



# CITY OF LECLAIRE, IOWA

325 WISCONSIN STREET  
LECLAIRE, IOWA 52753

TEL: (563)-289-6007  
WWW.LECLAIRELIBRARY.ORG



## LECLAIRE COMMUNITY LIBRARY LIBRARY BOARD OF TRUSTEES REGULAR MEETING

*will be held at 7:00 P.M. on Tuesday, November 14, at the LeClaire Community Library,  
323 Wisconsin Street, LeClaire Iowa.*

"The Mission of the LeClaire Community Library is to  
enhance the intellectual, social, and cultural strength of our community."

### AGENDA

#### CALL MEETING TO ORDER- ROLL CALL

#### CONSENT AGENDA

- Preview agenda
- Minutes from last regular meeting
- Library Claims

#### PUBLIC COMMENT

#### LIBRARY DIRECTORS REPORT

- Library Director's Report
- Library Monthly Statistics

#### UNFINISHED BUSINESS

- Interior remodel update
- Plaza update
- Discussion of Iowa Code section 21.8 covering electronic meetings

#### NEW BUSINESS

- Discussion of the Board of Trustees page on the Library website, and how it can be used: <https://www.leclaireiowa.gov/158/Library-Board-of-Trustees>

#### BOARD TRAINING

- Mandy will provide board training on Classifications of the library system from A-E so we know more about our status.

#### ADJOURNMENT

#### TRUSTEES

Ray Ainslie (June 2024)  
Linda Mitchell (June 2026)  
Calla Parochetti (July 2028)

Mandy Harvey (June 2026)  
Meredith Viljoen (June 2026)  
Tom Kostichek (July 2028)

Nick Johnson (June 2024)  
Bill Bloom – Council Liaison

#### Title VI Notice to the Public

*It is the policy of the City of Le Claire to assure full compliance with Title VI of the Civil Rights Act of 1964. Related statutes and regulations provide that no person shall on the basis of race, color, national origin, gender, age or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by the City. Any person who believes that they are being denied participation in a project, being denied benefits of a program, or otherwise being discriminated against because of race, color, national origin, gender, age, or disability, may contact the City Administrator for the City of LeClaire at (563)-289-6004.*



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## LECLAIRE COMMUNITY LIBRARY LIBRARY BOARD OF TRUSTEES REGULAR MEETING

*was held at 7:00 P.M. on Tuesday, October 10, at the LeClaire Community Library,  
323 Wisconsin Street, LeClaire Iowa.*

"The Mission of the LeClaire Community Library is to  
enhance the intellectual, social, and cultural strength of our community."

### AGENDA

#### CALL MEETING TO ORDER- ROLL CALL

The meeting was called to order by Meredith Viljoen, President.

The following members were present: Ray Ainslie, Mandy Harvey, Nick Johnson, Linda Mitchell, Meredith Viljoen, and Melita Tunnickliff – Library Director

**CONSENT: Agenda, Minutes and Library Claims** - Mandy moved to approve the agenda, minutes from last meeting and library claims. This was seconded by Ray and vote to approve was unanimous.

- Preview agenda
- Minutes from last regular meeting
- Library Claims through September:

Budget Line	Vendor	Previous month	Current month
008-410-6499	copier maintenance (+ movie license)	1151.60	182.61
008-410-6371	Electric/Gas	690.70	680.70
008-410-6409	Janitorial	361.00	361.00
008-410-6415	Copier lease / postage meter	55.69	42.00
008-410-6492	Kanopy+ ebooks	467.46	70.00
008-410-6419	Metronet - internet	64.13	64.13
008-410-6373	Metronet - fax phone	26.34	26.34
008-410-6374	Water/sewer	24.32	29.08
008-410-6502	Rivistas annual magazine subscriptions		943.79
008-410-6502	books, DVDs, CDs, newspapers	2387.73	2069.83
	AED (\$245)+ Amazon Prime		
008-410-6490	membership	0.00	327.54
008-410-6506	office supplies	72.75	243.83
008-410-6520	program supplies	97.76	100.38
008-410-6519	processing supplies		197.84
008-410-6491	(MOBIUS, OCLC, Bridges) RiverShare	7507.00	0.00
008-410-6526	computer (Data443)	86.90	90.00
008-410-6499	library patron cards	0.00	1010.50
008-410-6521	Furniture/fixtures (doll house/trains)		166.98
008-410-6514	building/grounds supplies	38.19	143.04
			<b>6749.59</b>

