

**NEWTON PUBLIC LIBRARY**  
**REGULAR MONTHLY BOARD MEETING**  
**FEBRUARY 25, 2021**

**Call to Order:** Juana McConnell at 4:00 PM

**Board Members Present:** Rita Baker, Jo Kono, Juana McConnell, Darcy Soule and Terry Townsend

**Also Present:** Library Director Nicole Terry, City Council Liaison Mark Hallam, Fire Chief Jarrod Wellik

**Agenda Approval:** Moved by Baker, seconded by Kono and passed to approve the Agenda.

**Minutes Approval:** Moved by Kono, seconded by Soule and passed to approve the minutes of the January 28, 2021 meeting. Moved by Soule, seconded by Townsend and passed to approve the minutes of the December 16, 2020 electronic meeting.

**Public Comments/Concerns:** None.

**Approval of Bills:** Moved by Baker, seconded by Kono and passed to approve the bills.

**Library Financial Report:** Terry indicated that nothing is unusual, and that they are getting caught up. Next month will see the ordering of equipment in the range of \$40,000.

**Long Range Plan:** Nothing of note.

**Director's Report:** Terry noted that the roof had sprung two leaks due to ice in the same locations as last year. Warnick and Reeves indicated that the HVAC System was working in spite of the leaks. Wood Roofing is working on the repairs. More information will be forthcoming in March or April. Wood Roofing also discovered that the heat tape was not functioning. An electrician has been called to fix those and check the others. The library has again expanded hours of operation. The library shared a successful book sale with FOL in mid-February. HY-VEE has chosen the Library Foundation to receive the Red Bag Non-Profit recipient during the month of February.

**Foundation Report:** Townsend reported that the Foundation is providing the "Goose Chase" APP for another year.

**Old Business:**

- a. Becca wants to plan for COVID and further reopening. The board wants the staff to plan whatever they are comfortable with. Moved by Baker, seconded by Soule and passed to allow staff to plan further COVID reopening plans.
- b. Terry will print the updated Trustee Manual for the next meeting. There will be a one hour training during the April 22<sup>nd</sup> board meeting.

**New Business: light agenda.**

- a. It is impossible to remove anything more from the Landscaping Bid. The single bidder will not lower his bid. Moved by Townsend, seconded by Kono and passed to put the Landscaping out for re-bidding.
- b. Moved by Baker, seconded by Kono and passed to approve the new Hotspot Policy edit allowing staff to charge for the replacement of missing pieces (case, charging cord, etc.).

**Agenda Items for Next Meeting scheduled for March 25, 2021:** Landscaping Bid Opening.

**Adjournment:** Moved by Kono, seconded by Soule and passed to adjourn at 4:28 PM.

Respectfully submitted,

Rita Baker, for Terry Townsend, Secretary