

**Elkader Public Library Board of Trustees**  
**Regular Board Meeting – Wednesday, November 10, 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 – Griffith moved to approve the agenda. Hankey seconded. Motion carried.
3. Minutes from Last Month’s Meeting – Griffith moved to approve the October minutes. Gnagy seconded. Motion carried.
4. Financial Report – Reviewed.
5. Payment of Bills – Warpinski moved to approve the payment of bills. Minor seconded. Motion carried.
6. Director’s Report – Reviewed.
7. Unfinished Business
8. New Business
  - a. Consider New “Normal” Policy Instead of Continuation of Reopening/Pandemic Plan – The Board discussed revising Phase 4 to incorporate the items The Board will review the revised version next meeting.
  - b. Consider Changing Library Email to Gmail or Alpine – Wilwert moved to create a Gmail account for the library. Hankey seconded. Motion carried. A rule can be created to auto-forward from existing account.
  - c. Discuss LED Transition Project Options – See if the foundation would assist as it is a full replacement and not a repair. Obtain quotes from various vendors for review.
  - d. Review/Revise Confidentiality of Library Records Policy – Garms moved to revise the policy by adding a comma after “patrons” in item A and changing “code of Iowa” to “Iowa Code” in item B. Gnagy seconded. Motion carried.
  - e. Review/Revise Custodian of Records Policy – Garms moved to revise the policy by adding a comma after “subpoena” in paragraph two. Warpinski seconded. Motion carried.
  - f. Trustee Training: State Library Q & A on Library Compensation Levels – Reviewed.
9. Friends of Library Report – None.
10. Public Comments – None.
11. Adjournment – Garms moved to adjourn the meeting at 5:50 PM. Hankey seconded. Motion carried. Next meeting is scheduled for December 14, 2021 at 5:00 PM.

Respectfully submitted,  
Jennifer Garms, Secretary/Treasurer