

## **Public Meeting Notice and Agenda**

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a meeting on

**Thursday, March 9, 2023 at 8 a.m.**

**THIS MEETING WILL BE HELD IN PERSON**

1. Roll Call
2. Approval of Agenda
3. Approval of February 9, 2023 Meeting Minutes
4. Approval of Financial Statements: Gift Fund Claims and City of Perry Library Line Items
5. Unfinished Business
  - a. Capital Requests FY2023-2024
  - b. Budget FY2023-2024
  - c. Library Director Search
6. New Business
7. Board Education – Open Meetings Law
8. Librarian Report
9. Open Forum
10. Next Regularly Scheduled Meeting is on April 13, 2023 at 8 a.m.
11. Adjourn

The Perry Public Library Board of Trustees met in regular session on Thursday, February 9, 2023, at 8 a.m. Note: This meeting was held in-person at the Perry Public Library.

Board members Kendall Rathje, Rosa Gonzalez, Heather Karolus, Margaret Ruggle, and Mark Miller were present. Library Director Mary Murphy and Deputy Library Director Misty VonBehren were also present.

Board President Mark Miller called the meeting to order.

Agenda –Heather Karolus moved to approve the agenda with Margaret Ruggle seconding the motion. MCU.

Minutes – Kendall Rathje moved to approve the minutes from the January 12, 2023, meeting and Margaret Ruggle seconded the motion. MCU.

Financial Statements – Gift Fund receipts and payments were presented with receipts totaling \$6,865.74 and checks #6358 - #6369, totaling \$3,130.74. The City of Perry Library Fund Status Report was reviewed. Kendall Rathje moved to approve the financial reports with Heather Karolus seconding the motion. MCU.

**Unfinished Business:**

FY24 Capital Requests Update with no decisions yet.

FY24 Operating Budget was discussed in a work session on January 23, 2023.

**New Business:**

Director Search – The Library Board discussed the upcoming Director Search and will discuss more next month.

**Board Education – Hiring and Employment Laws**

**Librarian's Report:**

Review of statistics

Smoke alarms fixed, humidifier somewhat fixed, east door fixed, painting (Perry Paint and Glass) will start soon along with lighting changeover (Curt Bonjour) to LEDs.

**Programming:**

Take Your Child to the Library Month – February 2023! We are excited to announce that this year we are turning Take Your Child To the Library into a month-long celebration, with special themed storytimes and month-long activities for families to participate in together! These events are free and no registration is required.

Chess at the Library – February 2, 9, 16, 23 Local Chess Instructor David Oliveira is partnering with the Perry Public Library to teach, mentor, and play chess with players of all ages and experience levels. Whether you are new to chess or looking for a challenging game, mark your Thursday evenings in February for Chess Instruction and Walk-in at the Library. Students, grades K-12, will meet from 4:30 to 5:30 pm, in the library Board Room. Chess players of all ages are then welcome to meet from 5:30 to 7:30 pm, also in the Board Room, for instruction or competition. David Oliveira leads the group meetings and also offers chess instruction by individual appointments as part of the library program.

Saturday Crafternoon – February 4 Calling all crafters and do-it-yourselfers! The Perry Public Library welcomes you to our dedicated makerspace the first Saturday of each month! Saturday Crafternoons last from 12:00 pm to 4:30 pm in the library Community Room and offer a free community space to work on projects in a comfortable environment. Plan your next work session for Saturday, February 4, at the library. Tables are available on a first come, first served basis, and everyone is invited. No reservations and no charge!

Toddler Time Storytime – February 7, 14, 21, 28 This Storytime is for ages 18 months to 3-year-olds. Our theme for January and February is Winter Wonderland at the Library! We will be reading about winter and snowmen and what people and animals do in the winter. We will also be making marshmallow snowmen, “shoveling” cotton ball snow, and many more fun activities! Toddler Storytime meets Tuesdays from 10:15 am to 11:00 am in the Library Community Room. This event is free, but registration is required. Register online or call Youth Services Librarian Laura Pieper at (515) 465-3569 or e-mail [lpieper@perry.lib.ia.us](mailto:lpieper@perry.lib.ia.us).

Wow! Wednesdays – K through 2<sup>nd</sup> grades – February 8  
Attention elementary school students! Come check out our new after-school program that’s full of fun crafts, STEM activities, LEGO building time, and games! You’ll have a blast! Kindergarteners through second graders meet on the second Wednesday of each month from 3:00 pm to 4:00 pm. This event is free and no registration is required.

Fours and Fives Storytime – February 1, 8, 15, 22  
This Storytime is for preschoolers and our winter unit for January and February is Winter Wonderland at the Library! We will read about winter, snowmen, and what people and animals do in the winter. We will also be making pasta snowflakes, examining Evergreen branches and pinecones, and so much more! Fours and Fives Storytime meets Wednesdays from 10:15 am to 11:00 am in the Library Community Room. This event is free, but registration is required.

Wee Wonders – February 2, 9, 16, 23 This is our program for babies through 18 months, where we promote early literacy skills and motor skills through reading simple books, rhymes, songs, scarf and shaker play, and other fun activities. We also discuss helpful parenting tips. Each registered baby receives a board book every week they attend. Wee Wonders meets Thursdays from 10:15 am to 11:00 am in the Library Community Room. This event is free, but registration is required. Register online or call Youth Services Librarian Laura Pieper at (515) 465-3569 or e-mail [lpieper@perry.lib.ia.us](mailto:lpieper@perry.lib.ia.us).

Hometown Heritage at the Carnegie Library Presents: Vintage Valentine’s Cards – February 11  
Come into the Carnegie to learn about the history of Valentine cards and to create your own! All ages are welcome to attend this free event on Saturday, February 11 from 11:30 am to 1:00 pm. Contact Trista Cohea at the Carnegie with questions at 515-465-7713. No registration needed.

make cross stitch bookmarks. All are welcome, but space is limited and registration is required. Take home kits will be available, if necessary. A \$5 fee materials fee is due at the time of registration to reserve your spot. Please register by Friday, February 20<sup>th</sup>.