Budget Line	Revenue	Previous month	Current month
008-410-4440	Direct State Aid		2037.37
008-410-4500	Charges Fees for Service (Printouts)	134.20	259.40
008-410-4550	Misc Charges for Service (Fax)	3.00	12.00
008-410-4765	Fines	30.00	14.00

008-410-4710	Reimbursements - lost or damaged items	113.00	21.00
008-410-4745	Sale of salvage (carts)		125.00
		<b>280.20</b>	<b>2468.77</b>

**PUBLIC COMMENT** – No public comment

## **LIBRARY DIRECTORS REPORT and STATISTICS**

### **LIBRARY DIRECTOR'S REPORT**

#### **Programming and Events**

- The Friends of the Library are funding three special programs in October and November: Card-making with Donna Banta, Ballet QC Vampirina Ballerina, and Brian Fox Ellis, professional storyteller, will present “Blackhawk’s view of American History.”
- A library patron has offered to start up a monthly program of Senior Activities and Socializing, on the second Tuesday of each month at 10 am.

#### **Circulation**

- Quad City Times invoiced us \$567 for six-months paper delivery. I negotiated for \$420, but later spoke with a local customer service representative to ask why the cost was so much higher than I pay for the same paper delivery at my home. So, she changed the fee to \$12 per month, which will be taken from the \$420 we already paid, so we should be covered for the next 35 months.
- Our new patron cards have arrived.

#### **Friends of the Library**

- Proceeds from the Friends Book Sale room in August 2023 were \$113.00 with a year-to-date book sale total of \$1032.72.
- For National Friends of the Library week (Oct. 15-21) the friends are holding a family-friendly Bingo Night at the library on October 16 at 4pm.
- The Friends agreed to pay for the services of Paragon Interiors up to 20 hours for the amount of no more than \$1100, to help choose colors and materials for our renovation.

#### **Continuing Education and Conferences**

- Ashe, Callen, and I will each be attending one day of the Iowa Library Association (ILA) Conference in Dubuque October 12 and 13.

#### **Facility**

- The automatic door openers are installed and working well.
- The monitored fire alarm system is now installed and functioning. The fire alarm system will be tested October 17. The panic button under the front desk will be installed on October 10.
- City-wide Cleanup Day will be Saturday, Oct 14. We can get rid of junk, broken furniture, etc. at that time.
- I have offered some of our study carrels for sale to other libraries but there has been no interest as yet. We need to clear out unneeded furniture before our painting and carpeting are done.

#### **Outreach and Partners**

- The Library will take part in the Witches Walk “Trunk or Treat” event this year.
- Ashe has some teens interested in participating in Teentober, an art contest including all libraries in the region. She is also working with the planners of Teen Anime Day.
- Ashe requested a donation from Fareway, and they are providing 23 small pumpkins for our October craft programs.

#### **Technology**

- The first of our new patron computers have been installed by Xerox IT with Callen’s assistance. We hope to have five patron computers replaced very soon with the computers we purchased from Tech Soup.
- The State Library is providing us with WhoFi data-analytic software free of charge. We have been using it to provide a calendar on our website where patrons can sign themselves up for programs, and to track our program statistics. WhoFi now has an online calendar which will allow patrons to reserve study rooms and the Community Room online. Callen is exploring how this will work for us.

#### **State Library**

- Our 2023 Annual Survey of Library Statistics was submitted in October.
- We received our Direct State Aid check from the State Library for the amount of \$2037.37. The purpose of Direct State Aid is to improve library services and to reduce inequities among communities in the delivery of library services.

**Library Monthly Statistics**

Month	July	August	September	October	November	December	January	February	March	April	May	June	FY totals
general interest prog.	12	2	2										16
general interest attendance	217	125	553										895
adult programs	2	2	2										6
adult prog. attendance	33	24	23										80
YA programs	2	0	3										5
YA program attendance	40	0	16										56
6-11 programs	4	1	5										10
6-11 program attendance	39	10	18										67
0-5 programs	3	7	7										17
0-5 program attendance	66	55	103										224
total program attendance	395	214	713	0	0	0	0	0	0	0	0	0	1322
Gen. interest passive prog.	2	12	11										25
Juvenile passive programs	39	42	155										236
Adult passive programs	0	0	0										0
Total passive program count	41	54	166	0	0	0	0	0	0	0	0	0	261

