**West Liberty Public Library Minutes**

**Date, time:** December 16, 2020 7:00pm

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

1. **Call to Order** by President Miehe at 7:04pm
2. **Approval of Agenda:** Approval: Brand, Moreno 6-0
3. **Approval of Minutes:** Approval: Miller, Daufeldt 6-0
4. **Public Discussion:** Carly Duytschaver complimented the prepared take home card kits in entryway and how they were visible to all patrons.
5. **Financial Report:** Library Director Paarsmith noted that the Climate Engineers bill is in and is noted to come out of the Irey Funds. Motion to pay unpaid bills: Brand, Henderson 6-0
6. **Director’s Report:** The report included that the circulation desk bidding is over and will be removed by Christmas, the staff schedule has shifted to a “team-based” schedule to limit exposure, Lily has been doing a significant amount of outreach, and Director Paarsmith is continuing her communication with Atalissa regarding fee change.
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.
9. **New Business**
   1. **Plumbing Quotes:** At this time there are two current issues: backflow preventer leak and a need for a rebuilt flushometer in one toilet. Motion to approve quote for backflow preventer leak: Miller, Brand 6-0. The decision regarding the rebuilt flushometer is tabled.
10. **Adjournment** at 7:37pm by Brand, Miller 6-0