)	\$179.32
30	003-410-6530 Programming	\$719.05
31	Ingram (Acct# 20AZ626 - Invoices listed below)	\$445.54
32	Amazon Capital Services (supplies for various programs)	\$121.89
33	Visa Card Services (refreshments & supplies for programs)	\$151.62
34	003-410-6531 Video Recordings	\$191.74
35	Amazon Capital Services (Amazon.com purchases)	\$191.74
36	003-410-6532 Audio Recordings	\$152.97
37	Blackstone Publishing (Inv# 2226602)	\$152.97
38	Total General Fund Expenses for Month	\$23,033.37 \$23,033.37

39 Brodart Invoices - B7172287-89, B7172359-61, B7172366, B7172396, B7172413, B7172577, B7172591-92,
40 B7172598, B7172599, B7172706, B7172912

41 Ingram Invoices 94131370, 94369878-79, 94405753, 94505740-41, 94539487-88, 94574864-65, 94602384-85,
42 94633128, 94674458, 94717100, 94782333, 94810905, 94818395-96, 94829140, 94838257, 94855390, 94890430-31,
43 94988500, 95030678-79, 95048035, 95060138, 94131717

Independence Public Library FY26 Budget

Item #4.

Line Item	Beginning Balance	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total	Remaining Balance	Percent Expended
Salaries - Full Time	\$ 198,705.00	\$ 15,249.60	\$ 15,249.60	\$ 15,249.61	\$ 22,874.42	\$ 15,273.60	\$ 15,273.61	\$ 15,273.61	\$ 15,273.62	\$ -	\$ -	\$ -	\$ -	\$ 129,717.67	\$ 68,987.33	65.28%
Salaries - Part Time	\$ 105,971.00	\$ 8,154.34	\$ 8,380.63	\$ 7,552.69	\$ 11,487.83	\$ 7,486.03	\$ 7,600.09	\$ 6,812.97	\$ 7,867.63	\$ -	\$ -	\$ -	\$ -	\$ 65,342.21	\$ 40,628.79	61.66%
Wages - Overtime	\$ 750.00	\$ 26.38	\$ -	\$ -	\$ 11.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38.17	\$ 711.83	5.09%
ICMA RC - City Share	\$ 3,000.00	\$ 157.00	\$ 157.00	\$ 157.00	\$ 235.50	\$ 157.00	\$ 116.00	\$ 357.00	\$ 357.00	\$ -	\$ -	\$ -	\$ -	\$ 1,693.50	\$ 1,306.50	56.45%
Dues & Memberships	\$ 3,400.00	\$ 272.99	\$ 186.99	\$ 77.99	\$ 32.00	\$ 236.00	\$ 1,007.80	\$ 227.00	\$ 70.00	\$ 32.00	\$ -	\$ -	\$ -	\$ 2,142.77	\$ 1,257.23	63.02%
Training in House	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ 24.95	\$ 275.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 299.95	\$ 0.05	99.98%
Meetings/Conferences/Miles	\$ 1,400.00	\$ -	\$ -	\$ 295.00	\$ -	\$ 443.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 738.98	\$ 661.02	52.78%
Contract Repair & Maintenance	\$ 5,000.00	\$ -	\$ 122.38	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 322.38	\$ 4,677.62	6.45%
Grounds Operation, Maintenance	\$ 700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 270.00	\$ 148.00	\$ 300.00	\$ 60.00	\$ -	\$ -	\$ -	\$ 778.00	\$ (78.00)	111.14%
Electricity/Gas Utilities	\$ 21,064.00	\$ 1,293.98	\$ 1,497.71	\$ 1,505.63	\$ 1,373.67	\$ 1,575.05	\$ 1,512.77	\$ 1,773.84	\$ 1,972.49	#REF!	\$ -	\$ -	\$ -	#REF!	#REF!	#REF!
Communications (Phone)	\$ 3,400.00	\$ 247.65	\$ 246.75	\$ 249.50	\$ 248.15	\$ 250.70	\$ 252.80	\$ 14.00	\$ 247.95	\$ 248.95	\$ -	\$ -	\$ -	\$ 2,006.45	\$ 1,393.55	59.01%
