

City of West Liberty Public Library
Notice and Call of Public Meeting
West Liberty Public Library Board of Trustees
May 21, 2025, at 7 pm:
West Liberty Public Library
Lower-Level Meeting Room

That the above-mentioned governmental body will meet at the date, time, and place about set out. The tentative agenda for said meeting is as follows:

- I. Call to Order**
- II. Approval of Agenda**
- III. Approval of Minutes**
 - 1. January, February, April**
- IV. Public Discussion**
 - 1. 2025 Summer Reading Program**
- V. Financial Report**
 - 1. Approval of expenses**
- VI. Director's Report**
- VII. Announcements from Members**
- VIII. Old Business**
 - 1. Updated Exterior Security Quotes**
- IX. New Business**
- X. Adjourn Meeting**

Next meeting is Wednesday, June 18, at 7 pm.

City of West Liberty Public Library
West Liberty Public Library Board of Trustees
Regular Meeting Minutes from January 15, 2025
West Liberty Public Library Lower-Level Meeting Room

Present at Meeting:

Board President: Samuel Morel (via zoom)

Board Vice-President: Hannah Chesmore-Potts

Trustees: Maria Lugo, Sergio Guerrero-Ibarra, Ken Brooks (via zoom)

City Council Liason: Josh Shiltz

Library Director: Allie Paarsmith

Assistant Director: Ali Oepping

- I. Call to Order – 7:03pm**
- II. Approval of Agenda –** Motion by Chesmore-Potts, Second by Brooks **4-0**
- III. Approval of Minutes –** Motion by Chesmore-Potts, Second by Guerrero-Ibarra **4-0**
- IV. Public Discussion –** Library has been very busy since the New Year and the rollout of new hours
- V. Financial Report**
 - a. Looking into changing payment method for Blaine Kelly / CI3
 - b. The carpet on the lower-level was cleaned and looks great
 - c. Carpet cleaning cost came out lower than the estimated amount
 - d. **Approve bills with carpet cleaning –** Motion by Chesmore-Potts, Second by Lugo **4-0**
- VI. Director's Report**
 - a. Working with Brittany Woodson (City Communications Specialist) on the 'Know Your Community' aspect of the strategic plan
 - b. Rolling out new Sunday programming
 - c. Lunch & Learn sessions will start in September, beginning with an overview of Rosetta Stone
 - d. Tony Newton/Soapbox Laundry is generously sponsoring our Lotería program
 - e. HVAC issues on 1/15/2025 (heater went out) have been fixed
 - f. Phone calls to patrons with overdue items have begun
 - g. First Celebrity Storytime for 3rd graders was a success
- VII. Announcements from Members**
 - a. None
- VIII. Old Business**
 - a. **V&K contract –** Approved
 - i. Motion by Brooks, Second by Guerrero-Ibarra **4-0**
 - b. **Strategic Plan Finalization –** Approved
 - i. Motion by Chesmore-Potts, Second by Lugo **4-0**
- IX. New Business**
 - a. **Kanopy PPU Budget –** Approved to add \$1,000 to the fund
 - i. Motion by Chesmore-Potts, Second by Guerrero-Ibarra **4-0**
 - b. County Budget Presentation – will take place on Tuesday, January 21
- X. Adjourn Meeting –** Motion by Lugo, Second by Chesmore-Potts **4-0**

City of West Liberty Public Library
West Liberty Public Library Board of Trustees
Regular Meeting Minutes from February 19, 2025
West Liberty Public Library Lower-Level Meeting Room

Present at Meeting:

Board President: Samuel Morel

Trustees: Brianna Harvey, Maria Lugo, Ken Brooks, Rachel Morrison, Sergio Guerrero-Ibarra, Hannah Chesmore-Potts

