**West Liberty Public Library Minutes**

**Date, time:** September 17, 2020 7:00pm

Due to the corona virus pandemic, the September meeting was virtual via Zoom.

**Present at meeting**: Dick Brand, Kelly Daufeldt, Aly Henderson, Fr. Dennis Martin, Virginia Miehe, Larry Miller, Adriana Moreno, library director Allie Paarsmith, council liaison David Smith, WLPL staff member Brittany Woodson and member of the public Carly Duytschaver.

1. **Call to Order** at 7:07 pm by President Miehe.
2. **Approval of Agenda:** Approval: Brand, Moreno 7-0
3. **Approval of Minutes:** Approval: Daufeldt, Brand 7-0
4. **Public Discussion:** Concern with Bridges check out process. Director Paarsmith is aware and noted that this is a state issue, not WLPL issue.
5. **Financial**: July and August reports are in from City Clerk and will be filed for audit.
6. **Director’s Report:** The report included that the position of Children’s Librarian job was posted and closed, she will move forward with the hiring of Lily Smith. The report also included the new website layout and gave recognition to staff for this, and the Climate Engineers bid is signed and equipment is being ordered.
7. **Announcements from Members**: none
8. **Old Business:**
	1. Pandemic Plan Assessment: Discussion and guidance led to staying at the current level.
	2. Display Case Revision: Due to unexpected shipping and handling fees the Library will not proceed with the Board’s first choice, but will now go with another top choice; Key Note. Motion to order from Key Note: Approval: Daufeldt, Martin 7-0
	3. General Policy Review: Motion to table until we have answers to further questions: Approval: Brand, Henderson 7-0
9. **New Business:**
	1. Job Description Review: motion to accept job descriptions as written: Approval: Miler, Brand 7-0
	2. FY21 Budget Revisions: Waiting for a response regarding origin of a specific amount in a line item. Motion to approve budget revisions to send to City Hall for amendments: Approval: Miller, Henderson 7-0
	3. Gaming Computer Grant: $1200 is covered by the WL Foundation Grant, WLPL will need to cover the remainder. Motion to buy 3 gaming computers and to use the Irey Money for difference: Approval: Miller, Brand 7-0
	4. Circulating Hotspots: Circulating Hotspots will help extend internet access to WLPL patrons. Director Paarsmith is optimistic of a grant for the startup cost. The board agrees to use grants to give Hotspots a try.
	5. ILA Conference (Iowa Library Assocation): This year will be virtual and less expensive. Director Paarsmith will be attending and other staff members have expressed interest. Motion to send interested staff: Approval: Martin, Brand 7-0
10. **Adjournment** at 8:13 pm: Brand, Henderson 7-0