**SHEFFIELD PUBLIC LIBRARY BOARD MEETING**

**DATE:** Wednesday, October 13th, 2021 **TIME:** 5:30 PM

**ROLL CALL:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Bob Long | Darryl Peter | Alice Griemann | Nathan Pralle | Bonnie Theis | Kathy Miller | Vickie Bushkofsky | Jessica Foreshoe |
| No | Yes | Yes | Yes | Yes | Yes | Yes | Yes |

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

**APPROVAL OF MINUTES:**  Darryl motioned to approve the Minutes. Alice seconded. Unanimous approval. Motion passed.

**FINANICIAL REPORT:** Ashley fixed the $200 revenue from August that was submitted and resubmitted the adjusted report to Jessica.There are a few discrepancies again this month. Jessica will address them with Ashley and get them addressed ASAP. The amount to the FY21-22 Budget that needs to be amended to correct the original request to include all costs by Mediacom comes to additional $1020. This will be included in the next Amendment Request to City Council.

Kathy motioned to approve the request to amend the Mediacom FY21-22 budget amount to include all costs by Mediacom. Darryl seconded. Unanimous approval. Motion passed.

Alice motioned to approve the Financial Report. Darryl seconded. Unanimous approval. Motion passed.

**BILLS**: Darryl motioned to approve the Bills. Vicky seconded. Unanimous approval. Motion passed.

**LIBRARIANS REPORT:** Alice motioned to approve the Librarians Report. Vicki seconded. Unanimous approval. Motion passed.

**OLD BUSINESS:**

Public Comment: None

Staff Report: Tara’s Review was completed on 9/22/21. She has had a lot of growth since her mid-year review. Many of the items on her Goals and Objectives had been addressed. Goals and Objectives were set for the next year, to be reviewed at her mid-year review. Short term items will be discussed biweekly through a Performance Improvement Plan. If there are successful accomplishments of these items addressed through this means over a 3-month period, a raise will be discussed at that time.

City Council Update on Grant Funds: City Council moved $367.33 of the grant funds from the Transforming Library Communities Grant to the Library Improvement Fund. At this time, this has not been reflected on the Financial Statements from Ashley. A cost projection will be completed to see what the estimated cost of the project will be for the remainder of this FY. This request for funds will be presented at the November Board Meeting. An amendment increase by City Council will be needed.

Sex Offender Policy: Eric Simonson, the City Attorney reviewed the original Sex Offender Policy presented to the Library Board of Trustees. He reviewed the original policy and said the policy looks appropriate to him and the summary of what is expected and prohibited for a person on the Sex Offender Registry is also accurate. The City Council members will be notified of the approval.

Board Training: Bob, Nathan, and Kathy still have to complete the first webinar titled, “It’s Great to Collaborate”.

Author Talks: The Author Talk on POWs in Iowa was postponed due to schedule conflicts and has been set for Thursday, October 14 at 6:30PM. It has been featured on the radio, was in the newspaper, on social media, and is on the Community Calendar.

**NEW BUSINESS**

Hot Spot Update: The new hotspots have been received and are getting set up for patron use.

City Council Report Form: Nathan uses a standard form for presenting information to City Council.

**AGENDA ITEMS FOR NEXT MEETING**

**OLD BUSINESS**

Public Comment

Board Training

City Council Report Form

**NEW BUSINESS**

Jessica’s Review Summary

**ADJOURNMENT:** Kathymotioned to Adjourn at 6:40pm. Darryl seconded. Unanimous approval. Motion passed.