Never Too Old for YA Book Club: I Am Not Your Perfect Mexican Daughter by Erika Sanchez – March 1  
Adults and teens are invited to join our Never Too Old for YA (Young Adult) Book Club to discuss I Am Not Your Perfect Mexican Daughter by Erika Sanchez, a “gripping debut about a Mexican-American misfit [that] is alive and crackling,” according to The New York Times. The club will meet at 6:00 pm, on Wednesday, March 1, in the library Community Room. March’s book selection is described as “poignant but laugh-out-loud funny contemporary YA about losing a sister and finding yourself” by the publisher. Interested adults and teens may join the group at any time, but registration is required. Books are available at the library for registrants.

The next normally scheduled meeting is on Thursday, March 9, 2023, at 8 a.m. in the library’s Community Room (aka the large meeting room). The public is always welcome.

Meeting adjourned.

Respectfully submitted, Mary K. Murphy, Library Director

**Register Report**  
2/3/2023 through 3/3/2023

3/3/2023

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Date	Num	Description	Category	Amount
<b>BALANCE 2/2/2023</b>				<b>30,534.34</b>
2/6/2023	DEP	Deposit	Donation Income	30.40
2/13/2023	DEP	Deposit	PPLF	2,100.00
2/13/2023	DEP	Deposit	Donation Income	15.70
2/22/2023	DEP	S Deposit	Room Maintenance	25.00
			Donation Income	16.00
2/27/2023	DEP	Deposit	Donation Income	5.70
3/2/2023	6370	S Wells Fargo Visa	Materials:Videos	-10.38
			Materials:Adults	-279.13
			Materials:Children's Books	-85.93
			Materials:Subscriptions	-255.98
			Materials:HotSpot	-217.45
			Programming	-1,417.97
			Marketing	-14.00
			Professional Development	-374.00
3/2/2023	6371	Ingram Library Services	Materials	-1,671.47
3/2/2023	6372	OverDrive, Inc.	Materials:Streaming	-5.98
3/2/2023	6373	Baker & Taylor	Materials:Adults	-16.52
3/2/2023	6374	CenterPoint Large Print	Materials:Adults	-266.00
3/2/2023	6385	S Fareway	Adult Programming	-7.98
			Youth Programming	-26.90
			Milk And Eggs Outreach	-26.50
			Milk And Eggs Outreach	-26.90
			Youth Programming	-4.88
			Milk And Eggs Outreach	-26.50
3/2/2023	6379	City Of Perry	Credit Debit Card Revenue t...	-135.85
3/2/2023	6380	Hometown Heritage	Credit Debit Card Rev to HH	-75.00
3/2/2023	6375	The Penworthy Company	Materials:Children's Books	-195.50
3/2/2023	6376	S Books By The Bushel	Programming	-163.45
			Programming	-28.00
3/2/2023	6381	Kathy Wilson	Adult Programming	-260.00
3/2/2023	6377	S Cengage Learning Inc / ...	Materials:Large Print	-53.23
			Materials:Large Print	-194.92
3/2/2023	6378	Midwest Tape hoopla	Materials:Streaming	-858.59
3/2/2023	6382	Perry Area Chamber Of ...	Adult Programming	-100.00
3/2/2023	6383	S Raccoon Valley Radio	Marketing	-920.70
			Marketing	-736.56
3/2/2023	6384	Iowa Radio Plus	Marketing	-89.48
3/2/2023	6388	S Misty VonBehren	Milk And Eggs Outreach	-49.35
			Milk And Eggs Outreach	-49.35
			Milk And Eggs Outreach	-49.35
			Membership Dues	-144.00
			Membership Dues	-36.00
			Milk And Eggs Outreach	-49.35
3/2/2023	6387	Laura Pieper	Teen Programming	-43.06
3/2/2023	6389	Mindy Farmer	Marketing	-48.00
3/2/2023	DEP	Deposit	PPLF	0.00
3/2/2023	DEP	Deposit	PPLF	2,100.00
<b>2/3/2023 - 3/3/2023</b>				<b>-4,721.41</b>
<b>BALANCE 3/3/2023</b>				<b>25,812.93</b>

**Register Report**  
2/3/2023 through 3/3/2023

3/3/2023

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Date	Num	Description	Category	Amount
<b>TOTAL INFLOWS</b>				<b>4,292.80</b>
<b>TOTAL OUTFLOWS</b>				<b>-9,014.21</b>
<b>NET TOTAL</b>				<b>-4,721.41</b>

**Banking Summary**

2/3/2023 through 3/3/2023

3/3/2023

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Category	2/3/2023- 3/3/2023
<b>INCOME</b>	
Donation Income	67.80
PPLF	4,200.00
Room Maintenance	25.00
<b>TOTAL INCOME</b>	<b>4,292.80</b>
<b>EXPENSES</b>	
Adult Programming	367.98
Credit Debit Card Rev to HH	75.00
Credit Debit Card Revenue to City Hall	135.85
Marketing	1,808.74
Materials	1,671.47
Adults	561.65
Children's Books	281.43
HotSpot	217.45
Large Print	248.15
Streaming	864.57
Subscriptions	255.98
Videos	10.38
<b>TOTAL Materials</b>	<b>4,111.08</b>
Membership Dues	180.00
Milk And Eggs Outreach	277.30
Professional Development	374.00
Programming	1,609.42
Teen Programming	43.06
Youth Programming	31.78
<b>TOTAL EXPENSES</b>	<b>9,014.21</b>
<b>OVERALL TOTAL</b>	<b>-4,721.41</b>



**City of Perry**  
**Perry Public Library and Hometown Heritage at the Carnegie Library Museum**  
**Fund Status Report March 2, 2023**

