

**Reinbeck Public Library  
Board Meeting Agenda  
Monday July 13th, 2020  
4:30pm**

Welcome to Visitors – Please sign in.

Visitors will be allowed 5 minutes to speak at the beginning of the meeting. Please be courteous and professional when addressing members of the board or the library director. Please do not interrupt once the meeting has begun. Board members will listen, but not respond during the meeting to visitors who speak. If a response is needed, it will come at a later time when the board has had time to examine the issue.

**Bridges:** 134 Checkouts

**PLOW:** 125

**Book Club:** *Cancelled*

**Call to Order**

**Agenda Approval-Minutes Approval-Bills Approval**

**Director's Report**

**Old Business**

Budget

Summer Reading

Coffee Bar

Non-Fiction Section

Landscaping

**New Business**

Book Shelves

After School Program

Craft Days for Adults

**Other Business:**

**Adjournment**

**Reinbeck Public Library  
Board Meeting Agenda  
Monday August 17th, 2020  
4:30pm**

Welcome to Visitors – Please sign in.

Visitors will be allowed 5 minutes to speak at the beginning of the meeting. Please be courteous and professional when addressing members of the board or the library director. Please do not interrupt once the meeting has begun. Board members will listen, but not respond during the meeting to visitors who speak. If a response is needed, it will come at a later time when the board has had time to examine the issue.

**Bridges:** 133 Checkouts

**PLOW:** 122

**Book Club:** Evening Book Club: 6 Afternoon Book club: Cancelled until September

**Call to Order**

**Agenda Approval-Minutes Approval-Bills Approval**

**Director's Report**

**Old Business**

Summer Reading

Coffee Bar Quote

Landscaping

After School Program

Book Shelves

**New Business**

Mural

**Other Business:**

**Adjournment**

**Reinbeck Public Library**  
**Board Meeting Agenda**  
**Monday September 14th, 2020**  
**4:30pm**

Welcome to Visitors – Please sign in.

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**Bridges:** 137 Checkouts

**PLOW:** 109

**Book Club:** Evening Book Club: 6 Afternoon Book club: Cancelled until September

**Call to Order**

**Agenda Approval-Minutes Approval-Bills Approval**

**Director's Report**

**Old Business**

Trustee Training

Coffee Bar

Landscaping

Book Shelves

Mural

**New Business**

Book Club Using the Library

Annual Survey

**Other Business:**

Board Training: Trustee Handbook, Chapter 1

**Adjournment**

**POP QUIZ!**

1. **Who officially adopts budgets and Policy?**
  - a. **The Director**
  - b. **The Board of Trustees**
  
2. **The board has the power to move funds from one line item to another**
  - a. **True**
  - b. **False**
  
3. **Once the library receives funding from any source, it becomes...**
  - a. **Public funding**
  - b. **Library Funding**

**Reinbeck Public Library**  
**Board Meeting Agenda**  
**Wednesday October 14th, 2020**  
**4:30pm**

Welcome to Visitors – Please sign in.

Visitors will be allowed 5 minutes to speak at the beginning of the meeting. Please be courteous and professional when addressing members of the board or the library director. Please do not interrupt once the meeting has begun. Board members will listen, but not respond during the meeting to visitors who speak. If a response is needed, it will come at a later time when the board has had time to examine the issue.

**Bridges:** 162 Checkouts

**PLOW:** 120

**Book Club:** Evening Book Club: 6 Afternoon Book club: 6 (Both clubs used Library to meet)

**Call to Order**

**Agenda Approval-Minutes Approval-Bills Approval**

**Director's Report**

**Old Business**

Coffee Bar

Landscaping

Book Shelves

Mural

Annual Survey

**New Business**

Budget for 2021

**Other Business:**

Board Training: Review of Behavior Policy

**Adjournment**

**Reinbeck Public Library**  
**Board Meeting Agenda**  
**Monday November 9th, 2020**  
**4:30pm**

Welcome to Visitors – Please sign in.

Visitors will be allowed 5 minutes to speak at the beginning of the meeting. Please be courteous and professional when addressing members of the board or the library director. Please do not interrupt once the meeting has begun. Board members will listen, but not respond during the meeting to visitors who speak. If a response is needed, it will come at a later time when the board has had time to examine the issue.

**Bridges:** 179 Checkouts

**PLOW:** 176

**Book Club:** Evening Book Club: 5 Afternoon Book club: Did not meet

**Call to Order**

**Agenda Approval-Minutes Approval-Bills Approval**

**Director's Report**

**Old Business**

Coffee Bar

Landscaping

Mural

**New Business**

Book Shelves/Paint

November Holidays

**Other Business:**

Board Training: Trustee Handbook, Chapter 2

**Adjournment**

## CHAPTER 2 QUIZ

1. **What are the FIVE primary roles of Public Library Boards?**
  - a. **Over see day to day library operations. Set budget. Buy books. Manage donations. Report to State.**
  - b. **Advocate. Monitor and evaluate library effectiveness. Adapt policies. Hire and evaluate a Director.**
  
2. **Board Advocacy includes working to obtain adequate funding for the library; pursuing opportunities to meet and speak with community groups; getting to know the mayor and city council; making sure the community's needs and interests are paramount when making board decisions.**
  - a. **True**
  - b. **False**
  
3. **A Library Policy is**
  - a. **A carefully designed, broadly stated, written guideline for actions and decision of the library.**
  - b. **A approved set of "rules" by which patrons and staff must abide while on Public Library property.**

**Reinbeck Public Library  
Board Meeting Agenda  
Monday December 14th, 2020  
4:30pm**

Welcome to Visitors – Please sign in.

