

## LIBRARY BOARD MEETING

Thursday, October 17, 2024 at 6:30 PM

Library Community Room - 805 1st Street East

### AGENDA

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#### 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.](#) IPL Strategic Plan
- [7.](#) Library Board Bylaws
- [8.](#) Therapy Dog for Programming
- [9.](#) Budget Committee

#### UNFINISHED BUSINESS

#### MISCELLANEOUS

- [10.](#) Squirrel Area and Naming
- [11.](#) Board Training
12. Board and Staff Reports

#### ADJOURNMENT

This agenda is subject to change.

Independence Public Library

Library Board of Trustees

September 19<sup>th</sup> 2024

The meeting was called to order at 6:30pm by Board President Robin Bleichner

1. Those present at the meeting were Nancy Dodge, Jake Bass, Quentin Stenger, Robin Bleichner, and Library Director Laura Blaker. Also, in attendance was City Council Representative Bret Weber and Associate City Clerk Lisa Lorenzen.
  2. Approve Agenda – A motion to approve the agenda was made by Nancy Dodge and seconded Quentin Stenger. Motion passing unanimously.
  3. Approve Minutes – A motion to approve minutes was made by Jake Bass and seconded Nancy Dodge. Motion passing unanimously.
  4. Bills – A motion was made by Quentin Stenger and seconded by Nancy Dodge to approve the bills. Motion passing unanimously.
  5. August Stats - Board reviewed
  6. Equipment Policy – A motion to approve by Jake Bass and seconded by Nancy Dodge. – Only change to policy was the removal of the projector rental, that is no longer available.
  7. Facility Update - 3 Button Light Switches Replaced from eBay - Looking for 5 button switches on eBay. - New roof shingles project being completed.
- Tree Carver will begin October 3rd and 4th with the large stump between the Library and Lee Mansion
8. Board Training – Field Trip around the library. New Signage above the bookshelves, also took a trip outside to the stump to talk about direction and size.
  9. Board and Staff Reports – Laura, Upcoming volunteers needed for Boo Bash on October 25<sup>th</sup>. Wishlist for Boo Bash is also available on Amazon
  10. Motion to Adjourn at 7:13pm – A motion was made by Jake Bass and seconded by Quentin Stenger to adjourn. Motion passing unanimously.

Submitted,

Jake Bass

# Independence Public Library Monthly Bills October 2024

Item #4.

1	<b>003-410-6210 Dues &amp; Memberships</b>		<b>\$56.99</b>
2	Visa Card Services (Des Moines Register)	\$ 56.99	
3	<b>003-410-6371 Electricity</b>		<b>\$1,037.18</b>
4	Independence Light & Power	\$ 1,022.64	
5	Mid American Energy	\$ 14.54	
6	<b>003-410-6373 Communications (Phone &amp; Internet)</b>		<b>\$252.10</b>
7	Independence Light & Power	\$ 252.10	
8	<b>003-410-6409 Janitorial</b>		<b>\$1,400.00</b>
9	Epic Clean, LLC (October cleaning)	\$ 1,400.00	
10	<b>003-410-6502 Books</b>		<b>\$1,598.54</b>
11	Brodart (Acct#140052, 141792 - Invoices listed below)	\$ 930.71	
12	Baker & Taylor (Acct#L0417982, L0612272, Invoices listed below)	\$ 205.62	
13	Amazon Credit Services (Amazon.com purchases)	\$ 293.03	
14	Penworthy (Inv# 602163, credit# 601583)	\$ 169.18	
15	<b>003-410-6506 Office Supplies</b>		<b>\$230.43</b>
16	Amazon Credit Services (paper, headphones, acrylic holders)	\$ 84.54	
17	Demco (Inv# 7536579)	\$ 100.40	
18	Storey Kenworthy (Inv# 1205810)	\$ 45.49	
19	<b>003-410-6507 Operating Supplies</b>		<b>\$169.24</b>
20	Capital One/Walmart (Trans# 9953-Clorox wipes)	\$ 12.78	
21	Storey Kenworthy (Inv# 1205810)	\$ 124.91	
22	Amazon Credit Services (light bulbs)	\$ 18.56	
23	Vern's True Value (Trans# B279590-Drano)	\$ 12.99	
24	<b>003-410-6508 Postage</b>		<b>\$146.00</b>
25	Visa Card Services (postage stamps)	\$ 146.00	
26	<b>003-410-6530 Programming</b>		<b>\$404.67</b>
27	Network Nirvana-Thomas Nissen (Inv# 150 - Minecraft programs)	\$ 375.00	
28	Capital One/Walmart (Trans# 2085, 3215, 7515-supplies)	\$ 29.67	
29	<b>003-410-6531 Video Recordings</b>		<b>\$57.67</b>
30	Amazon Credit Services (Amazon.com purchases)	\$ 57.67	
31	<b>003-410-6532 Audio Recordings</b>		<b>\$103.48</b>
32	Blackstone Publishing (Inv# 2171825)	\$ 103.48	
33	<b>Total General Fund Expenses for Month</b>	<b>\$5,456.30</b>	<b>\$5,456.30</b>