#NAME?	Account Title	Total Budget	YTD Expend	YTD Balance	Pct Expd
<b>General Fund</b>					
001-410-6010	WAGES	\$212,397.00	\$151,530.76	\$60,866.24	71%
001-410-6020	WAGES - PT	\$61,000.00	\$41,122.03	\$19,877.97	67%
001-410-6240	TRAVEL AND CONFERENCE	\$1,000.00	\$436.11	\$563.89	44%
001-410-6310	REPAIR & MAINTENANCE BLDG	\$1,000.00	\$599.67	\$400.33	60%
001-410-6371	UTILITIES	\$32,000.00	\$19,562.61	\$12,437.39	61%
001-410-6373	TELEPHONE	\$4,500.00	\$2,524.22	\$1,975.78	56%
001-410-6408	INSURANCE TORT/GENERAL	\$7,994.00	\$0.00	\$7,994.00	0%
001-410-6413	CONTRACT SERVICES	\$16,000.00	\$6,570.55	\$9,429.45	41%
001-410-6490	CONSULTANT & PROFESSIONAL	\$10,000.00	\$5,644.26	\$4,355.74	56%
001-410-6506	OFFICE SUPPLY	\$5,000.00	\$2,905.67	\$2,094.33	58%
001-410-6508	POSTAGE & SHIPPING	\$1,000.00	\$430.31	\$569.69	43%
<b>Benefit Fund</b>					
112-410-6110	SOCIAL SECURITY	\$20,217.00	\$13,951.96	\$6,265.04	69%
112-410-6130	IPERS	\$25,811.00	\$16,440.95	\$9,370.05	64%
112-410-6150	PREMIUMS HEALTH INSURANCE	\$74,415.00	\$52,789.80	\$21,625.20	71%
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,249.00	\$844.04	\$404.96	68%
112-410-6160	WORKERS COMPENSATION	\$534.00	\$439.13	\$94.87	82%
<b>Capital Fund</b>					
121-410-6721	CAP OUTLAY-FURN/FIXTURES	\$20,090.00	\$1,221.53	\$18,868.47	6%
121-410-6725	CAP OUTLAY-OFFICE EQUIP	\$13,086.00	\$11,732.32	\$1,353.68	90%
121-410-6770	CAP OUTLAY - LIBRARY	\$40,000.00	\$42,127.22	(\$2,127.22)	105%
122-410-6750	CAPITAL/BUILDING	\$35,150.00	\$27,883.12	\$7,266.88	79%
122-410-6751	CAPITAL BLDG/CARNEGIE LIBRARY	\$0.00	\$58,559.00	(\$58,559.00)	0%
<b>Gift Fund</b>					
167-410-6520	MISCELLANEOUS	\$45,000.00	\$7,009.53	\$37,990.47	16%
167-410-6770	CAPITAL/BOOKS	\$25,200.00	\$1,096.10	\$24,103.90	4%
<b>HH at CLM</b>					
178-410-6020	WAGES - PART TIME	\$25,694.00	\$15,783.61	\$9,910.39	61%
178-410-6110	FICA	\$1,966.00	\$1,207.42	\$758.58	61%
178-410-6130	IPERS	\$2,426.00	\$1,243.98	\$1,182.02	51%
178-410-6310	BUILDING REPAIR/MAINT	\$3,000.00	\$15,394.59	(\$12,394.59)	513%
178-410-6371	UTILITIES	\$7,000.00	\$3,640.42	\$3,359.58	52%
178-410-6373	TELEPHONE/COMMUNICATIONS	\$1,600.00	\$769.96	\$830.04	48%
178-410-6408	INSURANCE	\$5,883.00	\$0.00	\$5,883.00	0%
<b>LIBRARY TOTAL</b>		<b>\$700,212.00</b>	<b>\$503,460.87</b>	<b>\$196,751.13</b>	<b>72%</b>

## Board Overview - March 2023

	FY 2021-2022	FY 2022-2023 Year to Date	Fiscal Year % Change	Feb.	FY 20-21 FEB	FY 19-20 FEB	FY 18-19 FEB
<b>Volumes Held at Start of Period</b>	106,485		1.50%	108,077	107,835	111,564	78,708
Electronic Music Circulation	392	115	-55.99%	31	34	24	46
Electronic Audiobook Circulation	2,959	2,105	6.71%	240	181	177	188
Electronic Book Circulation	4,280	2,174	-23.81%	242	411	225	263
Electronic Video Circulation	714	493	4%	68	73	42	
Electronic Magazine Circulation	318	252	19%	30	39		
<b>Total Circulation</b>	67,196	46,314	3.39%	5,462	5,237	5,236	5,462
<b>Number of Borrowers at End of Period</b>	5,650		3.75%	5,862	5,507	5,146	4,623
PPL Door Count	49,678	38,422	16.01%	4,415	3,940	5,437	4,769
HH & Carnegie Door Count	601	2,745	585.11%	236	133		
<b>Library Visits</b>	50,279	41,167	22.82%	4,651	4,073	5,437	4,769
<b>Total Number of Reference Questions</b>	4,004	2,833	6.13%	325	346	239	245
<b>Total Number of Programs</b>	452	431	43.03%	55	45	66	60
<b>Total Number Attending Programs</b>	10,583	9,936	40.83%	507	526	887	785
<b>Annual Meeting Room Use</b>	172	107	-6.69%	33	17	41	30
<b>Public Computer Usage</b>	11,545	11,600	50.71%	1,328	1,094	1,535	1,682
<b>Wireless Computer Usage</b>	7,286	8,677	78.64%	1,064	616	696	746
<b>Pages Viewed Online Catalog</b>	6,366	422	-90.06%	2	350	2914	2,188
<b>Unique Visitors to Online Catalog</b>	1,098	208	-71.58%	30	101	564	601
<b>Wowbrary users</b>	2,190		3.01%	2,124	2,231	1,651	1,625
<b>Wowbrary pages viewed</b>	8,645	1,952	-66.13%	274	230	549	331
<b>Wowbrary Click-Thru to Catalog</b>	1,540	626	-39.03%	65	77	155	153
<b>Hotspot Pending Reserves First of Month</b>				4	0		
<b>Hotspot Total Checkouts (Weekly)</b>				7	14		
<b>Reserved Hotspot Total Checkouts (Daily)</b>				2	2		



**Review of statistics**

The East Door stopped working again, the door people were called again. Bob, the doorman, came and diagnosed the problem as a "smoked board." They have ordered us a new door opener, which is not in stock. The part was ordered and it will be 3-4 weeks before the new door opener comes in.