City Council Liaison: Josh Schultz

Library Director: Allie Paarsmith

Assistant Director: Ali Oepping

- I. Call to Order 19:01**
- II. Approval of Agenda:** Member Chesmore-Potts, Second by Lugo, **6-0**
- III. Approval of Minutes:** Table until April
- IV. Public Discussion:**
 - A. Change in hours is anecdotally going well
 - B. Loteria was well attended
- V. Financial Report:**
 - A. Bills have been submitted for Dec-early February as of the 11th. Request to pay regular expenditures for March
 - B. Motion to pay February and anticipated March bills by Chesmore-Potts, Second by Guerrero-Ibarra, **6-0**
- VI. Director's Report:** Given by Paarsmith
 - A. Legislative update on the bill that passed committee regarding the exemption for libraries and schools and the distribution of obscene books Iowa Code 728, House File 274, Senate File 235
- VII. Announcements from Members:**
 - A. None
- VIII. Old Business:**
 - A. Annual Meeting Planning Committee
 - i. Oepping will be creating invites to send out for the annual meeting
 - ii. Ideas for the meeting include to keep it at about 1.5 hours, short presentation, tour with stations set up, maybe ambient live music playing
 - iii. Chesmore-Potts and Morrison are happy to meet Monday before the meeting
- IX. New Business:**
 - A. **Personnel Policy Update**
 - a. Discussed parental leave and general policies
 - b. No action will be taken at this time.
 - B. **Bridges Agreement Renewal**
 - a. Motion to accept Morrison, Second by Harvey, **6-0**
- X. Adjourn Meeting:** Motion by Chesmore-Potts, Second by Brooks, **6-0**

City of West Liberty Public Library
West Liberty Public Library Board of Trustees
Regular Meeting Minutes from April 16, 2025
West Liberty Public Library Lower-Level Meeting Room

Present at Meeting:

Board President: Samuel Morel

Trustees: Brianna Harvey, Ken Brooks, Rachel Morrison, Sergio Guerrero-Ibarra,

City Council Liaison: Josh Schultz

Library Director: Allie Paarsmith

Assistant Director: Ali Oepping

- I. Call to Order 19:09**
- II. Approval of Agenda:** Member Guerrero-Ibarra, Second by Harvey, **4-0**
- III. Approval of Minutes:** January and February minutes will be tabled until May
- IV. Public Discussion:**
 - A. Sara Sedlacek- Information on Capital Fundraising
 - B. Go straight through charitable fund with gifts
- V. Financial Report:**
 - A. Bills have been paid- first V&K bill came due and second part of shelves installed
- VI. Director's Report:** Given by Paarsmith
- VII. Announcements from Members:**
 - A. None
- VIII. Old Business:**
 - A. Capital Campaign Update
 - i. Application for Ryan Trust was submitted
 - ii. \$25,000 from Midwest One Bank has been approved and will be paid over 5 years
 - iii. We will be using Library Furniture International for furniture
 - iv. We have new 3D renderings. Feedback for these renderings will be given to Tara.
- IX. New Business:**
 - A. Trustee Recommendations**
 - a. Maria Lugo has resigned and her position will need to be filled.
 - b. Option A- Have Sara Sedlacek fill out an application and submit her as a recommendation to the Mayor for appointment at the next Council meeting.
 - c. Option B- solicit for other applications and discuss during May meeting
 - d. Motion to approve option A by Harvey, second by Morrison **4-0**
 - B. Exterior Security Quotes**
 - a. Nick Heath has provided 2 quotes for external security. Nick's recommendation is the Verkada system which is the more expensive option, but includes more exterior cameras, AI recognition, and scheduler for keycard
 - b. Option A- Approve ITS quote for the Verkada system
 - c. Option B- Approve the Tri-City Electric quote for the other system
 - d. Option C- Seek additional information
 - e. Motion to table by Morrison, Second by Guerrero-Ibarra, **4-0**

