Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held May 18, 2017, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Sharon Groene, Brenda Graham, Ron Welder, Anne Heitz, Samantha Lang, Phil Hecht and Fred Winke.

Excused Absences: Jean Hoffmeister and Candice Smrt.

Meeting was called to order with a quorum present at 5:30.

A motion to approve excused absences was made by Graham; 2nd – Heitz. The motion carried unanimously.

A motion to approve the agenda was made by Welder; 2nd – Heitz. The motion carried unanimously.

Public Comments: No public.

Approval of Minutes: Trustee Groene asked for clarification on what we will be replacing under the end of the year budget discussion. Motion to approve the minutes of the April 20th meeting – Welder; 2nd – Hecht. Carried unanimously.

Correspondence: No correspondence for this month.

Approval of Bills: Trustee Groene asked about the youth iPad table. This was used furniture purchased from Burlington and half will have the kid's iPad locked into it and the other side will be a small Lego play table. Motion to approve the May 2017 bills – Hecht; 2nd – Winke. Carried unanimously.

Director's Report: In addition to the attached report the director showed the board one of the Raspberry Pi's that is being used to replace the public catalog computers. Trustee Groene inquired about the parking spot for persons with disabilities in front of the library that has been poured but is not yet signed. The city ordinance has to be changed in order to designate this as a parking spot for disabled persons and the third reading of the city ordinance is scheduled for June 20. Once the ordinance is passed, we will work with the city manager and police chief in getting this designated a parking spot for disabled persons and put in the necessary signage.

Unfinished Business:
Update on SCC use of the library: The director spoke with Kristina Martinez, the director of adult education and literacy at SCC. The SCC board is currently in negotiation for a more permanent location and they hope to have the agreement finalized by the end of May and should be moved by the end of June. At this point, the Library board doesn't need to take any further action. If something happens in the negotiations, the Library board might need to re-address this at the June meeting.

New Business:
Library Dress Code Policy: The dress code policy was scheduled to be reviewed this month and the director is recommending that the library board rescind the current dress code in favor of dress code in city personnel policy

"Inappropriate appearance includes failure to maintain personal appearance or dress, including uniform or style of dress. Appropriate personal appearance generally means clothing that meets uniform requirements, or in the case of employees who wear street clothes, apparel that is clean and suitable to their working environment. Office employees should present a business-like appearance. Very tight or revealing clothing is not appropriate.

For City Hall office employees, jeans are not appropriate on normal workdays. On Fridays, employees may wear jeans along with a city logo shirt. The City will provide the first of these shirts with all others to be provided by the employee. Jeans, when worn, may not have holes.

If the Department Head deems an employee inappropriately dressed for work; he or she will send the employee home to change clothing and return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work."

Trustee Welder expressed his opinion that, he doesn't see what's special about Friday and that if employees are allowed to wear logo shirts with jeans on Friday's, they should be able to do that any day.

A motion to approve the city personnel policy dress code, amending jeans to specify "blue jeans" was made by Heitz; 2nd – Graham. In favor: Groene, Graham, Heitz, Lang, Hecht and Winke. Opposed: Welder. Motion Carried.

Tier Standards Review – Section 5 – Library Access – Virtual Spaces
This is another area where the library is doing well. We offer public access internet computers and count the number of people using them. We are working on the "staff trained in their use" piece but we are improving there. We also provide a printer for public use. Library users have access to wireless internet to use with their own devices.

The library maintains a current website that includes a link to our online catalog, information about the library, and links to local, state, or national resources.

At this point, we are not budgeting for computer replacement on a regular basis. Along with budgeting for maintenance and upkeep of the building, this is just an item we haven't been able to start yet.

We do have a separate computer location for use by children and/or young adults and we provide computer and/or Internet training for its customers.

We do not provide broadband internet access because the state defines broadband as 25 Mbps and we are currently at 20 max, actual speed is usually closer to 12 or 13.

We do provides access to and promote online database products. We currently purchase the state provided databases as well as HeritageQuest and AncestryLibrary.com. We also provide access to and promote downloadable materials collections.

We do not currently provide access to digitized local collections, though this is something it would be nice to do in the future if we have the time and/or resources.

We are meeting all of the required standards in the chapter and working on some of the optional ones.

Motion to adjourn the meeting until June 15 at 5:30 pm – Heitz; 2nd – Lang. The motion carried unanimously. Meeting adjourned at 6:00 p.m.