34 Brodart Invoices - B6866082, B6866112-12, B6866117-18, B6866146, B6866148, B6866157, B6866203,  
 35 B6866205, B6866232, B6866293, B6866309, B6866574, B6866590, B6866594, B6866663, B6866121, B6866189

36 Baker & Taylor Invoices - 2038532381, 2038532384, 2038565573, 2038565575, 2038565576, 2038523280, 2038551826

Independence Public Library FY25 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	\$ 190,942.00	\$ 14,573.77	\$ 14,688.61	\$ 14,689.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,951.74	\$ 146,990.26	23.02%
Salaries - Part Time	\$ 101,895.00	\$ 7,949.22	\$ 7,605.67	\$ 7,067.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,622.86	\$ 79,272.14	22.20%
Wages - Overtime	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750.00	0.00%
ICMA RC - City Share	\$ 3,000.00	\$ 157.00	\$ 157.00	\$ 157.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 471.00	\$ 2,529.00	15.70%
Unemployment Compensation	\$ -	\$ 233.18	\$ 849.03	\$ 299.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,381.35	\$ (1,381.35)	
Dues & Memberships	\$ 3,500.00	\$ 184.00	\$ 141.00	\$ 99.98	\$ 56.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 481.97	\$ 3,018.03	13.77%
Training in House	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00	0.00%
Meetings/Conferences/Miles	\$ 1,000.00	\$ -	\$ -	\$ 132.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 132.16	\$ 867.84	13.22%
Contract Repair & Maintenance	\$ 3,000.00	\$ -	\$ 303.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 303.50	\$ 2,696.50	10.12%
Grounds Operation, Maintenance	\$ 600.00	\$ -	\$ 96.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96.28	\$ 503.72	16.05%
Electricity/Gas Utilities	\$ 18,200.00	\$ 1,411.67	\$ 1,694.51	\$ 1,967.43	\$ 1,037.18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,110.79	\$ 12,089.21	33.58%
Communications (Phone)	\$ 3,730.00	\$ 268.30	\$ 268.40	\$ 269.40	\$ 252.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,058.20	\$ 2,671.80	28.37%
Other Maintenance/Repair	\$ 3,000.00	\$ -	\$ -	\$ 360.07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360.07	\$ 2,639.93	12.00%
Property & Casualty Insurance	\$ 15,011.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,011.00	0.00%
Janitorial	\$ 18,000.00	\$ 3,250.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,450.00	\$ 10,550.00	41.39%
Printing & Publishing	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
Computer Expense	\$ 7,000.00	\$ 228.00	\$ 5,287.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,515.00	\$ 1,485.00	78.79%
Professional Services	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	0.00%
Other Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Library Books	\$ 30,000.00	\$ 2,742.21	\$ 2,264.20	\$ 1,584.55	\$ 1,598.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,189.50	\$ 21,810.50	27.30%
Office Equipment	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	0.00%
Office Supplies	\$ 4,100.00	\$ 412.02	\$ 61.34	\$ 306.81	\$ 230.43	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,010.60	\$ 3,089.40	24.65%
Operating Supplies	\$ 2,600.00	\$ 144.76	\$ 182.51	\$ 108.73	\$ 169.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 605.24	\$ 1,994.76	23.28%
Postage & Shipping	\$ 800.00	\$ -	\$ -	\$ -	\$ 146.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 146.00	\$ 654.00	18.25%
Safety Supplies	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	0.00%
Programming	\$ 7,495.00	\$ 179.88	\$ 113.57	\$ 436.71	\$ 404.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,134.83	\$ 6,360.17	15.14%
Video Recordings	\$ 3,250.00	\$ 49.68	\$ 51.44	\$ 530.92	\$ 57.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 689.71	\$ 2,560.29	21.22%
Audio Recordings	\$ 3,500.00	\$ 212.30	\$ -	\$ 89.99	\$ 103.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 405.77	\$ 3,094.23	11.59%
Ebooks	\$ 6,500.00	\$ 1,755.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,755.36	\$ 4,744.64	27.01%
Audiobooks (Downloadable)	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,500.00	0.00%
Totals	\$ 434,098.00	\$ 33,751.35	\$ 35,164.06	\$ 29,500.22	\$ 5,456.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 103,871.93	\$ 330,226.07	23.93%
Capital Outlay/Equipment	\$ 14,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000.00	0.00%
Capital Outlay/Building	\$ 68,000.00	\$ 46,115.00	\$ -	\$ 46,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92,865.00	\$ (24,865.00)	136.57%