C. New Language Database

- a. Oepping looked into different options because Rosetta Stone is increasing cost to \$6000
- b. Option A- Transparent Language- 110+ languages, no extra costs, total \$1,000 with 10% discount for 2 year commitment
- c. Option B- Mango Languages: 70+ languages, child learning extra \$500, ASL extra \$500, total \$1,900
- d. Motion to approve by Option A Guerrero-Ibarra, Second by Harvey **4-0**

D. Archive Duplicates

- a. There are 3-4 active archive volunteers. They have found duplicate yearbooks that the Depot would like to have.
- b. Option A- Allow volunteers to repatriate duplications in our archive to local history organizations with permission from the Director or Assistant Director
- c. Option B- do not approve this
- d. Motion to approve Option A by Morrison, Second by Brooks **4-0**

E. FY26 Calendar

- a. Calendar for the year was discussed
- b. Option A- Approve calendar
- c. Option B- Propose new calendar
- d. Motion to approve Option A by Guerrero-Ibarra, Second by Morrison

F. Staff Evaluations

- a. Forms will be sent out to evaluate the Director

X. Adjourn Meeting: Motion by Harvey, Second by Guerrero-Ibarra, **4-0**

SUN	MON	TUE	WED	THU	FRI	SAT
1. SUMMER READING SIGN-UP & FREE T-SHIRTS!	2. Plants vs Zombies (elementary) 5pm Silent Reading 5pm	3. Plants vs Zombies (middle school & up) 5pm	4. BINGO 2pm	5.	6.	7. MOVIE IN THE PARK! -The Lorax- @ Kimberly Park Food vendors: 7pm Movie time: 8:30pm
8. Family Storytime 10:30am EULENSPIEGEL PUPPET SHOW: Appleseed! 2pm	9. Silent Reading 5pm	10.	11. Mario Kart Tournament 2pm	12.	13. Cozy Coloring Club 4pm	14.
15. Father's Day	16. Silent Reading 5pm	17.	18. Nature Program 2pm board meeting 7pm	19. JUNE TEENTH CLOSED	20. HELLO SUMMER	21.
22. LOTERÍA 3pm	23. Silent Reading 5pm	24. The Page Turners book club meeting 12pm/5pm	25. Button Making 2pm	26.	27. Family Game Night 5pm - 6:30pm	28.
29. SIP N' PAINT 2pm	30. Silent Reading 5pm	Adult All Ages Kids		PRIDE MONTH	ALZHEIMER'S AND BRAIN AWARENESS MONTH	NATIONAL GREAT OUTDOORS MONTH
TURN IN READING LOGS						

Bills to Pay

Payee	Total
Amazon	\$404.39
Amazon	\$14.99
Amazon	\$37.49
Baker & Taylor	\$3,962.59
Baker & Taylor	\$99.15
Baker & Taylor	\$397.57
Baker & Taylor	\$691.33
Climate Engineers	\$361.03
Library Furniture International	\$3,180.00
Lynch's Plumbing	\$125.48
Marco Technologies	\$887.30
Marco Technologies	\$308.13
Overdrive	\$846.69
Overdrive	\$211.01
Overdrive	\$209.93
Shana Stuart	\$100.00
V&K	\$12,600.00
V&K	\$12,600.00

Remit To: D. C. Taylor Co.
PO Box 97
Cedar Rapids IA 52406-0097

Invoice 1436
Invoice Date 05/19/25
Due Date 06/18/25

Bill To: West Liberty Public Library
400 N. Spencer St.
West Liberty, IA 52776

Work Description: Completed leak evaluation and repairs on 5/7/2025.