**UNFINISHED BUSINESS**

- Updated Youth Services Coordinator Job Description submission to City Council is delayed. It was suggested that the title should be Children’s Services Coordinator, so that will be discussed and decided before the Job Description is submitted.
- Interior remodel update – a designer has been hired. Once the carpet has been selected, we can choose the paint colors. Melita was not able to hire furniture movers yet that will be needed to complete the carpet and painting.
- Plaza update – The first week of every month a meeting is held with city leaders to discuss updates on the Plaza project. The entry to the library from Wisconsin was discussed regarding when it would be open to the public. The builders stated the permanent railings for the stairs will not be installed for a while, but they can install some temporary wooden railings so we can open up the Wisconsin entry. They bicycle racks will be painted. Melita will attend these meetings.

**NEW BUSINESS**

- Approve updates in Emergency response/closures policy. Nick moved and Ray seconded to approve the Emergency response policy as revised. Motion passed with unanimous vote.
- Approve contracting with LFI as sole source vendor to move library shelves for the remodeling project. A motion was made by Mandy and seconded by Ray to approve a sole bid for moving the furniture. Motion passed by unanimous vote.
- Discuss online drop box for Board documents. We will first see if doing this interferes with the open meeting laws before drop box would be used.

**BOARD TRAINING**

- Nick provided information from past president information, which included what we need to do to establish a census. The census can help determine funding for the library.

**ADJOURNMENT** – Ray moved and Linda seconded to adjourn the meeting. All approved.

**NEXT MEETING TO BE HELD: November 14; Mandy will provide board training on Classifications of the library system from A-E so we know more about our status.**

## TRUSTEES

Ray Ainslie (June 2024)  
Linda Mitchell (June 2026)  
Calla Parochetti (July 2028)

Mandy Harvey (June 2026)  
Meredith Viljoen (June 2026)  
Tom Kostichek (July 2028)

Nick Johnson (June 2024)  
Bill Bloom – Council Liaison

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## LECLAIRE COMMUNITY LIBRARY LIBRARY BOARD OF TRUSTEES SPECIAL MEETING Minutes

*held at 7:00 P.M. on Thursday, November 2, at the LeClaire Community Library,  
323 Wisconsin Street, LeClaire Iowa.*

"The Mission of the LeClaire Community Library is to  
enhance the intellectual, social, and cultural strength of our community."

### AGENDA

#### CALL MEETING TO ORDER- ROLL CALL

The meeting was called to order by Meredith Viljoen, President.

The following members were present: Ray Ainslie, Nick Johnson, Meredith Viljoen, Tom Kostichek, Calla Parochetti and Melita Tunnickliff – Library Director

#### NEW BUSINESS

- The group discussed different contractors for painting the interior of the library
  - Calla made motion that we accept the quote from color Inc. for the painting for \$18,078.00, Ray seconded, all approved.
- Select a contractor for replacing carpet in the library
  - Ray made a motion to accept Allied Construction for their base bid + alternate for a total of \$43,054.00 for the flooring replacements, Tom Seconded, all approved.

#### PUBLIC COMMENT

None

#### ADJOURNMENT

Calla moved and Ray seconded to adjourn the meeting. All approved.

### TRUSTEES

Ray Ainslie (June 2024)  
Linda Mitchell (June 2026)  
Calla Parochetti (July 2028)

Mandy Harvey (June 2026)  
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Unapproved Library Claims as of October 31, 2023

Budget Line	Vendor	Previous month	Current month
008-410-6499	copier maintenance	182.61	186.08
008-410-6371	Electric/Gas	680.70	702.61
008-410-6409	Janitorial	361.00	361.00
008-410-6415	Copier lease / postage meter	42.00	55.69
008-410-6492	Kanopy+ ebooks	70.00	431.85
008-410-6419	Metronet - internet	64.13	64.13
008-410-6373	Metronet - fax phone	26.34	26.34
008-410-6374	Water/sewer	29.08	24.32
008-410-6507	operating supplies postal ink	0.00	17.10
008-410-6502	books, DVDs, CDs, newspapers	2069.83	1638.93
008-410-6490	AED (\$245)+ Amazon Prime member	327.54	
008-410-6506	office supplies	243.83	72.30
008-410-6520	program supplies	100.38	102.48
008-410-6519	processing supplies	197.84	62.07
008-410-6750	Buildings ADA doors	0.00	6885.00
008-410-6750	Buildings Fire alarm	0.00	6407.63
008-410-6514	building/grounds supplies	143.04	0.00
008-410-6521	Furniture Computer table FY23	166.98	487.32
		<b>4705.3</b>	<b>17524.85</b>