# Independence Public Library Circulation and Usage Report for September 202

Item #5.

## Materials Usage

City of Independence Circulation	2,874
Unincorporated Buchanan County Circulation	1,404
Incorporated Buchanan County w/Libraries	402
Contracting Cities	97
Outside of Buchanan County Circulation (Open Access)	253
Items Loaned to Other Libraries (Access Plus)	40
<b>Total Materials Circulation for Month</b>	<b>5,070</b>

Usage Comparison					
Year	Materials	Patrons	Computer	Web Site	BRIDGES
2024	5070	4426	757	2284	1879
2023	5433	3558	736	2587	1677
2022	5455	4603	998	2118	1656
2021	5553	3561	462	2157	1351
2020	4724	2677	640	3068	1294
2019	6037	5301	1464	2331	1138
2018	6722	7169	2061	2891	1099

## Patrons

<b>Total Number of Patrons for Month</b>	<b>4,426</b>
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## Computer & Wireless Headphone Usage

Desktop Computer Usage for Month	443
In-House Laptop Usage for Month	0
Wireless Computer Usage for Month	314
Early Literacy Station Usage for Month	133
Wireless Headphone Usage for Month	9

## Library of Things Usage

Activity Equipment	14
Puzzles	40
Hotspots	26
Cake Pans	1

## Web Site Usage

<b>Total Visitors</b>	<b>2,284</b>
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## BRIDGES Usage

<b>Total Usage</b>	<b>1,879</b>
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## Facebook, Civic Send, Instagram & Google Profile

Facebook Followers	2,815
Facebook Total Reach	41,732
Mass Emails/Constant Contact Opened	2,895
Instagram Likes	175
Instagram Followers	578
Google Profile Interactions	391
Google Profile Views	264

## Mobile App Usage

Patron Count	333
Usage	886

## Material Additions

Books	99
Audios	0
Videos	0
<b>Total Additions for Month</b>	<b>99</b>

## Material Withdrawals

<b>Total Withdrawals for Month</b>	<b>342</b>
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Additions Breakdown
Adult Biography & NonFiction = 200-1, 600-1
Adult Fiction = F-27, M-1, SF-1, LPF-1
Juvenile Biography & NonFiction = B-3, 800-1
Juvenile Fiction = JF-6, Graphic Novel -3, Just Right - 3
Juvenile Easy = Easy-21, BB-30
Withdrawals Breakdown
ANF-181, AF-23, YANF-1, YAF-1, JF-1, JE-129, BB-1, DVD-5