Other Maintenance/Repair	\$ 3,500.00	\$ -	\$ 120.00	\$ -	\$ 21.61	\$ -	\$ 320.21	\$ -	\$ -	\$ 172.68	\$ -	\$ -	\$ -	\$ 634.50	\$ 2,865.50	18.13%
Property & Casualty Insurance	\$ 28,749.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,340.52	\$ -	\$ -	\$ -	\$ 14,340.52	\$ 14,408.48	49.88%
Janitorial	\$ 21,000.00	\$ 1,400.00	\$ 1,051.00	\$ 1,300.00	\$ 1,635.00	\$ 2,253.00	\$ 1,635.00	\$ 1,635.00	\$ 1,635.00	\$ 1,635.00	\$ -	\$ -	\$ -	\$ 14,179.00	\$ 6,821.00	67.52%
Printing & Publishing	\$ 1,000.00	\$ -	\$ -	\$ 75.00	\$ -	\$ 281.63	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 356.63	\$ 643.37	35.66%
Computer Expense	\$ 7,500.00	\$ 583.00	\$ 4,178.53	\$ 208.53	\$ 535.52	\$ 953.74	\$ 1,621.87	\$ 439.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,520.19	\$ (1,020.19)	113.60%
Professional Services	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	0.00%
Library Books	\$ 34,000.00	\$ 3,632.47	\$ 2,362.74	\$ 1,656.75	\$ 2,682.61	\$ 2,818.30	\$ 2,345.11	\$ 1,188.62	\$ 2,996.81	\$ 3,235.17	\$ -	\$ -	\$ -	\$ 22,918.58	\$ 11,081.42	67.41%
Office Equipment	\$ 250.00	\$ -	\$ -	\$ 291.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 291.00	\$ (41.00)	116.40%
Office Supplies	\$ 4,000.00	\$ 367.16	\$ 404.94	\$ 210.99	\$ 58.14	\$ 560.59	\$ 369.84	\$ 103.78	\$ 446.97	\$ 189.52	\$ -	\$ -	\$ -	\$ 2,711.93	\$ 1,288.07	67.80%
Operating Supplies	\$ 2,700.00	\$ 287.50	\$ 185.82	\$ 588.37	\$ 52.76	\$ 95.86	\$ 297.70	\$ 100.23	\$ 93.82	\$ 21.61	\$ -	\$ -	\$ -	\$ 1,723.67	\$ 976.33	63.84%
Postage & Shipping	\$ 500.00	\$ -	\$ 87.95	\$ -	\$ -	\$ -	\$ -	\$ 234.00	\$ 12.05	\$ 179.32	\$ -	\$ -	\$ -	\$ 513.32	\$ (13.32)	102.66%
Safety Supplies	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	0.00%
Programming	\$ 8,000.00	\$ 61.65	\$ 160.00	\$ 1,166.58	\$ 211.95	\$ 249.45	\$ 244.88	\$ 548.28	\$ 1,141.13	\$ 719.05	\$ -	\$ -	\$ -	\$ 4,502.97	\$ 3,497.03	56.29%
Video Recordings	\$ 2,750.00	\$ 509.53	\$ 58.94	\$ 267.63	\$ 89.17	\$ 206.30	\$ 150.76	\$ -	\$ 390.64	\$ 191.74	\$ -	\$ -	\$ -	\$ 1,864.71	\$ 885.29	67.81%
Audio Recordings	\$ 2,500.00	\$ 429.97	\$ 207.85	\$ 253.83	\$ -	\$ 198.39	\$ 239.75	\$ 281.00	\$ 193.45	\$ 152.97	\$ -	\$ -	\$ -	\$ 1,957.21	\$ 542.79	78.29%
Ebooks	\$ 5,500.00	\$ 1,755.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,755.36	\$ 3,744.64	31.92%
Audiobooks (Downloadable)	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00	\$ 3,000.00	57.14%
Video Streaming	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	0.00%
Totals	\$ 474,789.00	\$ 34,428.58	\$ 34,658.83	\$ 31,106.10	\$ 41,550.12	\$ 33,264.57	\$ 33,533.19	\$ 29,136.33	\$ 36,998.56	#REF!	\$ -	\$ -	\$ -	#REF!	#REF!	#REF!
Capital Outlay/Equipment	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 733.53	\$ -	\$ -	\$ -	\$ -	\$ 733.53	\$ 5,266.47	12.23%
Capital Outlay/Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Independence Public Library Circulation and Usage Report for February 2026

Item #5.

