

The Williamsburg Public Library Board of Trustees met on September 20, 2021. Trustees present were Von Stein, Carr, Rodemeyer, Claypool, Hartnett, Wichmann and Engel. Also present were Briana White, library director; Rick McMann, city representative; and new board appointee Michael Hall.

Meeting was called to order at 6:30 by President Von Stein.

Motion by Claypool to approve the agenda; seconded by Hartnett.

Previous month's minutes were corrected to add "no overtime for salaried, exempt, positions" to the report by Rick McMann. Motion by Wichmann to approve the amended minutes; seconded by Rodemeyer.

Rick McMann, city representative, reported that the landscaping project around the library has been completed. Some cracks found in the bricks were also fixed in the process, and the gutters damaged in the derecho are being repaired and placed back on the building. The flagpole is also fixed and Newkirk will replace the flag and the lighting that is out. Rick will not be running for the council again, and this will be his last meeting. He thanked the board for being able to serve the library.

Director Briana White, updated the board on the outcome of summer programming as well as the circulation statistics and future programming. There will be a new Lego club starting on early school dismissal days, and the staff continues to look for ways to serve our youth. A pumpkin carving program will be offered in October. Briana is also in the process of updating the library website onto a new state library website platform. No changes to the website address, but the look and feel of the website will be more professional. CTC has been contacted about the box for the internet. Floors in the entryway are still not looking as clean as they can, but she is working with Iowa Floorcare to correct the problem.

Personnel committee will be meeting with the director soon for her 90-day evaluation.

Discussed a programming idea for bringing in a representative from Ackerman Winery to discuss history and information about the wine production. Ackerman has licensing to bring wine samples for tasting. Briana will check with the city attorney about any legal ramifications about having wine at city programming. If there is no issue, the board does not have a problem with the programming moving forward as long as it is for ages 21 and older.

The board reviewed a new policy for conference and staff development to fill a need to address guidance on how reimbursement and attendance will be handled. Motion was made by Engel to adopt the policy; seconded by Wichmann. There were no opposing votes.

The board reviewed the updated wording to Section IV -- Operations policy to update guidance for misconduct, behaviors and enforcement of violations. Motion was made by Claypool to approve updates; seconded by Hartnett.

Trustees participated in self-conducted trustee education looking at the ALA Roles and Responsibilities of library boards, library directors and Friends of the Library groups. The

trustees also reviewed Chapter 3 (The Five Primary Responsibilities of Boards) of the Iowa Library Trustee's Handbook. Next month the board will review Chapters 1 and 2 of the Handbook.

There being no further business, the meeting was adjourned.

Recorded by Julie Carr for Secretary Kathryn Heitmann