Budget Line	Revenue	Previous month	Current month
008-410-4440	Direct State Aid	2037.37	0.00
008-410-4500	Charges Fees for Service (Printouts)	259.40	157.95
008-410-4550	Misc Charges for Service (Fax)	12.00	11.00
008-410-4765	Fines	14.00	10.00
008-410-4710	Reimbursements - lost or damaged it	21.00	35.00
008-410-4745	Sale of salvage (carts)	125.00	
		<b>2468.77</b>	<b>213.95</b>

Approval: Board President \_\_\_\_\_

Date: \_\_\_\_\_

Approval: Board Secretary \_\_\_\_\_

Date: \_\_\_\_\_

**REVENUE & EXPENSE REPORT**  
**CALENDAR 10/2023, FISCAL 4/2024**

PCT OF FISCAL YTD 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
001-410-6408	INSURANCE LIBRARY		2,611.29		2,611.29-
008-410-4440	STATE GRANTS		2,037.37	15,800.00	13,762.63
008-410-4500	LIBRARY FEES FOR COPIES	157.95	628.40	800.00	171.60
008-410-4550	LIBRARY FEES FOR FAXES	11.00	59.00	600.00	541.00
008-410-4705	CONTRIBUTIONS - PRIVATE		26.00	1,500.00	1,474.00
008-410-4710	REIMBURSEMENTS-LIBRARY	35.00	212.00	500.00	288.00
008-410-4726	OTHER MISC. REVENUES			50.00	50.00
008-410-4745	SALE OF SALVAGE		125.00		125.00-
008-410-4765	LIBRARY FINES	10.00	75.00	500.00	425.00
008-410-6010	SALARIES-LIBRARY	12,693.53	50,491.21	168,738.00	118,246.79
008-410-6061	SPECIAL PAY - LONGEVITY		750.00	750.00	
008-410-6150	GROUP INSURANCE	1,930.20	7,699.80	24,385.00	16,685.20
008-410-6210	ASSOCIATION DUES-LIBRARY			250.00	250.00
008-410-6230	TRAINING			450.00	450.00
008-410-6240	MEETINGS & CONFERENCES	570.00	570.00	1,500.00	930.00
008-410-6310	BUILDING MAINT & REPAIR			4,250.00	4,250.00
008-410-6320	GROUNDS MAINT & REPAIR			2,000.00	2,000.00
008-410-6371	ELECTRIC/GAS EXPENSE	702.61	2,074.01	6,800.00	4,725.99
008-410-6372	REFUSE/RECYCLING			25.00	25.00
008-410-6373	TELECOM-LIBRARY	26.34	79.02	360.00	280.98
008-410-6374	WATER/SEWER EXPENSE	24.32	77.72	285.00	207.28
008-410-6409	JANITORIAL EXPENSE	361.00	1,083.00	4,332.00	3,249.00
008-410-6412	MEDICAL/WELLNESS EXPENSE			500.00	500.00
008-410-6415	RENTS/LEASES-EQUIP/VEHICLES	55.69	153.38	750.00	596.62
008-410-6419	TCHNLGY SVCS-LIBRARY	64.13	192.39	1,600.00	1,407.61
008-410-6490	OTHER PROFESSIONAL SERVICES	24.86	352.40	1,250.00	897.60
008-410-6491	LIBRARY SERVICES-INTERNAL		14,794.47	16,000.00	1,205.53
008-410-6492	LIBRARY SERVICES-PUBLIC	431.85	2,258.41	6,500.00	4,241.59
008-410-6499	OTR CNTRTL SVC-LIBRARY	186.08	2,530.79	3,910.00	1,379.21
008-410-6502	LIBRARY/REFERENCE MATL'S	1,901.75	7,304.51	24,500.00	17,195.49
008-410-6506	OFC SUPLS-LIBRARY	72.30	348.89	1,200.00	851.11
008-410-6507	OPERATING SUPPLIES	17.10	17.10	150.00	132.90
008-410-6508	POST/SHIP-LIBRARY			100.00	100.00
008-410-6514	BUILDINGS/GROUNDS SUPPLIES		181.23	1,000.00	818.77
008-410-6519	PROCESSING SUPPLIES	549.39	747.23	1,800.00	1,052.77
008-410-6520	PROGRAM SUPPLIES	102.48	340.61	1,500.00	1,159.39
008-410-6521	FURNITURE/FIXTURES		166.98	2,987.00	2,820.02
008-410-6525	OFFICE EQUIPMENT			500.00	500.00
008-410-6526	COMPUTER EQUIPMENT	104.17	281.07	3,725.00	3,443.93
008-410-6750	BUILDINGS	13,292.63	13,389.52	17,711.00	4,321.48
112-410-6160	WORK COMP-LIBRARY		253.43	339.00	85.57
113-410-6110	FICA/MEDICARE-CITY SHARE	943.16	3,820.46	12,966.00	9,145.54
113-410-6130	IPERS-CITY SHARE	1,198.27	4,836.79	16,000.00	11,163.21
	DIFFERENCE	=====	=====	=====	=====
		35,037.91-	114,242.94-	309,363.00-	195,120.06-
		=====	=====	=====	=====
	PROOF	=====	=====	=====	=====
		35,037.91-	114,242.94-	309,363.00-	195,120.06-
		=====	=====	=====	=====