Materials Usage

City of Independence Circulation	2,681
Unincorporated Buchanan County Circulation	1,672
Incorporated Buchanan County w/Libraries	430
Contracting Cities	224
Outside of Buchanan County Circulation (Open Access)	468
Items Loaned to Other Libraries (Access Plus)	32
Total Materials Circulation for Month	5,507

Usage Comparison					
Year	Materials	Patrons	Computer	Web Site	BRIDGES
2026	5507	4021	686	3449	2097
2025	5512	3592	650	3711	1936
2024	5359	4213	748	3287	1878
2023	5443	3564	654	2706	1,698
2022	5007	3058	628	2480	1420
2021	4043	1589	193	2529	1388
2020	5975	5677	1196	2868	1094

Patrons

Total Number of Patrons for Month **4,021**

Computer & Wireless Headphone Usage

Desktop Computer Usage for Month	310
In-House Laptop Usage for Month	0
Wireless Computer Usage for Month	376
Early Literacy Station Usage for Month	172
Wireless Headphone Usage for Month	14

Library of Things Usage

Activity Equipment	4
Puzzles	72
Hotspots	20
Cake Pans	2

Web Site Usage

Total Visitors **3,449**

BRIDGES Usage

Total Usage **2,097**

Facebook, Civic Send, Instagram & Google Profile

Facebook Followers	3,230
Facebook Total Reach	99,409
Mass Emails/Constant Contact Opened	2,761
Instagram Likes	75
Instagram Followers	600
Google Profile Interactions	477
Google Profile Views	436

Mobile App Usage

Patron Count	420
Usage	1958

Kanopy Usage

Visits	396
Plays	215

Material Additions

Books	220
DVDs	22
CDs	16
Library of Things (Jigsaw Puzzles)	10
Hotspots (upgraded)	7
Total Additions for Month	275

Material Withdrawals

Total Withdrawals for Month **29**

Additions Breakdown
Adult Biography & NonFiction = 200-1, 600-3
Adult Fiction = F-124, M-3, SF-2, W-10,LPF-9, LPW-2
Young Adult NonFiction = 500-1, 600-1
Young Adult Fiction = YAF-17, GR-2
Juvenile Fiction = JF-34, JSF-1, Graphic Novel-6, Just Right-1
Juvenile Easy = Easy-32, BB-4
VOX Books = JE-16, JF-2
Withdrawals Breakdown
ANF-2, AF-6, YAF-3, JNF-1, JF-4, JGR-1, BB-3, VOX-1, DVD-6, Hotspots-2

Number of Days Open = 27

Study Rooms - 41 usages

Library Events (Community Room)

Adult Events & General Interest (All Ages) Events

- 2/2/2026 Craft & Convo - 5 adults
- 2/6/2026 Tax-Aide - 17 adults
- 2/10/2026 Mindy Mejia Author Event - 45 adults 1 teen 1 child
- 2/12/2026 Heart Healthy Meals with Dan & Lizzie - 17 adults
- 2/13/2026 Tax-Aide - 16 adults
- 2/17/2026 An Inside Look at Undercover Drug Investigations - 48 adults
- 2/18/2026 Caregiver Support Group - 9 adults
- 2/23/2026 Book Discussion - 17 adults 2 children
- 2/24/2026 Daytime Book Discussion - 8 adults
- 2/24/2026 Dungeons & Dragons - 5 adults
- 2/24/2026 Wild Iowa Weather: Storm Chasing - 24 adults
- 2/27/2026 Tax-Aide - 19 adults
- 2/28/2026 Pranayama Breathing Workshop - 7 adults

Teen & Tween Events

- 2/5/2026 Tween Take-Home Affirmation Jars - 11 children 1 adult
- 2/15/2026 Dungeons & Dragons - 5 teens 9 children 1 adult
- 2/19/2026 iTAB meeting - 6 teens 2 adults
- 2/20/2026 Minecraft - 11 teens 3 children 2 adults

Children's Events

- 2/5/2026 Story Time - 11 children 5 adults
- 2/7/2026 Weather Academy with KCRG-TV9 - 23 children 1 teen 18 adults
- 2/9/2026 Legos @ the Library 12 children 8 adults
- 2/12/2026 Story Time - 11 children 7 adults
- 2/19/2026 Story Time - 8 children 7 adults
- 2/26/2026 Story Time - 12 children 7 adults

