**West Liberty Public Library Minutes**

**Date, time:** November 18, 2020 7:00pm

Due to the corona virus pandemic, the November 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, and member of the public Carly Duytschaver.

1. **Call to Order** by President Miehe at 7:04pm
2. **Approval of Agenda:** Approval: Brand, Henderson 6-0
3. **Approval of Minutes:** Approval: Miller, Daufeldt 6-0
4. **Public Discussion:** none
5. **Financial Report:** motion to pay bills by Miller, Brand 6-0
6. **Director’s Report:** The report included that Blaine is nearing completion with the HVAC, the Koha upgrade is continuing to come together as expected, and staff attended a citywide training on bullying and harassment in early November.
7. **Announcements from Members:** none
8. **Old Business:**
	1. **Pandemic Plan Assessment:** as there was no motion to alter the current level, the WLPL will remain at Service Level 2.
	2. **Space Needs- Youth Department:** The WLPL has an estimate from Library Furniture International for library furniture. Motion to proceed with this estimate and pay with Marilyn Irey Funds: Approval: Miller, Martin 6-0
	3. **DC Taylor Preventative Maintenace Contract:** motion to approve existing contract: Approval: Brand, Henderson 6-0
	4. **Director and Circulation Job Descriptions:** motion to approve both job descriptions: Approval: Daufeldt, Moreno 6-0
9. **New Business**
	1. **FY22 Budget:**  Director Paarsmith gave an explanation of ideal, minimal, and probably budget variations. This is not an action item; it was for informational purposes and an opportunity to ask questions.
	2. **Library Desk:** motion to attempt to sell library desk: Approval: Brand, Henderson 6-0
10. **Adjournment** at 7:43: Approval: Brand, Daufeldt 6-0