## **Library Director's Report - November 14, 2023**

### **Programming and Events**

- The Friends of the Library are funding a special program on November 16. Brian Fox Ellis, professional storyteller, will present "Blackhawk's view of American History."
- Elf Academy is scheduled for December 18. We will have a Brass Quintet playing holiday music, face-painting, a caricaturist, crafts, games, reindeer races, and more.
- Ashe is planning a Nightmare Before Christmas Escape Room December 6-9.
- We had our first Senior Activities and Socializing, which will meet on the second Tuesday of each month at 10 am. Only one patron came to the first meeting, but it will take time to build this program. We have sent flyers to local churches and had a press release in the QC Times and RC Reader.
- I have approached the AARP Tax Aide program to have volunteer tax preparers in the LeClaire Library weekly this spring, and they have agreed. During the library renovations, we have permission to use space in City Hall for this program.
- The library staff are planning for fewer programs in January and February while renovations are in progress. We are exploring holding a few story times or craft programs in other available community spaces.

### **Circulation**

- We are expecting to remain open during most of the painting and carpeting in February, but because the shelves will be compressed to one side of the building and then the other, only staff will be permitted to retrieve books for patrons or fill holds. If necessary on some days we can take items to patrons curbside.

### **Friends of the Library**

- Proceeds from the Friends Book Sale room in October 2023 were \$91.00, with a year-to-date book sale total of \$1123.72.
- The Friends raised \$3741 through Birdies for Chairty donations, which will go to support our Summer Reading Program expenses.

### **Facility**

- The new fire alarm system was tested and repairs made. The panic button under the front desk has been installed. The system is now monitored and functioning.
- We have sold four of our study carrels/computer desks to library patrons for \$10 a piece. Three are remaining.

### **Outreach and Partners**

- The Library took part in the Witches Walk "Trunk or Treat" event this year. Ashe and her family dressed in a Jurassic Park theme and won the prize for the best entry!
- The proceeds of the Civic Club February 17 trivia contest will go to the Friends of LeClaire Library. You are encouraged to attend this fun event.

### **Technology**

- Our five new/reconditioned patron computers have been installed, at a cost of \$546.88 to RK Dixon-Xerox.
- We have set up a monitor to run a slideshow of our upcoming programs at the front desk, which removes the clutter of a lot of signs and flyers.
- We have begun using the State Library-provided WhoFi program to take reservations online for our Study Rooms and Community Room..