Outreach Programs/Events

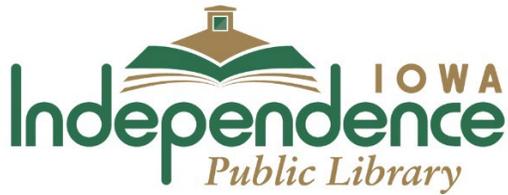
- 2/2/2026 Silent Book Club - 10 adults

Passive Programs

- 2/1-2/21/2026 Affirmation Bookmarks - 7 adults 7 teens 5 children
- 1/1-2/28/2026 Winter Reading Recharge Program - 108 adults 20 teens 94 children

NonLibrary Events (Community Room)

- 2/3/2026 Cub Scouts Den meeting - 10 people
- 2/8/2026 Dave Bushaw for Congress - 10 people
- 2/21/2026 Neutral Zone/Fiber Group - 3 people
- 2/25/2026 Tiger Cub Scouts - 10 people
- 2/26/2026 Troop 4034 Girl Scouts - 17 people



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: March 19, 2026

ITEM TITLE: Gutter Maintenance

BACKGROUND:

The gutters on the library are leaking where the pieces are joined together. John Yoder from Permanent Roofing Solutions has quoted \$1,950 to repair the gutters by resealing them. To replace them would be upwards of \$13,000.

RECOMMENDATION:

Discuss the situation with the gutters and determine how to proceed.

Independence Public Library Board of Trustees ByLaws

Section I **LIBRARY BOARD**

- In accordance with Chapter 22 of the City of Independence Ordinance, the Independence Public Library Board of Trustees will have seven members for terms of service as specified in the noted Ordinance.
- The general powers and duties of the Independence Public Library Board of Trustees are specified in Chapter 22 of the Municipal Code of the City of Independence.
- The Board will exercise its powers and duties as follows:
 1. Employ a competent and qualified individual to serve as Librarian, also hereinafter called the Director.
 2. Evaluate the performance and effectiveness of the Director in fulfilling his/her duties and responsibilities as prescribed in Section VI of the By-Laws. This evaluation will be performed annually under the direction of the personnel committee of the Board of Trustees, and will be discussed with the Director.
 3. Cooperate with the Director in determining and adopting written policies to govern all operations and programs of the Library.
 4. Report to and cooperate with other public officials, boards and the Independence community in support of a good public relations program within the community.
 5. Assist in the preparation of and seek adequate support for the annual Library budget.
 6. Develop long-range goals for the Library and work toward the achievement of these goals.

Section II **INDEMNIFICATION OF MEMBERS**

- The Board shall indemnify any member made a party to an action, suit, or proceeding in tort or contract, or for violation of any of the other civil rights laws, State, Federal or local, under which the member is or could be subject to personal civil liability for a loss occurring because of a non-criminal act or omission within the scope of their membership on the Board. This indemnification shall include any judgment, compromise, or settlement of the

Independence Public Library Board of Trustees ByLaws

action, suit or proceeding; and reasonable expenses, including attorney's fees actually and reasonably incurred by the member in connection with the defense of such action, suit or proceeding, or in connection with any appeal therein, except in relation to matters as to which it shall be adjudged in such action, suit or proceeding that a Board member is liable for gross negligence or willful misconduct in the performance of his or her duties. The rights of indemnification and reimbursement contained in this bylaw shall not be deemed exclusive of any other rights to which a member may be entitled by Statute or otherwise.

Section III OFFICERS

- The officers of the Board of Trustees will be President, Vice-President and Secretary, each serving terms of one year and shall be designated the "Executive Committee." Officers may succeed themselves in office. An officer must be a Board member during his/her term in office. Vacancies in any office may be filled by Board appointment to the remainder of the term at the next regular meeting of the Board of Trustees after the vacancy occurs. Any officer may be removed for any reason, at any time, by a Board action in which a majority of the entire Board (as opposed to a majority of those present) has voted for such removal.
- Nominations and voting for the three officers will take place at the June or July meeting. Officers will be installed immediately after the election, and will hold office until their successors are elected and installed.
- The duties of the officers are as follows:
 - The President will:
 1. Preside at all meetings of the Board;
 2. Appoint all standing and ad hoc committees;
 3. Lead the Director in preparation of the agenda for Board meetings;
 4. Serve as liaison for the library staff.
 - The Vice President will:
 1. Perform such functions as may be assigned by the President of the Board;
 2. Perform all the functions of the President in his/her absence or disability.
 - The Secretary will:
 1. Record and properly file, in permanent form, complete proceedings of each Board meeting. (This responsibility may be discharged by the use of appropriate library personnel.)