Work Order	Description	Labor	Equipment	Material	Purchase	Misc	Subcont	Tax	Total
1112	West Liberty Public Library Leak Evaluation & Repairs								
	Labor & Materials	1	690.00	0.00	147.50	0.00	200.00	0.00	1,037.50
	Travel-Driver	2	130.00	0.00	0.00	0.00	0.00	0.00	130.00
	Travel-Passenger	3	130.00	0.00	0.00	0.00	0.00	0.00	130.00
			950.00	0.00	147.50	0.00	200.00	0.00	1,297.50

Terms: Net 30									
								Subtotal	1,297.50
								Tax	0.00
								Total	1,297.50

Library Report – 5/21/2025

The roof people were contacted about the ceiling dripping at the eastern wall—there was a patch of roof that they had to re-cover. As far as the damage caused inside the ceiling in that area, I would assume we will have to contact somebody else to check things out and maybe see if they can fix it during the renovation (or before then, if necessary).

The elevator has been acting up, so Kone was called the first week of May to check things out. As far as I understand, some parts of the elevator will need replacing eventually, but things are fine for the time being.

Transparent Language agreement has been signed and services will begin on July 1. We will be billed in July.

Agenda Item- Updated Exterior Security Quotes

History:

Nick Heath (City IT) has provided us with two updated quotes for external security. One is a Verkada system, the company the school district uses, and the other is TriCity Electric. Nick has said they are going with Verkada for security at the City Admin Building, which, while costing more, includes more exterior cameras, AI recognition, and a scheduler for the keycard entry. It also ties in with the police department's software.

Budget Impact:

This would use the rest of the LOST funds for the pre-renovation portion of the capital project.

Options:

- A) Approve ITS quote for the Verkada system
- B) Approve the Tri-City Electric quote for the other system
- C) Seek additional information

Staff's Recommended Action:

Option A



**Infrastructure Technology
Solutions, LLC**

22068 Business Hwy 151
Monticello, IA 52310

Quote

No.: **20779**

Date: **4/23/2025**

Prepared for:
Nick Heath
City of West Liberty
409 N Calhoun St
West Liberty, IA 52776 USA

Prepared by: Drew Hackney
Account No.: 1929

Quantity	Item ID	Description	UOM	Sell	Total
Verkada Camera and Door Access for Library					
Door Access on Employee Entrance					
1	AC12-HW	Verkada Access Door Controller - 1 Door	EA	\$525.00	\$525.00
1	AD34-HW	Verkada AD34 Multi-Format Card Reader	EA	\$262.00	\$262.00
1	HES 9400	HES 9400 RIM ELECTRIC STRIKE	EA	\$326.00	\$326.00
1	LIC-AC-5Y	Verkada 5 Year Door License	EA	\$750.00	\$750.00
Outdoor Cameras on 4 sides of building					
1 Interior Camera on Front Entry					
1	CM42	Verkada CM42 Indoor Mini Dome Camera	EA	\$525.00	\$525.00
4	CD42E	Verkada CD42-E Outdoor Dome Camera - 5MP Fixed Lens	EA	\$899.00	\$3,596.00
4	ACC-MNT-3	Verkada Camera Wall Mounted L-Shaped Bracket	EA	\$97.00	\$388.00
5	LIC-CAM-5Y	Verkada 5 Year Camera License	EA	\$675.00	\$3,375.00
1	INSTALLESTIMATE	Installation ESTIMATE	EA	\$4,500.00	\$4,500.00

Your Price: \$14,247.00

Freight: \$150.00

Sales Tax \$997.29

SubTotal: \$15,394.29

Total: \$15,394.29

Prices are firm until 5/7/2025

Terms: Net 15

Prepared by: Drew Hackney, drew.hackney@infrastructuretech.net

Date: 4/23/2025

Unless quoted here, shipping/handling and installation may be an additional charge.

All sales are subject to the terms of the ITS Master Service Agreement. By signing below, you are agreeing to these terms.

The document is located at <https://www.iowadatacenters.com/ITSMasterServiceAgreement.pdf>

Accepted by: _____

Date: _____

Disclaimer

Please fax signed quote to 319-465-4659 or email to sales@infrastructuretech.net so that your order can be placed. Thank you for your business.



