**West Liberty Public Library Minutes**

**Date, time:** August 18, 2021 7:00pm

**Present at meeting**: Dick Brand, Aly Henderson, Araceli Hernandez Flores, Fr. Dennis Martin, Virginia Miehe, library director Allie Paarsmith, two representatives from the Muscatine Prevent Violence Coalition, and board trustee applicant Shannon McMichael.

1. **Call to Order** by President Miehe at 7:06pm
2. **Approval of Agenda:** Approval: Brand, Henderson 4-0
3. **Approval of Minutes:** Approval: Brand, Henderson 4-0
4. **Public Discussion:** Two representatives from the Muscatine Prevent Violence Coalition were asking to put up an Activity Box on library grounds. The representatives shared the purpose and details regarding this and answered questions from the Board. The Board discussed and decided to recommend they put the Activity Box elsewhere in town due to vandalism concerns.
5. **Financial Report:** Approval: Brand, Hernandez Flores 4-0
6. **Director’s Report:** The report included that Director Paarsmith has potential Trustee names to submit to the mayor, several concrete companies have been contacted about work on library grounds, staff changes and new hires, Director Paarsmith taking time off in September, and that staff are optimistic about successfully continuing programing while taking precautions for health.
7. **Announcements from Members:** none
8. **Old Business:** 
   1. **Trustee Appointment:** motion to nominate Shannon McMichael to be a Trustee: Approval: Henderson, Martin 4-0
   2. **Pandemic Plan:** 
      1. **Masks:** A discussion was had about patrons use of masks and how to move forward. The library will continue to encourage patrons to wear masks and have masks available.
      2. **Meeting Room:** motion to reopen the meeting room: Approval: Brand, Henderson 4-0
9. **New Business**
   1. **Policy Review: Collections and Gifts/Donations:** motion to approve the policies for General Collections Management, Archive Collection Management, and Gifts/Donations: Approval: Hernandez Flores, Brand 4-0
   2. **Policy Preparation: Hours of Service:** motion to accept the adjustment to the hours of service as outlined by Director Paarsmith: Approval: Martin, Hernandez Flores 4-0
   3. **Continuing Education: Chapter 1-3**: Overview and discussion was had regarding Continuing Education Chapter 1-3 for Board Members with Chapter 1 titled, “First Things First”, Chapter 2 titled, “A Culture of Learning”, and Chapter 3 titled, “The Five Primary Responsibilities of Boards.”
10. **Adjournment by** Brand, Hernandez Flores.