Independence Public Library Board of Trustees ByLaws

2. Send a copy of such proceedings to each Board member prior to the subsequent meeting. (This responsibility may be discharged by the use of appropriate personnel.)
3. Perform all the functions of the President in the simultaneous absence and/or disability of the President and Vice President.

Section IV MEETINGS

- Regular meetings will be held on the third Thursday of each month at 6:30 pm unless otherwise posted, with locations being determined by the Board.
- Special meetings may be held at any time, at the call of either the President or any two members of the Board; however, at least twenty-four hours advance notice of the special meeting must be given to all Board members.
- An agenda for each regular Board meeting will be prepared by the Director in cooperation with the President and sent to the Board members prior to the meeting, together with necessary discussion materials.
- The agenda will be made available to the public prior to the meeting, by posting, or advertising it in places generally available to the public. The agenda will include where the public can attend or listen to the meeting.
- All meetings of the Board are open to anyone who may wish to observe the proceedings. Non-Board members who wish to address the Board will **may** be given the opportunity under any action or miscellaneous, as determined by the president.
- Robert's Rules of Order will govern the parliamentary procedures of the Board.
- A quorum at any meeting will consist of four or more Board members.
- Electronic Meetings:

(Reference Code of Iowa §21.8)

- The Independence Public Library Board shall provide for electronic meetings for trustees of the library board and ensure the meeting meets Iowa Code chapter 21 requirements.
 - The meetings can fit one or more of the following definitions:
 - In-Person Meeting – members physically meeting in the same location.
 - Hybrid Meeting – involving both remote participation and in-person participation by members.

Independence Public Library Board of Trustees ByLaws

- Remote participation – real-time participation by a remotely located individual.
- Teleconference participation – participation using audio conference tools involving multiple participants in at least two separate locations.
- Virtual meeting – meeting involving real-time interaction in which participants do not share a physical location.
 - Trustees attending electronically and in-person have the same participation and voting rights.
 - The governmental body provides public access to the conversation of the meeting to the extent reasonably possible.
 - Minutes are kept of the meeting, but they need not include a reference explaining why electronic means were used during the meeting.

- Voting:
 - Voting on all matters of business may be by verbal ayes and nays or by a show of hands, unless a record of the vote is required. When a record is required or desired, the vote shall be by show of hands, followed by a roll call response.
 - All resolutions require four “yes” votes in a seven member meeting to pass.
 - The order of voting of a recorded vote shall be by roll call in alphabetical order, except for the president who shall vote last.
 - The presiding officer shall announce the result of the vote
 - In the absence of a quorum at a regularly scheduled meeting, specific bills may be approved for payment with the unanimous approval of those members present. Expenses that can be approved include utilities, postal expenses, credit card payments, payments for conferences or other training, and expenses through vendors from which a discount may be obtained or a penalty/late fee may be imposed if not paid within a certain time period.

- Notice and conduct of meetings shall be in keeping with the requirements of the Iowa Public Record and Open Meetings Law, Code of Iowa, Chapters 21 and 22.

Independence Public Library Board of Trustees
ByLaws
 Section V
COMMITTEES

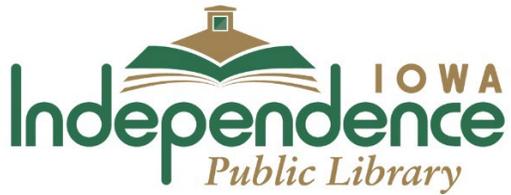
- The President may appoint ad hoc committees as needed. If a committee member is unable to serve, a replacement will be appointed by the President.
- Examples of committees are, but not limited to Budget, Building, Personnel, and Executive.

Section VI
THE DIRECTOR

- The Director's duties and responsibilities will be as follows:
 1. Select the library materials—books, magazines, audio materials, video materials, etc.
 2. Maintain and operate the physical plant;
 3. Recruit, hire, train, assign, evaluate, and discipline members of the Library staff; up to and including termination; as needed.
 4. Keep the Board informed of the finances, public services, personnel, collections, condition of the physical plant and other developments, changes, and problems within the Library.
 5. Prepare as directed by the President, the agenda for the monthly meeting of the Board and collect and distribute such documents and materials necessary to accomplish the goals of the agenda.
- The Director ordinarily will be expected to attend all meetings of the Board.