The Library's upper story is being painted and the lighting project is about half done. These are the last two capital projects for this fiscal year.

Director Murphy presented to Perry Rotary on March 1, 2021 promoting March programs as well as June 3<sup>rd</sup>'s KidsFest event. The Perry Rotary has always been a presence at the KidsFest ever since the Library has started coordinating the event.

A Bock grant was submitted requesting \$2,000 to help with funding of the KidsFest 2023. The event has been planned and all vendors have been contracted. Tyson Fresh Meats will be donating the pork loins, Hy-Vee will donate all the hamburger and hot dog buns, Fareway will be donating bottles of water. It is scheduled for June 3, 2023 from 10:30 am to 1:30 pm.

An IDPH Community Grant was approved for the following projects:

ISU Extension and Outreach Classes - Children's Garden with raised beds - \$600 (Library)

ISU Extension and Outreach Classes - Raised Beds and Growing Vegetables - \$700 (Library)

Beam Projector - \$8,500 (Library)

Bottle Filler Stations - \$8,000 (Parks and Recreation)

Walking Club - \$3,000 (Library and Parks and Recreation)

Healthy Eating Cooking Demos & Taste Testing (Fresh Conversations and PACES Outreach) - \$4,200 (Library and PACES)

Perry Rotary Inclusive Playground - \$5,000 (Perry Rotary)

For a total of \$30,000 in Calendar Year 2023 Funding.

A Dallas County Foundation Grant was submitted for 11 reading chairs that would replace all the upholstered fabric chairs in the library. These chairs are 17 years old and fabric. They will be replaced with High-end Vinyl (leather look) that can be wiped down. A quote was obtained from Library Furniture International and we asked for half in our City of Perry Capitals Request for FY23-24 (\$11,822) and half (\$11,822) as a grant request from Dallas County Foundation.

An IowaSTEM grant application was filled out and submitted on February 28, 2023 for STEM components (an \$8,500 value) to be used in STEM programming.

The new picture book shelving is here and can be seen in the library. Deputy Director Misty VonBehren and Library Clerk Jessica Phillips have been recataloging the picture books, about 2,500 books.

## **Programming: Perry Public Library and Hometown Heritage at the Carnegie Library Museum Events**

### **Oscar Mayer Exhibit – Month of March**

Hometown Heritage at the Carnegie Library Museum presents a free, family-friendly exhibit for March celebrating the history of Oscar Mayer in Perry. The Oscar Mayer Exhibit will feature vibrant memorabilia and historical items, including Wienermobiles, photographs, and other collectibles. Come visit the Oscar Mayer Exhibit during the month of March during regular Hometown Heritage at the Carnegie Library Museum hours.

### **Fresh Conversations with Aging Resources of Central Iowa: Eye Health – March 1**

Fresh Conversations is a free nutrition and physical education program for ages 60+. The program offers practical tips and sensible solutions to everyday problems that get in the way of doing what most people want to do: eat well and live well! Fresh Conversations is also an opportunity to connect with other adults for a friendly group discussion. We will meet March 1 from 12:30 pm to 1:30 pm in the Perry Public Library Community Room. The March discussion will focus on eye health.

### **Never Too Old for YA Book Club: *I Am Not Your Perfect Mexican Daughter* by Erika Sanchez – March 1**

Adults and teens are invited to join our Never Too Old for YA (Young Adult) Book Club to discuss *I Am Not Your Perfect Mexican Daughter* by Erika Sanchez, a “gripping debut about a Mexican-American misfit [that] is alive and crackling,” according to *The New York Times*. The club will meet at 6:00 pm, on Wednesday, March 1, in the Library Community Room. March’s book selection is described as “poignant but laugh-out-loud funny contemporary YA about losing a sister and finding yourself” by the publisher. Interested **adults and teens** may join the group at any time, but registration is required.

### **March Grab and Go Adult Craft - Free DIY Macramé Gnome Craft Kit**

March’s Grab and Go Adult Craft is an adorable macramé gnome ready to help you decorate for St. Patrick’s Day, but cute enough to bring you luck all year-round! Starting March 1<sup>st</sup>, adult patrons can bring home a Free DIY Macramé Gnome Craft Kit from the Perry Public Library. This craft kit includes materials and instructions for making one gnome of your own. This March Craft is free, courtesy of the Perry Public Library, and available while supplies last.

### **March Grab and Go Kid’s Craft – Free DIY Popsicle Stick Butterfly Wreath**

Kids looking for a creative project to enjoy at home can come into the Perry Public Library in March to grab a Free DIY Popsicle Stick Butterfly Wreath Craft Kit. The kit includes material and instructions to create your own adorable butterfly wreath! All you need is glue and scissors. This March Craft is free, courtesy of the Perry Public Library, and available while supplies last.

### **Chess at the Library – March 2, 9, 16, 23, 30**

Local Chess Instructor David Oliveira is partnering with the Perry Public Library to teach, mentor, and play chess with players of all ages and experience levels. Whether you are new to chess or looking for a challenging game, mark your Thursday evenings in March for Chess Instruction and Walk-in at the Library. Students, grades K-12, will meet from 4:30 to 5:30 pm, in the library Board Room. Chess players of all ages are then welcome to meet from 5:30 to 7:30 pm, also in the Board Room, for instruction or competition. David Oliveira leads the group meetings and also offers chess instruction by individual appointments as part of the library program.