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Bridges: 124 Checkouts

PLOW: 171

Book Club: Evening Book Club: Canceled Afternoon Book club: 3

**Call to Order**

**Agenda Approval-Minutes Approval-Bills Approval**

**Director's Report**

**Old Business**

Coffee Bar

Landscaping

ALA Grant/ Letters of Recommendation

County Passport Pages

**New Business**

December Holidays

**Other Business:**

Board Training: Copier Policy

**Adjournment**



**Reinbeck Public Library  
Board Meeting Agenda  
Monday January 11th, 2020  
4:30pm**

Welcome to Visitors – Please sign in.

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Bridges: 117 Checkouts

PLOW: 171

Book Club: Evening Book Club: Canceled Afternoon Book club: meet Jan. 13th

**Call to Order**

**Agenda Approval-Minutes Approval-Bills Approval**

**Director's Report**

**Old Business**

Coffee Bar

ALA Grant/ Letters of Recommendation

**New Business**

Upstairs Cameras

Summer Reading

Insurance budget amendment for 2020

**Other Business:**

Board Training: Long Range Plan

**Adjournment**

**Reinbeck Public Library  
Board Meeting Agenda  
Monday February 8th, 2021  
4:30pm**

Welcome to Visitors – Please sign in.

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Bridges: 110 Checkouts

PLOW: 163

Circulation: 798

Book Club: Evening Book Club: Canceled Afternoon Book club: 4

**Call to Order**

**Agenda Approval-Minutes Approval-Bills Approval**

**Director's Report**

**Old Business**

Coffee Bar/Electric quote

ALA Grant

Board CE Class

**New Business**

New Policies

City Meeting Report

Savings CDs

Meeting room remodel/Budget Amendment

Paint Iowa Beautiful Grant

**Other Business:**

Board Training: Long Range Plan

IA Learns Account

**Adjournment**

**Reinbeck Public Library  
Board Meeting Agenda  
Monday March 8th, 2021  
4:30pm**

Welcome to Visitors – Please sign in.

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Bridges: Checkouts 110

PLOW: 149

Circulation: 711

Book Club: Evening Book Club: Canceled Afternoon Book club: 6

**Call to Order**

**Agenda Approval-Minutes Approval-Bills Approval**

**Director's Report**

**Old Business**

Grants

Summer Reading

Coffee bar electric

**New Business**

March Activities

Historical Project (Ray Rannfeldt)

Helper Around the Library

New Website (Pictures)

Donna Brandt Memorial (Sons)

City Meeting Report

**Other Business:**

Board Training: Circulation

**Adjournment**

**Reinbeck Public Library  
Board Meeting Agenda  
Monday April 12th, 2021  
4:30pm**

**Welcome to Visitors – Please sign in.**

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Bridges: Checkouts 133

Circulation: 881

PLOW: 229

Book Club: Evening Book Club: Canceled Afternoon Book club: 7

**Call to Order**

**Agenda Approval-Minutes Approval-Bills Approval**

**Director's Report**

**Old Business**

Grants

Website (Pictures)

Donna Brandt Memorial

Summer Reading (Activities and programming, vouchers)

Director Certification

**New Business**

City Meeting Report

Job titles/wages

**Other Business:**

Board Training: Circulation and Video Policy

**Adjournment**

**Reinbeck Public Library  
Board Meeting Agenda  
Friday May 14th, 2021  
4:30pm**

**Welcome to Visitors – Please sign in.**

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Bridges: Checkouts 128

Circulation: 901

PLOW: 235

Book Club: Evening Book Club: Canceled Afternoon Book club: 7

**Call to Order**

**Agenda Approval-Minutes Approval-Bills Approval**

**Director's Report**

**Old Business**

Grants (Paint Grant)

Coffee Bar Electrical (Pick quote)

Website (Pictures)

Donna Brandt Memorial

Wages

**New Business**

City Council Report

Project goals for next year (July)

**Other Business:**

Board Training: Job titles/Descriptions

**Adjournment**

**Reinbeck Public Library  
Goals Meeting Agenda  
Tuesday June 8th, 2021  
4:30pm**

**Welcome to Visitors – Please sign in.**

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**Call to Order**

**Agenda**

Narrow paint colors down to top 3

**Goals for next fiscal Year**

**(July 1<sup>st</sup> 2021-June 30<sup>th</sup> 2022)**

**Budgeted \$5,000**

**Things needing done**

1. Flooring
2. Paint
3. Removal of cabinetry and other existing structure/refurbishment
  4. Electrical outlets put back into wall
  5. Architect/builder plan for wall and door
  6. Construction of wall/doors/window
  7. Bolt lock on door leading to upstairs
  8. Lock gate on elevator or training to turn off
  9. Security cameras
  10. Furniture
  11. Which CD Funds to use
12. (Present plan to city to ask for withdrawal of CD funds)

**Items to achieve in 2022-2023**

**Other Business**

**Adjournment Reinbeck Public Library**

## **Board Meeting Agenda**

**Monday July 13th, 2020**

**4:30pm**

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**Bridges Checkouts: 102**

**PLOW :188**

**Circulation: 862**

**Evening Book Club: 3**

**Afternoon Book Club:6**

### **Call to Order**

### **Agenda Approval-Minutes Approval-Bills Approval**

#### **Director's Report**

#### **Old Business**

Website (Pictures)

End of the Year

Paint Color

ALA Grant

Director Certification

#### **New Business**

City Council Report

Enrich Iowa Funds

#### **Other Business:**

Board Training:

Trustee Handbook: Chapter 4

### **Adjournment**