Tri-City Electric Co.
Since 1895

CONFIDENCE DELIVERED®

April 23, 2025

Nick Heath
City of West Liberty
409 North Calhoun St.
West Liberty, IA 52776

RE: Library VMS
Estimate Number: 32154

Nick,

Tri-City Technologies, a division of Tri-City Group is pleased to provide the following scope of work:
Library VMS

NW Exterior Camera Scope of work to include:

- Provide and install One (1) Axis P3737-PLE network camera at NW exterior corner.
 - Includes corner mount, wall arm and pendant kit.
- Provide and install One (1) network data drop to above camera location.
- Provide and install conduit as necessary for exterior of building.
- Provide and install One (1) Axis Core Device License.
- Provide labor to add camera to existing views.
- Provide labor to aim and focus camera with customer.
- Provide open-air pathways using j-hooks and EMT conduit sleeves thru any walls where necessary, fire stopping and installing all according to the BICSI 568 B building standards and/or the National Electrical Codes.

Excludes:

- Allowances for 110VAC power wiring or cable trays.
- Network connection with ISP.
- UPS backup.
- Lift rental.
- PoE network switches, network electronics and PC's except where specified.
- Electrified locksets, panic hardware or cylinders.
- Domain or Active Directory programming.

NW Exterior Camera Material Total: \$2,558.04

NW Exterior Camera Labor Total: \$1,511.96

NW Exterior Camera Total: \$4,070.00

SE Exterior Camera Scope of work to include:

- Provide and install One (1) Axis P3737-PLE network camera at SE exterior corner.
 - Includes corner mount, wall arm and pendant kit.
- Provide and install One (1) network data drop to above camera location.
- Provide and install conduit as necessary for exterior of building.
- Provide and install One (1) Axis Core Device License.
- Provide labor to add camera to existing views.
- Provide labor to aim and focus camera with customer.

Electrical Construction | Residential Services | Power Testing Solutions | Engineering & Integration | Electrical Services | Renewable Energy
Structured Cabling | Security Solutions | Telecommunications | Audio/Visual | Safety | Drone Services | Information Technology Solutions



Tri-City Electric Co.
Since 1895

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- Provide open-air pathways using j-hooks and EMT conduit sleeves thru any walls where necessary, fire stopping and installing all according to the BICSI 568 B building standards and/or the National Electrical Codes.

Excludes:

- Allowances for 110VAC power wiring or cable trays.
- Network connection with ISP.
- UPS backup.
- Lift rental.
- PoE network switches, network electronics and PC's except where specified.
- Electrified locksets, panic hardware or cylinders.
- Domain or Active Directory programming.

SE Exterior Camera Material Total: \$2,558.04

SE Exterior Camera Labor Total: \$1,511.96

SE Exterior Camera Total: \$4,070.00

Vestibule Camera Scope of work to include:

- Provide and install One (1) Axis M3086-V network camera at Interior Main Entrance vestibule.
- Provide and install One (1) network data drop at above camera location.
- Provide and install One (1) Axis Core Device License.
- Provide labor to set up analytics for foot traffic logs.
- Provide labor to add camera to existing views.
- Provide labor to aim and focus camera with customer.
- Provide open-air pathways using j-hooks and EMT conduit sleeves thru any walls where necessary, fire stopping and installing all according to the BICSI 568 B building standards and/or the National Electrical Codes.

Excludes:

- Allowances for 110VAC power wiring or cable trays.
- Network connection with ISP.
- UPS backup.
- Lift rental.
- PoE network switches, network electronics and PC's except where specified.
- Electrified locksets, panic hardware or cylinders.
- Domain or Active Directory programming.

Vestibule Camera Material Total: \$ 782.38

Vestibule Camera Labor Total: \$1,022.62

Vestibule Camera Total: \$1,805.00

This quote **does not** include any applicable taxes.

Thank you for the opportunity to quote this project. Please feel free to call with any questions concerning this quote.

Sincerely,