**Minutes of Regular Meeting of the Vinton Public Library Board**

**Wednesday, April 12, 2023, 5:00 p.m.**

**Vinton Public Library**

The meeting was called to order by Board Chair J. Kelly at 5:00 p.m.

Roll Call was taken.

Board members in attendance: Amy Edison, Dave Gates, Ann Harrison, Jimmy Kelly (Chair), Jennifer Kreutner (Secretary/Treasurer), Erin Monaghan, Matt Walston and Matt Wilden. Whitney Bowen arrived at 5:45. Library Director Kelly Henkle was also in attendance.

Motion to approve agenda by D. Gates. 2nd by A. Edison. Motion approved 8-0.

Motion to approve consent agenda by M. Wilden. 2nd by A. Harrison. Motion approved 8-0.

There were no public comments.

Presentation given by Kate Timmerman and Paul Herger from Vinton-Shellsburg Landscaping class on their winning design for the Dean Schminke memorial project.

Board Continuing Education: Director K. Henkle went over Strategic Planning.

There was no Friends of the Library Report.

Old Business:

* Discussion of Directory Salary and Benefits. W. Bowen arrived at 5:45. M. Wilden left at 6:00. Motion by J. Kelly to increase the Director’s salary 13% from $61,800 to $69,834, and to replace the stipend benefit previously paid in FY 2023 with a stipend of $9,660 of individual benefits for FY 2024. 2nd by E. Monaghan. Motion carried 8-0.
* Discussion of VPL Bylaw amendment proposals. Motion by A. Harrison to approve 3 amendments to by laws as follows:
  + Section II. A. Change “secretary/treasurer” to “secretary.” Add “The treasurer duties are performed by the City Clerk.”
  + Section II. B. Add “If someone is elected to complete a term, they may serve an additional two year term.”
  + Section V. B. 5. Change “To attend all meetings of the board except those at which his/her tenure or salary is to be discussed or decided” to “To attend all meetings of the board; the director has the option to leave a meeting at which his/her tenure or salary is to be discussed or decided.”

2nd by M. Walston. Motion carried 8-0. A. Edison left at 6:30.

* Update on Dean Schminke memorial project timeline
* Motion by W. Bowen to approve bid from Walton Stump Removal and Tree Service for $100 to cut down the Tower of Books woodcarving, grind stump, clean up and backfill. 2nd by E. Monaghan. Motion passed 7-0.

New Business:

* Motion by E. Monaghan to approve amendments to FY23 budget proposed by Director K. Henkle in order to cover sudden increase in cost of insurance. 2nd by W. Bowen. Motion passed 7-0. Amendments are as follows:

**Donations (47050):**

Current Budget: 0.00

Proposed Budget: $18,865

**Part-Time and Temporary Wages (60300):**

Current Budget: $43,798

Proposed Budget: $27,298

**Travel & Conference (62400):**

Current Budget: $3,500

Proposed Budget: $1,000

**Repair & Maintenance of Equipment (63340):**

Current Budget: $2,000

Proposed Budget: $1,242

**Consultant & Professional Fees (64010):**

Current Budget: $3,000

Proposed Budget: $8258

**Insurance (64080):**

Current Budget: $6,000

Proposed Budget: $22,500

**Programs & Activities Expense (64800):**

Current Budget: $7,000

Proposed Budget: $10,000

**Library Materials (65020):**

Current Budget: $50,000

Proposed Budget: $52,165

**Office Supplies (65060):**

Current Budget: $4,000

Proposed Budget: $4,500

**Building & Ground Oper Main S (65110):**

Current Budget: $5,000

Proposed Budget: $18,700

**Office Equipment (67250):**

Current Budget: $2,000

Proposed Budget: $0

* Review of 3 VPL policies and proposed amendments. Motion by J. Kreutner to approve VPL Circulation Policy, Conduct in the Library Policy, and Safe Children Policy as amended. 2nd by M. Walston. Motion carried 7-0.

Director’s Report

* New carpet has been installed
* Great children's programming attendance
* Staff Library Road Trip successful – visited 10 libraries in 2 days
* Averaged 100 patrons visiting per day
* Started using door counters
* Materials checked out—1485; checked in—1479; renewed 328
* Added 358 new books
* Opened 23 new library cards
* Increased Hoopla use – over $1000 for the month—promoting Libby for digital content
* Community engagement and programming: Todd Frank performance, Sat. am Community Book Club, Cereal Jewelry, Spanish Bingo, Tai Chi ended – back again in August, Piano Recital, 4th grade essay contest—“Why I Love My Library,” weekly reading aloud at Lutheran Home Assisted Living.
* Facility: Basement wall is done and paint touched up
* Storywalk to be installed soon
* Summer Reading Program coming up

Motion to adjourn by E. Monaghan, 2nd by W. Bowen. Motion carried 7-0. Meeting adjourned at 7:10 p.m.

Respectfully submitted,

Jennifer Kreutner

Secretary