**Study Rooms - 25 usages****Library Events (Community Room)****Adult Events & General Interest (All Ages) Events**

9/3/2024 Evening Craft & Convo - 2 adults  
 9/10/2024 Spotlight Series with BCHC: Memory Matters - 35 adults  
 9/17/2024 Mental Health Matters - 7 adults  
 9/18/2024 Craft & Convo - 3 adults 1 child  
 9/18/2024 Alzheimer's Caregiver Support Group - 12 adults  
 9/23/2024 Book Discussion - 15 adults

**Teen Events**

9/6/2024 Minecraft - 15 teens 1 children 2 adults  
 9/29/2024 Dungeons & Dragons - 12 teens 1 child 2 adults

**Children's Events**

9/5/2024 Story Time - 9 children 5 adults  
 9/12/2024 Story Time - 4 children 4 adults  
 9/19/2024 Story Time - 8 children 6 adults  
 9/24/2024 Legos @ the Library - 9 children 6 adults  
 9/26/2024 Story Time - 8 children 7 adults

**Outreach Events**

9/10/2024 Reader's Circle @ Lexington - 7 adults

**NonLibrary Events (Community Room)**

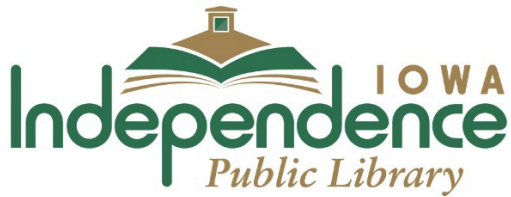
9/3/2024 Independence Rotary Club meeting - 17 people  
 9/4/2024 Juvenile Court Services meeting - 26 people  
 9/5/2024 Juvenile Court Services meeting - 26 people  
 9/6/2024 B & D Services training - 9 people  
 9/10/2024 Independence Rotary Club meeting - 16 people  
 9/20/2024 Iowa Department of Corrections meeting - 17 people  
 9/24/2024 Farm Service Agency training - 12 people  
 9/25/2024 Buchanan County EMS Town Hall meeting - 27 people  
 9/26/2024 AmeriCorps Back to School Brunch - 22 people  
 9/26/2024 Girl Scouts Recruitment Night - 20 people

IPL Plan 2025-2027 - 10/10/24 Version							
Pillars/Mission	Wide Variety of Opportunities		Relevant Services		Community Partnerships		Enhanced Marketing
Values	Empower individuals Encourage creativity and innovation		Excel in service to others		Engage in relationships and community		Enact proactive, relevant solutions
Goals: In 2025, Independence Public Library will be or have...	Activities that connect and engage community	Easy access to information, books, and learning tools	Relevant, up-to-date Collection	Services that Meet our Community's Needs	Enhanced Partnerships within the Community	Community involvement in library programming and collections	Increased public awareness and support.
Objectives: Broad Actions to achieve goal	Offer improvements that increase engagement and interactivity.	Develop and implement plans to reduce barriers for our service population.	Provide a relevant physical collection that meets the informational and recreational needs of our community.	Enhance services for those who are physically and/or mentally challenged and unable to come to library	Strengthen partnerships with organizations and businesses	Develop Active Teen Group	Effectively demonstrate the value of the library to the community.
Strategies - Planned, specific time-sensitive actions to meet objective	Incorporate a minimum of four methods to improve engagement in programs/ activities by July 2025.*	Support technology use by assisting people individually as needs arise, evaluating the service by tracking the needs and success rate in FY25.	Assess Library of Things collection with usage reports and feedback by Dec. 2024.	Offer outreach and/or access to materials to three or more populations who likely would not be able to use the library otherwise. Fiscal years 2025 and 2026.***	Improve submission of news for the Community Kiosk to an average of six organizations per month by September of 2025.	Establish active group of at least four 7-12 grade students by May 2025.	Maintain social media engagement levels at 9% for fiscal year 2025 and 2026.
	Increase interest through art updates and an art brochure ready for distribution in FY2026.	Update way-finding signage and collection arrangement to provide improved public access in FY25.	Make possible changes and funding plans for modifications to the Library of Things collection by March 2025.	Increase awareness of possible homebound patrons, implementing at least two new modes of awareness by April 2025.		Teen group will work to benefit the library in at least two ways by August of 2025.	Share information, services, and opportunities through a year-long campaign to increase public awareness and demonstrate the library's value in FY25.
Objectives: Broad Actions to achieve goal		Increase access to early literacy for children up to age six.	Maintain and provide a relevant virtual collection that meets the informational and recreational needs of our community.	Evaluate current and potential future services to determine relevancy	Strengthen partnerships with schools and homeschool families		Demonstrate Support for the Community
Strategies - Planned, specific time-sensitive actions to meet objective		Promote early literacy in at least six ways through FY25 and FY26.**	Evaluate BRIDGES demand and develop plan to improve downloadable book and audiobook access by February 2025.	Evaluate overall computer and technology services to meet the current needs of our service population by March 2025.	Partner with ICSD in regards to four projects during 2024-2025 school year. (Ex - Community Kiosk, Letters to Vets, Silver Cord, etc)		Encourage all staff to represent the library by volunteering a minimum of two hours in the community each fiscal years 2025-2026.
		Thirty 1000 Books Before Kindergarten graduates by October 2025.	Evaluate possible streaming platforms and determine best course of action to fit our budget and meet our community's needs by Oct. 2025.	Create and implement a technology services plan by October 2025.  Explore credit card services and implement, if feasible, by January 2025.	Partner with other area schools (St. John's, Liberty Christian) with at least two total projects during 2024-25 school year.  Connect with homeschool families to share resources and open the door for feedback and collaboration in three or more methods during the 2024-25 school year.		Library presence at a minimum of two community events in fiscal year 2025 and 2026.  Use three or more ways to share non-library information, especially community events and news in fiscal year 2025.

