

Elkader Public Library Board of Trustees
Regular Board Meeting – Tuesday, September 14, 2021

1. Call to Order – President Jennifer Wilwert called the meeting to order. Board members present were: John Gnagy, Kim Warpinski, Bob Griffith, Suzanne Hankey, Joe Minor, and Jennifer Garms. Also in attendance was Library Director Lisa Pope.
2. Approval of the Agenda – Hankey moved to approve the agenda. Gnagy seconded. Motion carried.
3. Minutes from Last Month’s Meeting – Gnagy moved to approve the August minutes. Wilwert seconded. Motion carried.
4. Financial Report – Reviewed.
5. Payment of Bills – Garms moved to approve the payment of bills. Griffith seconded. Motion carried.
6. Director’s Report – Reviewed.
7. Unfinished Business
 - a. Reopening/Pandemic Plan – The Board discussed. We will stay in the current position.
 - b. American Rescue Plan Act (ARPA) Grant – Ordered the study carrels.
 - c. Saturday Hours, Consider Changing – Warpinski moved to begin closing at noon on Saturdays beginning in November. Minor seconded. Motion carried.
8. New Business
 - a. Computer Service Contract – The Board discussed the contract and seeks additional information on plans/services and how the City utilize the services.
 - b. Review/Revise Circulation of Audiovisual Equipment Policy – Gnagy moved to revise the policy by striking “below” from the statement above the signature line. Hankey seconded. Motion carried.
 - c. Annual Report – Reviewed.
 - d. Trustee Training: Trustee’s Handbook, Chapters 8-9 – Reviewed.
 - e. Basement Tour – The Board took note of the items/setup in the basement.
9. Friends of Library Report – Reviewed the August minutes.
10. Public Comments – None.
11. Adjournment – Warpinski moved to adjourn the meeting at 5:54 PM. Minor seconded. Motion carried. Next meeting is scheduled for October 12, 2021 at 5:00 PM.

Respectfully submitted,
Jennifer Garms, Secretary/Treasurer