

Baxter Public Library Meeting
November 3, 2020

Call to Order: 6 p.m. with all board members and Director Marie present.

Agenda for Meeting Approved: Donna (motion), Greg (seconded)

October Minutes Approved: Liz (motion), Barb (seconded)

Librarian's Report: Marie explained that the adult books have been put into neighborhoods and that labeling is in process. New posters were ordered and are going up as well.

Old Business:

- A. Programs: BELC with ages Kdg-4 have started programs with the library.
- B. Bylaws: The wording of the bylaws was edited, and they were approved as presented after a motion by Donna and a second by Barb.
- C. Website: Work is in progress.
- D. Harold Hill Donation: No activity at this time

New Business:

- A. Chapter 20 Iowa Library Services: This section was read and discussed by all members.
- B. Director Evaluation: All board members turned their completed forms into Liz, and Marie also presented her own Director's Evaluation and it was discussed. It was a very different year in the library for her because of COVID-19.
- C. Budget Review: The budget looks good at this point. Some areas have low numbers because of no summer reading being held and fewer programs due to COVID-19.

City Bills and Petty Cash Report: Marie explained both and they were approved. She also explained the City Purchasing Policy saying that we can stay under \$1,000 per purchase and not get bids.

Public Comments: None

Agenda and Date for December: It will be December 1 at 6 p.m.

Adjourn: Meeting adjourned at 6:45.

Respectfully submitted,

Donna Akins
Secretary