\*Examples: Tie in IPL materials to programs, engage people prior to program with questions or comments on social media, surveys, invite patrons to programs personally, ask for input, more hands-on programming

\*\*Story Time, Just Right Books, Books checked out for preschool classrooms, Preschool visits (reading to children), AWE Stations, Information out to patrons/parents/caregivers/preschools

\*\*\* Ex - primarily dependent populations like preschool children, adult day care attendees, care center residents, homebound individuals



## LIBRARY BOARD ITEM DESCRIPTION

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**DATE OF MEETING:** October 17, 2024

**ITEM TITLE:** IPL Strategic Plan

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### **BACKGROUND:**

We have a draft of the updated Strategic Plan to review and modify/approve. The staff has been working on it for several months. Changes have been made to try to reach the goals through strategies that are more flexible; yet still measurable, relevant, and are ways to work towards meeting the objectives and goals.

### **RECOMMENDATION:**

Approve the strategic plan after discussing and making improvements.



# 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**

Item #7.

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 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)

- ~~A governmental body may conduct a meeting by electronic means only in circumstances where such a meeting in person is impossible or impractical, a quorum is not achievable in any other manner, and only if the governmental body complies with all of the following:~~ **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.**

# Independence Public Library Board of Trustees

## ByLaws

- **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.**
  - **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.**
- ~~▪ The governmental body complies with §21.4. For the purpose of this paragraph, the place of the meeting is the place from which the communication originates or where public access is provided to the conversation.~~
- ~~▪ Minutes are kept of the meeting. The minutes shall include a statement explaining why a meeting in person was impossible or impractical.~~
- ~~▪ A meeting conducted in compliance with this section shall not be considered in violation of these bylaws.~~
- ~~▪ A meeting by electronic means may be conducted without complying with paragraph "a" of subsection 1 if conducted in accordance with all of the requirements for a closed session contained in §21.5.~~
- ~~Electronic attendance at meetings, either via telephone or other means, shall be permitted for a Trustee or library director when meeting in person is impossible or impractical, either individually or as a group. Meetings must permit simultaneous participation by all Trustees. Advance notice of electronic meetings and/or participation is required.~~
- **Voting:**

## Independence Public Library Board of Trustees ByLaws

- 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.
  - ~~Absentee voting of a board member may be done via phone or digital participation in the absence of a quorum, according to guidelines for Electronic Meetings.~~
  - 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, bills may be approved for payment with the unanimous approval of those members present.
- 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.