### **Saturday Crafternoon – March 4**

Calling all crafters and do-it-yourselfers! The Perry Public Library welcomes you to our dedicated makerspace the first Saturday of each month! *Saturday Crafternoons* last from 12:00 pm to 4:30 pm in the library Community Room and offer a free community space to work on projects in a comfortable environment. Plan your next work session for Saturday, March 4, at the library. Tables are available on a first come, first served basis, and everyone is invited. No reservations and no charge!

### **Toddler Time Storytime – March 7, 14, 21, 28**

Come make some music with Ms. Laura at Toddler Storytime this month in the Library Community room on Tuesdays from 10:15 am to 11:15 am. This fun activity time for toddlers, ages 18 months to age 3, and their caregivers involves sensory plays, felt boards, and songs, with a special focus on music. Let's Make Some Music! Storytime will incorporate basic instruments, sing-alongs, and dancing into our early literacy programming.

### **Wow! Wednesdays – K through 2<sup>nd</sup> grades – March 8**

The Perry Public Library STEM fun continues in March at WOW! Wednesdays, scheduled for March 8 (k-2 grades) and March 15 (3-5 grades) from 3:00 pm to 4:00 pm. This exciting program engages elementary-aged kids in creative, hands-on activities and games. In March, participants will join Ms. Laura in creating hovercrafts out of recycled materials, making instant icky worms, and competing in a cup-stacking contest! Kindergarteners through second graders meet on the second Wednesday of each month from 3:00 pm to 4:00 pm. This event is free and no registration is required.

### **Special Presentation by Historian Kathy Wilson: "Good Women and Bad Girls: Understanding Victorian Attitudes About Women, Home, and Health" – March 8**

On Wednesday, March 8<sup>th</sup>, the Perry Public Library will welcome historian and educator, Kathy Wilson, from Historical Perspectives in Marion, Iowa. Wilson will present from her popular series on 19<sup>th</sup> century women's history with "Good Women and Bad Girls." The 90-minute program will begin at 1:00 pm in the Library Community Room and is free to the public. This engaging presentation on International Women's Day will focus on Victorian views about the "fairer sex" and how these attitudes influenced marriage, family, and health.

### **Fun with Fours and Fives Storytime – March 1, 8, 15, 22**

Preschools and their caregivers are invited to join Ms. Laura at the Perry Public Library in March for the Fun with Fours and Fives Storytime. Our newest Storytime will be all about music, incorporating basic instruments, sing-a-longs, and dancing. This early literacy program includes a book and interaction with instruments. Bring your little one to the library to make music with shakers, rhythm sticks, triangles, bongo drums, and maracas. Plus, come sing fun songs and dance to groovy beats! Fun with Fours and Fives Storytimes meets every Wednesday from 10:15 am to 11:00 am in the Library Community Room. Registration is required and can be completed by visiting the library, [www.perry.lib.ia.us](http://www.perry.lib.ia.us), calling 515-465-9881, or emailing [lpieper@perry.lib.ia.us](mailto:lpieper@perry.lib.ia.us).

### **Wee Wonders – March 2, 9, 16, 23**

Families with infants from birth to 18 months are invited to attend our Perry Public Library Wee Wonders Storytime this March to read stories and sing songs with Ms. Laura. The Wee Wonders program is created specifically for babies and will incorporate simple instruments, such as egg shakers, drums, maracas, and rhythm sticks. Participants will also join in family sing-a-longs and bring home a free board book! Wee Wonders meets in the Perry Public Library Community Room each Thursday from 10:15 am to 11:00 am.

Registration is required and can be completed by visiting the library, [www.perry.lib.ia.us](http://www.perry.lib.ia.us), calling 515-465-3569, or emailing [lpieper@perry.lib.ia.us](mailto:lpieper@perry.lib.ia.us).

**Hometown Heritage at the Carnegie Library Presents: A Conversation with Dallas County Sheriff Adam Infante – March 9** Join Dallas County Sheriff Adam Infante on Thursday, March 9, for an informal, sit-down conversation. This is an opportunity to get to know the Sheriff in a question and answers-style forum. The “Conversations with” event will be held at the Carnegie Library and Museum on March 9 from 5:00 pm to 7:00 pm.

**Destination: FUN! Spring Break @ the Perry Public Library – March 10 through March 17**

Don't sit around all Spring Break and complain that there's nothing to do. Come to the Perry Public Library and check out some fun! We have a week bursting at the seams with youth activities for toddlers to teens at our Destination: FUN! Spring Break @ the Perry Public Library. The fun begins Friday, March 10 with a Family Puzzle Time and continues through Friday, March 17. Activities include storytimes, crafts, scavenger hunts, STEM activities, movies, games and more! Plus, look for a special family contest! Don't miss out. The library will be the place to be this Spring Break.

**Family Puzzle Time at the Perry Public Library – March 10**

We are kicking off the first day of Spring Break with the perfect activity to keep your family entertained! Come to the Perry Public Library on March 10 from 2:00 pm to 4:00 pm for Family Puzzle Time in the Library Community Room. This free, all-ages event will encourage teamwork, conversation, and laughter as you work together to build giant floor puzzles. Plus, Miss Laura may even bring out her MadLibs to keep everyone on their toes!

**Kids' Spring Break Dance Party at the Perry Public Library – March 13**

Let's start Monday out right with a Kids' Spring Break Dance Party! Kids ages 4 to 10 are invited to get their groove on at a dance party on March 13 from 10:15 am to 11:00 am in the Library Community Room. This party will be filled with fun and silly music, crazy dancing, and glow sticks! Plus, a small snack will be provided.

**Make Your Own Bouncy Ball for Tweens – March 13**

Tweens in fourth through sixth grades are invited to visit the Perry Public Library Community Room on Monday, March 13, from 2:00 pm to 3:00 pm to make colorful and unique bouncy balls. Participants will learn how to make bouncy balls from molds in this cool activity and bring their creations home.