2023/2024 LeClaire Library Statistics

Month	July	August	September	October	November	December	January	February	March	April	May	June	FY totals
website visits	268	284	226	211									989
wi-fi usage	301	322	247	237									1107
AWE sessions	511	502	260	373									1646
ebooks	280	214	175	179									848
computer users	112	119	89	101									421
gamers/equip	16	14	9	9									48
hotspots	18	20	15	13									66
meetings	45	42	29	42									158
meeting attendance	127	181	121	142									571
programs	23	9	19	21									72
program attendance	395	214	713	286									1608
passive program count	41	54	166	151									412
door count	5936	3178	2110	4382									15606
new card holders	29	13	9	5									56
items added	179	161	180	302									822
items deleted	99	263	117	388									867
ILL received	521	528	516	527									2092
ILL sent	779	847	802	819									3247
adult circulation	1498	1426	1312	1218									5454
JUV circulation	3229	2638	2215	1893									9975
YA circulation	91	102	79	87									359
in-house circulation	136	173	103	131									543
total circulation	5234	4553	3884	3508	0	0	0	0	0	0	0	0	17179
custom circ report	3600	3148	2534	2355									11637
reportable circ	3736	3321	2637	2486	0	0	0	0	0	0	0	0	12180
* Beginning October '23, Unique web visitors counted by Whoof!													
Unique wifi clients counted by Cisco Meraki													







**Project Name**  
LeClaire Library  
New Paint Plan

NOTE: This drawing is for layout and finish references only. Architectural, Structural, and Electrical trade people shall be responsible for coordination of the trades in these disciplines. Field dimensions and conditions are to be independently verified by the contractor. Field dimensions and design is the sole property of Paragon Commercial Interiors, Inc. and shall not be used for any other project without the written consent of Paragon Commercial Interiors, Inc.

ISSUE DATE	ISSUES	BY	JAM

Finish Plan

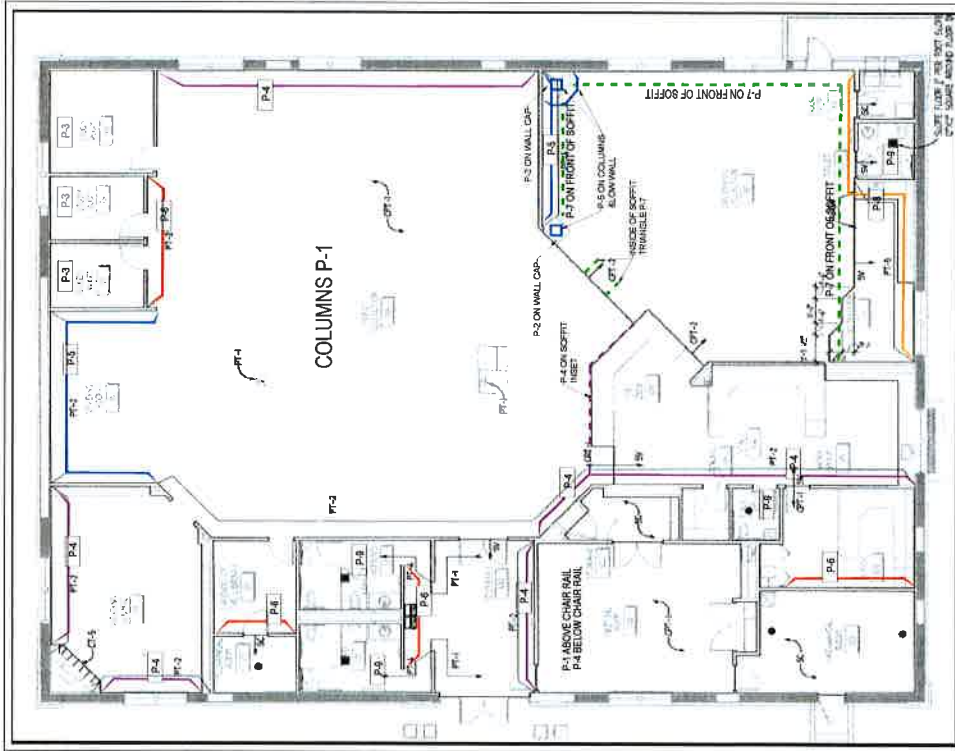
Drawn By:                       
Checked By:                     

