

**Elkader Public Library Board of Trustees**  
**Regular Board Meeting – Tuesday, March 11, 2025**

1. Call to Order – President Jen Wilwert called the meeting to order. Board members present were: Susanne Hankey, Joe Minor, Bob Griffith, Matthew Wilke, Jennifer Garms and Kim Warpinski. Also in attendance were Kay Moser, Courtney Vorwald, and Tom Chandler, and Library Director Alexandra Bomhoff.
2. Approval of the Agenda – Garms moved to approve the agenda with the addition of D. (under new business) June Meeting Date. Warpinski seconded. Motion carried.
3. Minutes from Last Month’s Meeting – Wilke moved to approve the February minutes. Minor seconded. Motion carried.
4. Financial Report – Reviewed.
5. Payment of Bills – Griffith moved to approve the payment of bills. Minor seconded. Motion passed six to one.
6. Director’s Report – Reviewed.
7. Unfinished Business
  - a. Musical Instruments on the Lawn: Kay Moser, Courtney Vorwald and Tom Chandler proposed adding 4 instruments and a walk path in front of the library. After further questions and a sound demonstration Warpinski moved to approve the proposal with the understanding that further research would be done into property lines and insurance. Griffith seconded. Motion carried.
  - b. Code of Conduct Policy: The policy was reviewed and adopted. Garms moved to approve the Code of Conduct Policy. Wilke seconded. Motion carried.
  - c. Outreach Policy: The policy was reviewed and adopted. Warpinski moved to approve the Outreach Policy. Minor seconded. Motion carried.
8. New Business
  - a. Borrowing Vox Books: Garms moved to increase the fine for overdue Vox Books to \$1 per day. Hankey seconded. Motion carried.
  - b. Public Library Legislation in Iowa: Bomhoff reviewed current legislation that made it through “funnel week” that would have an impact on the library. April 7 is the next date for legislation to move forward.
  - c. Trustee Training: “Ch. 6 Personal Preparedness and Possible Impact on Library Service”: Discussed. “COOP” Plan (Continuity of Operations Plan) suggested, as the library does not currently have one. Bomhoff will check with other libraries and the state library on examples (if available). It was also suggested that Incident Management Report should be reviewed during future meetings.
  - d. June Meeting Date: The Library Board of Trustees Meeting in June will be moved to June 3, 2025 at 5:00pm.
9. Friends of the Library Report – Reviewed February minutes.
10. Public Comments – None
11. Adjournment – Garms moved to adjourn the meeting at 6:10 PM. Hankey seconded. Motion carried. Next meeting is scheduled for April 8, 2025 at 5:00 PM.

Respectfully submitted,  
Kim Warpinski, Secretary/Treasurer