Section VII
AMENDMENTS TO THE BYLAWS

- Amendments to these Bylaws may be adopted by a majority vote at any regular meeting of the Board, (provided that notice of the proposed amendments has been given to the Board members at least 48 hours prior to the meeting). These Bylaws shall be reviewed annually.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: March 19, 2026

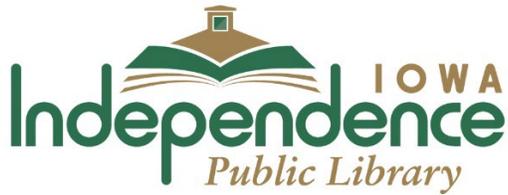
ITEM TITLE: Library Board Bylaws

BACKGROUND:

Consider changes to the library board bylaws.

RECOMMENDATION:

Vote on the library board bylaws.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: March 19, 2026

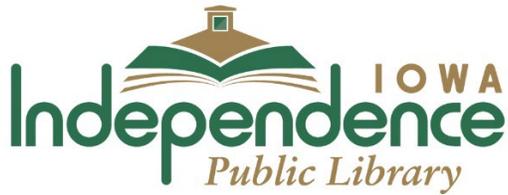
ITEM TITLE: County Revenues for Libraries

BACKGROUND:

The Buchanan County Revenues for our public libraries are, as you know, well below average. Discuss and brainstorm the situation and whether something can be done to remedy the problem.

RECOMMENDATION:

Come with ideas of what may change this situation for the better.



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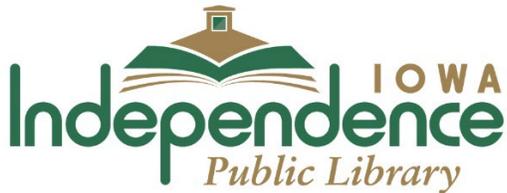
ITEM TITLE: Staff Update

BACKGROUND:

There are two staff members who have resigned or are resigning from their positions at the library. They are Michelle Burke, Library Assistant; and Dan Fischels, Maintenance Technician. There is a new online job application system that the city is implementing, and that has presented a learning curve for everyone. I am working through things and hope to be able to hire others for our team soon.

RECOMMENDATION:

Informational about the current staff turnover at the library.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: March 19, 2026

ITEM TITLE: Legislative Update

BACKGROUND:

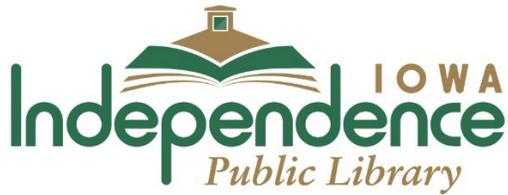
There are still two library bills that are floating out there with the possibility of making it past the funnel. Active bills must have passed the full chamber of origin, been referred to the other chamber and have passed both subcommittee and committee hearings by the end of this week to survive the second funnel on this Friday, March 20. At this point, these have not been scheduled for debate.

- [HF 2622](#) (formerly HSB 720) – Omnibus bill addressing confidentiality of minors’ records, “harmful to minors”/age-appropriate classification policies and review requirements, moves library board controls to city councils, routes gifts intended for the library to the city’s general fund, amend State Library standards.
- [HF 2324](#) – Prohibits school library agreements with public libraries and mobile libraries.

Another concern is that the property tax bills and what will result from those. Because those are part of the Ways and Means Committee, they do not have to meet the funnel deadlines. Part of the library bills could also make their way into the property tax bills as provisions.

RECOMMENDATION:

Information about current legislative bills/discussions for awareness and advocacy purposes.



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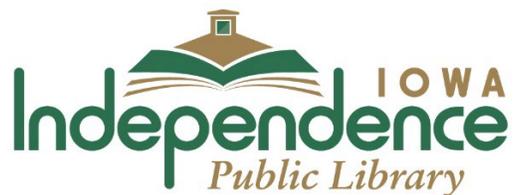
ITEM TITLE: Park Update

BACKGROUND:

The park committee members have been actively working towards the fundraiser on May 2, making improvements in the plan, and writing grants for the park improvements.

RECOMMENDATION:

Get caught up on the latest information about the park developments.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: March 19, 2026

ITEM TITLE: Board Training

BACKGROUND:

An important part of being a library trustee is taking part in a variety of board development training. It is also a requirement for accreditation with the State Library of Iowa.

RECOMMENDATION:

The board will take part in training applicable to their roles and responsibilities.