**Family Game Time at the Perry Public Library – March 13**

Make Monday night family night at the Perry Public Library on March 13. Join us for an all-ages Family Game Time from 4:00 pm to 6:00 pm in the Library Community Room. The Library has tons of board games and other activities to keep everyone entertained! Come try classic and new games with us and see which ones are a great fit for your family!

**I Choose You! Pokemon Card Trading at the Perry Public Library – March 14**

Calling all Pokemon collectors! Dust off those Pokemon cards and bring them to the Perry Public Library to trade with your friends on Tuesday, March 4, from 2:00 pm to 4:00 pm. Maybe you can find a real treasure! This activity is for any youth who collects Pokemon cards. We will also have coloring pages for younger kids. No game-playing please. If this event is popular enough, we will do another at a later date and possibly a tournament.



### **Teen Movie Night & Pizza Party – March 14**

Hey teens! We've got pizza and a movie for you! Bring your friends and come hang out at the Perry Public Library on March 14 from 5:00 pm to 7:30 pm. This is a great opportunity to relax and enjoy good, free food, fun, and friends. Youth ages 12 to 18 are invited to participate in this event. Teen Movie Night and Pizza Party is part of our Destination: FUN! Spring Break @ the Perry Public Library, a week-long event bursting with activities for toddlers to teens. This event is free and no registration is required.

### **Vacation Storytime – March 15**

What better time than Spring Break for a Vacation Storytime? Join Miss Laura on March 15 from 10:15 am to 11:00 am for a special storytime geared toward toddlers through age 7. We'll read books about going on vacation, sing songs, and do fun crafts related to travel. If we're lucky, Miss Laura might even introduce us to her stuffed animals from Scotland and Canada!. This event is free and no registration is required.

### **Hometown Heritage at the Carnegie Library Presents: No Sew Fabric Dolls – March 15**

Need something fun for the family to do over Spring Break? Then, come to the Carnegie Library Museum for this free craft event to learn to make no sew fabric dolls! All ages are welcome.

### **Kids' Movie and Snacks at the Library – March 16**

Come see a free children's movie at the Perry Public Library on Thursday, March 16 from 1:00 pm to 2:30 pm in the Library Community Room. Enjoy an afternoon at the library with a good movie, friends, and snacks too! This event is free and no registration is required.

### **Make a Sock Pet for Tweens – March 16**

Every tween needs a sock pet! Come to the Perry Public Library on Thursday, March 16 from 3:30 pm to 4:30 pm in the Library Community Room to learn how to make your own. Discover how to create a bunny, cat, worm, or other critter out of just a sock, rice, and rubber bands! These sock pets make great stress relievers too. This program is for youth in fourth through sixth grades, but older teens are welcome too. This event is free and no registration is required.

### **St. Patrick's Day Storytime – March 17**

The last day of Spring Break is St. Patrick's Day and we're going to celebrate with a special storytime. This free storytime for toddlers through age 7 will focus on St. Patrick's Day with books, songs, and a holiday-themed craft. Dress in green and come to the library on March 17 from 2:00 pm to 3:00 pm in the Library Community Room for a fun, free story and activity! This event is free and no registration is required.

### **Tween Luck 'O the Irish Scavenger Hunt at the Perry Public Library – March 17**

All day long on Friday, March 17, tweens in fourth through sixth grades are invited to try their luck at our luck 'O the Irish Scavenger Hunt! Miss Laura has clues in the form of puzzles, cryptograms, ciphers, and more. Come into the Library between 10:00 am and 6:00 pm to decode the clues and solve the riddle! For more information, contact the library at 515-465-3569 or visit [www.perry.lib.ia.us](http://www.perry.lib.ia.us). This event is free and no registration is required. Older teens may participate as well.

### **Teen Game Time – March 17**

The Perry Public Library is bursting with a fun selection of games! Come rediscover old favorites and find new games to love. Teens are invited to join us on Friday, March 17 from 4:00 pm to 6:00 pm for a Spring Break game night in the Library Community Room. Bring your friends and enjoy an evening of games, community, and snacks. This event is free and no registration is required.



**Monthly Book Club: *Brothers on Three: A True Story of Family, Resistance, and Hope on a Reservation in Montana* by Abe Streep – March 21**

Do you love heart-stopping, true stories about teams that beat the odds to become champions? Then, March's Monthly Book Club is for you! The meeting will be held at 1:00 pm, Tuesday, March 21, in the Library Community Room. Members will discuss *Brothers on Three: A True Story of Family, Resistance, and Hope on a Reservation in Montana* by Abe Streep. Books are available at the library for participants for a small fee. For more information, call Library Director and discussion leader Mary Murphy at 515-465-3569.

**Wow! Wednesdays – 3<sup>rd</sup> through 5<sup>th</sup> grades – March 21**

The Perry Public Library STEM fun continues in March at WOW! Wednesdays, scheduled for March 8 (k-2 grades) and March 15 (3-5 grades) from 3:00 pm to 4:00 pm. This exciting program engages elementary-aged kids in creative, hands-on activities and games. In March, participants will join Ms. Laura in creating hovercrafts out of recycled materials, making instant icky worms, and competing in a cup-stacking contest! Third through fifth graders meet on the third Wednesday of each month from 3:00 pm to 4:00 pm. This event is free and no registration is required.

**March Craft Club: Pressed Flower Memory Boxes – March 27**

March Craft Club meets on Monday, March 27 from 6:00 pm to 8:00 pm in the Library Community Room. Participants will learn how to make Pressed Flower Memory Boxes. All are welcome, but space is limited and registration is required. A \$5 fee materials fee is due at the time of registration to reserve your spot. Please register by Monday, March 20<sup>th</sup>. For questions or to register, visit the library or call 515-465-3569.

**Hometown Heritage at the Carnegie Library Presents: Irish Tea – March 27**

Come to the Carnegie for a special Irish-themed tea! We will be serving Irish tea, scone and corned beef tea sandwiches. Come out and enjoy this lovely event on March 27 from 4:30 pm to 5:30 pm. Space is limited. Tickets are \$15 can be purchased at the Carnegie Library or the Perry Public Library.