### 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.

# **Independence Public Library Board of Trustees ByLaws**

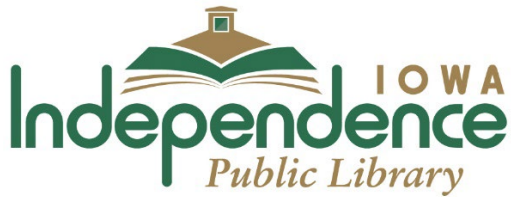
Item #7.

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

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**DATE OF MEETING:** October 17, 2024

**ITEM TITLE:** Library Board Bylaws

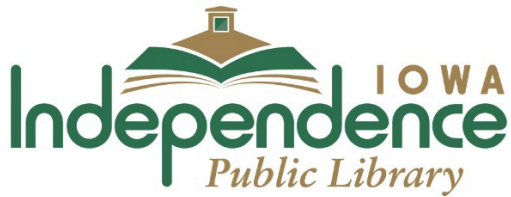
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### **BACKGROUND:**

The bylaws need to be reviewed and modified in light of changes to the open meetings law that were recently adopted by the state. The changes center around open meetings law and remote participation by board members.

### **RECOMMENDATION:**

Discuss the new law and the proposed changes to the bylaws. Make needed changes and approve.



## LIBRARY BOARD ITEM DESCRIPTION

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**DATE OF MEETING:** October 17, 2024

**ITEM TITLE:** Therapy Dog - Programming

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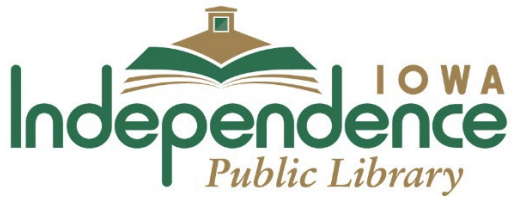
### **BACKGROUND:**

The library has offered a Tales to Tails program in the past. This is a program where we have children sign up to read to a therapy dog. We have the option of starting this again, but I want to run it by the board since the dog is in training by not yet certified.

### **RECOMMENDATION:**

Discuss and make a decision about when to begin the therapy dog programming.





## LIBRARY BOARD ITEM DESCRIPTION

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**DATE OF MEETING:** October 17, 2024

**ITEM TITLE:** Budget Committee

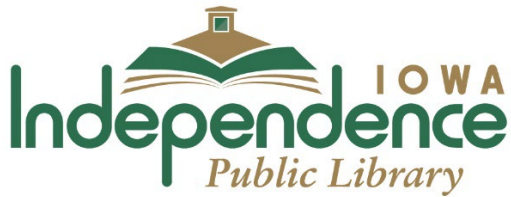
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### **BACKGROUND:**

Those who have been on the library budget committee are Robin Bleichner, Deb Clark, and Nancy Dodge. We need to set up a first meeting to evaluate the budget and work on both the Capital Improvement Plan and the operating budget proposals.

### **RECOMMENDATION:**

If necessary, make changes to the budget committee. Determine a date and time for the committee to meet.



## LIBRARY BOARD ITEM DESCRIPTION

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**DATE OF MEETING:** October 17, 2024

**ITEM TITLE:** Squirrel Area and Naming

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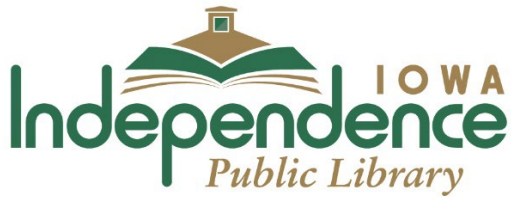
### **BACKGROUND:**

We currently are collecting names for the new squirrel sculpture. The sculpture could use some protection so that it doesn't get grazed by mowers. I would like to get feedback about both of these items.

### **RECOMMENDATION:**

I propose that the library staff narrow down the possible squirrel names presented by the public down to five good options and we let the public vote from those names.

I would like to discuss ideas about a patio or something that would distance the path of the mowers from our new sculpture without creating extra work and maintenance.



## LIBRARY BOARD ITEM DESCRIPTION

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**DATE OF MEETING:** October 17, 2024

**ITEM TITLE:** Board Training

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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.