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

**Wednesday, November 13, 5:00 p.m.**

**Vinton Public Library – Virginia Holsten Board Room**

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

Roll Call was taken.

Board members in attendance: Whitney Bowen, Dave Gates, Ann Harrison, Jimmy Kelly (Board Chair), Jen Kreutner (Secretary), Michele Lash, Julie Piper, Matt Walston, and Matt Wilden. Library Director Kelly Henkle was also in attendance.

Motion to approve agenda by M. Lash. 2nd by W. Bowen. Motion passed 9-0.

Motion by J. Piper to approve consent agenda. 2nd by D. Gates. Motion carried 9-0.

There were no public comments.

Friends of the Library Report was given by Director Henkle. The next meeting of the Friends will be Nov. 19. They had a successful evening at the Halloween event downtown and gave out a large number of free books and goodie bags. The Friends have raised $5,000 toward their $12,000 goal to pay for movable shelving in the Children’s area. They plan to be in the Holiday Lighted Parade on Nov. 21.

Board Continuing Education: Director Henkle talked about the bill SF2385 that was passed into law regarding electronic meetings. She explained that electronic meetings are mandated if a member of the governmental body requests one, but it does not require the governmental body to offer electronic participation for the public.

There was no Old Business.

New Business:

* The FY24 Annual Survey has been completed and submitted. The data in the survey from all libraries will be published next year for viewing and comparing.
* The Board reviewed a quote from Premier for benches for the Children’s area that could be set in front of the windows for seating and extra area to hold books. Motion by D. Gates to take a portion of a recent $8,000 donation to purchase four book benches from Premier for $3946.79. Motion seconded by M. Walston. Motion carried 9-0.
* After a recent sewer pipe clog, Director Henkle received a recommendation from Roto-Rooter to get a clean-out installed on the sewer pipe so a plumber could more easily correct the problem in the event of another clog. Director Henkle reported that the Building Maintenance and Repair budget has about $14,000 left for the year. Motion by A. Harrison to accept the estimate of $1,715 from Edwards Plumbing and approve the installation of a clean-out on the sewer pipe and repair of drywall after the installation. 2nd by J. Piper. Motion passed 9-0.
* Director Henkle asked the board to consider special hours for the holidays. Motion to approve the proposed holiday hours by W. Bowen. 2nd by M. Walston. Motion carried 9-0.

Holiday hours are as follows:

Thursday & Friday, Nov. 28-29 – Closed for Thanksgiving (City holidays)

Saturday, Nov. 30 – Open normal hours 9 am-12 pm

Tuesday, Dec. 24 – Open 9 am -12 pm

Wednesday, Dec. 25 – Closed for Christmas (City holiday)

Tuesday, Dec. 31 – Open 9 am-12 pm

Wednesday, Jan. 1 – Closed for New Year’s Day (City holiday)

* Board reviewed the VPL Safe Children Policy. Motion by D. Gates to approve the policy as written. 2nd by M. Lash. Motion carried 9-0.

Director K. Henkle gave the Director’s Report and updated the board on circulation, programming, and the Iowa Library Conference in Des Moines. The annual inventory was performed last week. She also reported that the Vinton Public Library will have an extra year of accreditation due to staff turnover at the State Library of Iowa.

Motion to adjourn the meeting at 5:56 p.m. by M. Walston. 2nd by D. Gates. Motion carried unanimously. Meeting adjourned.

Jennifer Kreutner

Secretary