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## Open Meetings

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# Open Meetings

## Chapter 21 Official Meetings Open to the Public

Chapters 21 and 22 of the Iowa Code — the open meetings and records or “sunshine” laws — attempt to ensure that Iowa government at all levels is as transparent and accountable to the public as possible.

The first sentence of Chapter 21 says explicitly that the goal of the law is to guarantee, through open meetings of governmental bodies, “that the basis and rationale of government decisions, as well as those decisions themselves, are easily accessible to the people.” The law also says that any ambiguity should be settled in favor of openness.

In other words, there is a legal presumption that meetings of government bodies should be open to the public except in limited circumstances, spelled out in Ch. 21.5. Even then, the law says that “nothing in this section requires a governmental body to hold a closed session.”

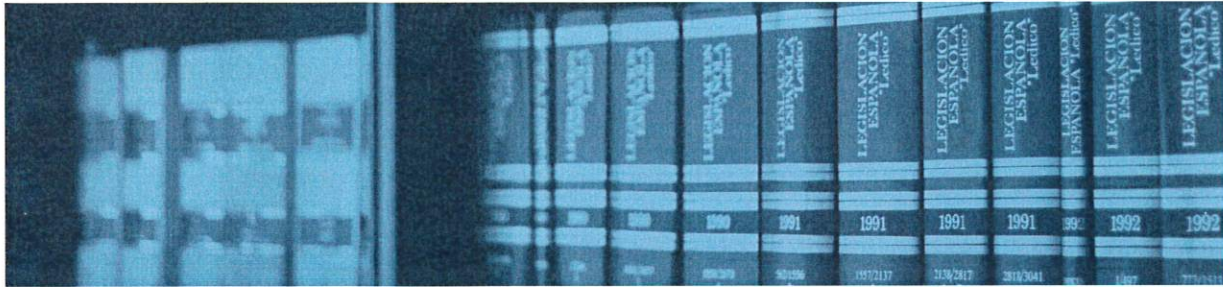
Governmental bodies are required to give adequate notice of the time, date and place of a meeting, and post a tentative agenda (Ch. 21.4). They must keep minutes of their meetings (Ch. 21.3), which then become public records. Nothing should be discussed at a meeting that wasn’t on the agenda, unless there is an emergency item that can’t be deferred for 24 hours.

A governmental body that wishes to hold a closed meeting must follow certain procedures, spelled out in Ch. 21.5, including taking a public vote and citing which exception allows closure. Discussion in closed meetings is limited to the reason why the meeting was closed, and the governmental body must go back into open session to take any final action.

Government bodies are not required to allow public comment at open meetings, though many do, and they are allowed to enforce reasonable rules to ensure meetings are orderly. Members of the public are allowed to use cameras and recording devices at open meetings, so long as they aren’t disruptive.

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## Chapter 13: Library Law and Legal Matters

It is important for board members to understand the essentials of a number of federal, state and local laws. Please consider this chapter to be legal information, not legal advice, which is defined as the application of law to specific circumstances. You should consult a lawyer if you want professional assurance that the information, and your interpretation of it, is accurate.

### City-Library Ordinance

Most of Iowa's public libraries are established by an ordinance very similar to the sample ordinance in the appendix of this Handbook. Libraries established after Iowa's Home Rule Act (1972 Acts chapter 1088) may have an ordinance similar to the sample ordinance or it may be substantially different. In the city-library ordinance you will likely find:

- ❖ The number of board members, how they are appointed, and their term of office
- ❖ The powers and duties of the board, including its authority to set the librarian's salary and control the library's expenditures
- ❖ Procedure for budgeting and approving bills
- ❖ Reports required from the library to the city council

### Changing the Library's Ordinance

*"A proposal to alter the composition, manner of selection or charge of a library board, or to replace it with an alternative form of administrative agency, is subject to the approval of the voters of the city."* (**Iowa Code 392.5**) For sound reasons, changing the library ordinance is not simple. Most other city ordinances are changed through a vote of the city council. However, substantial changes to the library ordinance—such as changing the number of board members, how board members are appointed, or their powers and duties—require a public vote at a general election.

A frequently asked question about the library ordinance is "Our ordinance states that all seven members of the board shall be residents of the city. We would like one of the board members to be a rural resident. How do we proceed?" Such a change to the library ordinance must be submitted to the voters in a city election. The library board may request that the proposed changes be placed on the ballot. If a majority of the voters approve, the city changes the library ordinance in accord with the proposal.

**Iowa Code 392.5** protects library boards and the powers of library trustees against direct city control over libraries. This protection insulates library governance from political influence and safeguards intellectual freedom. The exception to this is libraries that have advisory boards; Iowa has two such advisory boards, all others are administrative governing boards.

### **Open Meetings**

*"This chapter seeks to assure, through a requirement of open meetings of governmental bodies, that the basis and rationale of governmental decisions, as well as those decisions themselves, are easily accessible to the people. Ambiguity in the construction or application of this chapter should be resolved in favor of openness." (Iowa Code 21.1)*

Library board meetings are subject to the Iowa Open Meetings Law. Iowa law assumes that meetings are open to the public. Iowa citizens do not have to make a case to attend a governmental meeting such as a library board meeting. Even an informal meeting of library trustees would be subject to the Open Meetings Law if there is a majority of the trustees at the gathering and library business is discussed.

### **What is the Definition of a Meeting?**

A meeting is defined as *"a gathering in person or by electronic means, formal or informal, of a majority of the members of a governmental body [library board] where there is deliberation or action upon any matter within the scope of the [library board's] policy-making duties." (Iowa Code 21.1)*

### **How Much Notice Should Be Given for the Meeting?**

Boards are required to publicly post their meeting notice at least 24 hours in advance. The posting should be in a prominent place, accessible to the community, in the building where the meeting is expected to take place. The agenda should also be posted online, ideally on the library website and the city website. The agenda must include the date, time, and meeting place. If a news/media agency requests a copy of the notice and agenda, the library board must supply it.

