

# ***DRAFT***

## ***SHEFFIELD PUBLIC LIBRARY BOARD MEETING***

**DATE:** Monday, October 30th, 2023    **TIME:** 5:30 PM

### **ROLL CALL**

Garrett Breinzer	Trevor Nelson	Alice Griemann	Onni Prestidge	Bonnie Theis	Gail Sheriff	Vacant	Jessica Foreshoe
Yes	Yes	Yes	Phone	Yes	Yes	-	Yes

**APPROVAL OF AGENDA** Alice motioned to approve the Agenda. Gail seconded. Unanimous approval. Motion passed.

1. Review 21.3 Meetings of Government Bodies from Iowa State Code

Discussed and approved that the minutes of the Library Board need to be posted to the Library Website within 48 hours, with Draft noted. The minutes will be approved at the next meeting and minutes marked Approved will then be posted again to the website.

2. Discuss and Approve when meeting materials should be provided to the board

Director to send out meeting materials 24 hours before the meeting of the Library Board. Garrett motioned to approve and Gail seconded.

3. Discuss and Approve minutes being handled by the Secretary with input from the Director

Director should send a blank template to the Secretary to prepare the minutes.

4. Discuss and Approve where all personnel paperwork on Director and library employees should be filed

Discussed State Code 22.7 that the City should have a personnel file on all City Employees. The City will have all employee required paperwork documented and kept on file at City Hall. This was decided to occur by November 3rd, Jessica will get the copies to the City. Garrett motioned to approve and Onni seconded.

5. Discuss and Approve Director adhering to a work schedule

The committee discussed the issue of staff younger than 16 being scheduled to work by themselves. The Director was asked not to schedule staff to work alone if younger than 16.

It was discussed by board members that it would be beneficial to have the Director on site during open library hours. There are 35 Library open hours weekly. The Director was asked if she could schedule herself at the library 25 of her 30 hours a week. Director stated that she would work on the schedule and have something to present at the November meeting.

Garrett stated that the committee needed more information and a motion to table issue 5 and 6 was made and approved.

6. Discuss and Approve Director working from home

Onni stated that although we need more information, a vote on a set schedule is necessary soon.

7. Discuss and Approve how often the board should go over goals and objectives

The Committee discussed and approved that the goals and objectives should be reviewed more than annually. Motion to have goals and objectives reviewed Quarterly, was motioned by Garrett and seconded by Alice.

8. Discuss and Approve role of Director, Board, Board President and City Council

**ADJOURNMENT** Garrett motioned to Adjourn at 7:14 p.m. Alice seconded. Unanimous approval. Motion passed.