1 of 1

Sheet: NONE

MATERIAL	MANUFACTURER	MAIN PATTERN COLOR	REMARKS	LABEL
MAIN & SOFFIT PAINT	SHERWIN WILLIAMS	SW950 GREY VILLA	EGGSHELL FINISH	P-1
TRIM PAINT	SHERWIN WILLIAMS	SW799 RICH ONE	SEMI-GLOSS FINISH	P-2
PAINT	SHERWIN WILLIAMS	TBD	EGGSHELL FINISH	P-3
ACCENT PAINT	SHERWIN WILLIAMS	SW700 DARK GRAY	EGGSHELL FINISH	P-4
ACCENT PAINT	SHERWIN WILLIAMS	SW654 SECURE BLUE	EGGSHELL FINISH	P-5
ACCENT PAINT	SHERWIN WILLIAMS	SW733 BAMBINO SCOUT	EGGSHELL FINISH	P-6
ACCENT PAINT	SHERWIN WILLIAMS	SW672 LULU GREEN	EGGSHELL FINISH	P-7
ACCENT PAINT	SHERWIN WILLIAMS	SW652 JUNE DAY	EGGSHELL FINISH	P-8
RESTROOM PAINT	SHERWIN WILLIAMS	SW950 GREY VILLA	EPOXY FINISH	P-9

NOTE: PAINTERS WILL REMOVE EXISTING VINYL BASE WALLS NOT NOTED ARE P-1



PLAN IS NOT TO SCALE. FIELD MEASURE

## FAQ Details

### Question

During the pandemic, my trustees got used to meeting remotely and they want to continue holding monthly library board meetings via Zoom; can they do that?

### Answer

In March 2020, in response to the COVID-19 pandemic, Governor Reynolds suspended parts of Iowa Code Chapter 21, which contains our state's open meetings laws. The proclamations allowed governmental bodies to hold meetings remotely and limit access to public buildings. These suspensions of the rules expired on July 25, 2021 and Chapter 21 was fully in force once again. [Iowa Code section 21.8](#) covers electronic meetings. It says--and we've received confirmation from the Public Information Board over the years--that trustees can attend board meetings remotely **only if it is impossible or impractical for them to attend in person**. They can't Zoom in to the meeting simply because it's more convenient than showing up in person.

A few years ago, the State Library produced a webinar entitled "Open Meetings: It's the Law" during which then-director of the Iowa Public Information Board, Charlie Smithson, was quizzed. Here's the transcript from part of the conversation about remote meetings:

**State Library:** *So you're saying it's okay if a quorum wants to phone in or if all of the trustees want to meet electronically?*

**Smithson:** *As long as you've properly noticed it and the public is able to come in and listen to it. If you're going to have more than a majority coming in remotely, I would follow the requirements in Code section 21.8 that you put in your minutes why it was necessary for those trustees to participate remotely--for instance, it was impossible for them to make it to the library in the blizzard or something like that--but otherwise, if you only have one or two members coming in remotely and everyone else is there in person, it's perfectly permissible.*

**State Library:** *So it sounds as though it's acceptable for a trustee to attend a meeting remotely, as long as she can see and hear other trustees and they can see and hear her, and it is impossible for her to attend in person, but is it okay for the entire board to meet this way?*

**Smithson:** *The entire board can meet that way if it is impossible or impractical for them to meet in person, but it can't simply be that it was a matter of convenience. There has to be a good reason: it's an emergency meeting that will only take 10 minutes, which doesn't justify taxpayers paying the mileage for all of these people coming in for just 10 minutes...or you have a situation where there's no other way for the board to meet because of weather or something and there's an agenda item that has to be dealt with, so you do it electronically or it can't be done at all.*

A governmental body can still provide the public with electronic access to open meetings—in fact, this is encouraged—in addition to in-person access.

Topic The Library as a City Agency

Subjects Library boards

Tags Virtual, Meeting, Remote meeting

State Library of Iowa

<https://silo.knack.com/legal#search/details/6220dd03d5780d001e8f11e8/>

**21.8 Electronic meetings.**

1. A governmental body may conduct a meeting by electronic means only in circumstances where such a meeting in person is impossible or impractical and only if the governmental body complies with all of the following:

a. The governmental body provides public access to the conversation of the meeting to the extent reasonably possible.

b. The governmental body complies with section 21.4. For the purpose of this paragraph, the place of the meeting is the place from which the communication originates or where public access is provided to the conversation.

c. Minutes are kept of the meeting. The minutes shall include a statement explaining why a meeting in person was impossible or impractical.

2. A meeting conducted in compliance with this section shall not be considered in violation of this chapter.

3. A meeting by electronic means may be conducted without complying with paragraph "a" of subsection 1 if conducted in accordance with all of the requirements for a closed session contained in section 21.5.

[C79, 81, §28A.8]

C85, §21.8

2007 Acts, ch 22, §11