### **What Additional Information Must Be on the Agenda?**

The agenda should include all business to be discussed at the meeting in enough detail to give community members a good idea of what topics will be discussed. If an item comes up at the meeting that has not been included on the agenda, action should be deferred to a later meeting. However, the law does allow for items that may come up on



an emergency basis.

### **What Should Be Included in the Minutes?**

Minutes of all library board meetings must be kept and include the date, place, the members present, any action taken at the meeting and enough information to allow the public to determine how each member voted. Minutes are subject to the Open Records Law and must be made available to the public if requested.

### **When May a Meeting Be Closed?**

To have a closed session, the government body must first meet in an open session. This means notice and the agenda, which reasonably apprises the public of what is about to occur, must be posted 24 hours in advance. The government body may go into closed session only with a two-thirds majority vote of the entire board or a unanimous vote of all the trustees present. In addition, the specific reason to go into closed session under **Iowa Code 21.5** must be announced in open session. If a closed session is conducted (note: there is no requirement to have a closed session) detailed minutes of the closed session must be kept and the closed session must be audio recorded. No final action may be taken during the closed session.

There are very few reasons listed allowing a closed session and each reason has very specific requirements. The following examples illustrate the need to read and become familiar with the law before going into closed session. **Iowa Code 21.5(1)(i)** allows trustees to evaluate the professional competency of an employee or potential employee, but two criteria must be met: (1) the closed session must be "*necessary to prevent needless and irreparable injury to that individual's reputation*" and (2) the person you are evaluating must request a closed session. Without both requirements met, a closed session is not allowed by law.

Another example is when the government body is discussing the purchase of real estate. A closed session may be held only if the "*premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property.*" This particular section is unique because after the transaction is complete the government body must make available the audio recording and minutes from the closed session.

The specific requirements of the Open Meetings Law can be confusing. If you are uncertain, seek legal advice before proceeding. Under the Open Meetings Law there are exceptions to the liability of the law if you "*reasonably relied upon a decision of a court or a formal opinion of the attorney general or the attorney for the governmental body.*" You may also contact the **Citizens' Aide/Ombudsman Office** at 888-426-6283 or review the **Iowa Attorney General Sunshine Advisories**.

Board members should be familiar with Iowa's Open Meeting Law and each member should have a copy of the Iowa Open Meetings/Open Records Handbook, available from the **Iowa Freedom of Information Council**.



## Open Records and Confidentiality

*"Every person shall have the right to examine and copy public records ... [however] the following records shall be kept confidential unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information ... The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling." (Iowa Code 22.2 and 22.7(13))*

Library boards should take every precaution to guard the confidentiality of library customers. This includes ensuring that:

- ❖ A confidentiality policy for the library is adopted by the board.
- ❖ Circulation records in an automated system are not kept after statistics are recorded and the material is returned; any fines or fees attached to the record are paid.
- ❖ Overdue notices are sent only in sealed envelopes or via e-mail and never on postcards where others could see what the customer has checked out.
- ❖ Phone reminders of overdue items and reserves left on answering machines maintain confidentiality by not verbally revealing the titles of the items.

Included in a confidentiality policy should be a statement about the custodian of the record and the circumstances within which library check-out records may be released. The identity of which customer requested which materials or information may be revealed only:

- ❖ If the library is presented with a court order. (The court order must indicate that this information is needed for the investigation of a particular person or an organization and may only be issued after a judge has determined if the connection between the case and the record makes it "cogent and compelling" that the information is released.)
- ❖ If the lawful custodian of the records, defined by an Iowa Attorney General's opinion to be the library director, releases the information. (To safeguard customers' confidentiality, the library board should state in the policy that the record shall be opened by the lawful custodian only upon receipt of a court order as indicated above.)

Library customer information (such as names and addresses) that is not attached to a circulation record may also be kept confidential if the library board reasonably believes that releasing the information would discourage people from applying for library cards. The board should adopt a policy on release of this type of information. See **Iowa Code 22.7(18)**.

### Questions on Confidentiality and Open Records

An issue that is frequently raised is if a parent can see the titles checked out on a child's card. Parents, under **Iowa Code 613.16**, are liable for the acts of their children. At the same time, **Iowa Code 22.7 (13)** protects the confidentiality of all library patrons regardless of age. Thus, parents are liable for the acts of their children and yet children are included in the right to have their library records kept confidential. Obviously, libraries are in a difficult position as a result of these two Iowa Code sections.

As noted previously, **Iowa Code 22.7** does allow for discretion on the part of the custodian of the records, who is most often the library director. In other words, the Iowa Code gives the custodian of the records, the library director, the authority to decide whether or not to release library records. If records are requested by a criminal or juvenile justice agency, the library director may release the records only upon receiving a court order.

Some libraries in Iowa will not release the records of a child to a parent under any circumstance. Others will release them in certain situations. To protect intellectual freedom, library boards should err on the side of confidentiality. Releasing the records of a library patron, regardless of age, should be the exception rather than the rule. A parent who wishes to know what a child has checked out has at least two other options besides asking the library director for the child's library records. A parent could simply ask the child what is checked out or require the child to check out materials under the parent's card.

Patron records may be used for purposes of fundraising by Library Friends or Foundation groups as long as the list does not link the customer with the material or information requested, it is an open record and is open to inspection by the general public. However, as noted earlier, this information may also be kept confidential if the library board reasonably believes that releasing the information would discourage people from applying for library cards.

### Gender Balance For Library Boards

*"All appointive boards, commissions, committees, and councils of the state established by the Code, if not otherwise provided by law, shall be gender balanced."* (**Iowa Code 69.16A**)

**Note:** striving for gender balance is a city government obligation because mayors appoint and councils approve library board members. Note that the law allows an exemption if a "good faith effort" has been made for three months to gender-balance appointments.