

## Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held April 16, 2020, 5:30 p.m. electronically via Zoom.

Present: Sharon Groene, Jane Bartlett, Candice Smrt, Ron Welder, Anne Heitz, Tom Pollpeter and Mary Whitcomb.

Others present: Bob Morawitz, city council liaison and Sarah Clendineng, library staff.

Meeting called to order with a quorum present at 5:40.

A motion to excuse the absences of Phil Hecht and Kathy Burkhardt was made by Smrt; 2<sup>nd</sup> – Pollpeter. The motion was carried unanimously by roll call vote.

A motion to approve the agenda was made by Bartlett; 2<sup>nd</sup> – Heitz. The motion was carried unanimously by roll call vote.

Public Comments: There were no public comments.

Approval of Minutes: Motion to approve the minutes of the March 19 – Whitcomb; 2<sup>nd</sup> – Pollpeter. The motion was carried unanimously by roll call vote.

Motion to approve the minutes of the emergency meeting held April 6 with the addition of notation that the meeting was held electronically - Welder; 2<sup>nd</sup> – Smrt. The motion was carried unanimously by roll call vote.

Approval of April 2020 Bills: Trustee Groene asked about the cloud backup and if this is a monthly expense. The director replied that it is a monthly expense but this month also includes other computer and phone work performed by J&S. Trustee Bartlett asked if we had a contract with J&S for computer services and the director replied that we don't but, most of the time we don't need that much work from them.

Motion to approve the April 2020 bills – Heitz; 2<sup>nd</sup> –Pollpeter. The motion was carried unanimously by roll call vote.

Correspondence: No Correspondence.

Director's Report: There was discussion of the Adventure Pass. The library would pay a base fee to participate in the program and then there are additional costs for each of the activities you want to have available to your patrons. Each pass can be checked out twice each week but an individual patron can only use the pass once per year. At this time, the board is concerned both about the library's finances and about whether or not the attractions will be open. We will not sign up for this in the current year but it is something to look into in the future. Under operations, the director added that she is working on using what has been done over the past few weeks to create a document to help augment our emergency procedures for what needs to be done to shut down the library and she will also begin the process of looking at what reopening the library looks like.

### New Business

#### Nomination and election of officers

Ann Heitz nominated Sharon Groene for President and Ron Welder for Vice-President. They both accepted the nomination and there were no further nominations.

Motion to elect Sharon Groene as President for 2020/2021 and Ron Welder for Vice-President for 2020/2021 – Heitz; 2<sup>nd</sup> – Smrt. The motion was carried unanimously by roll call vote.

Library closing at 6pm on Thursday, December 31

When the holidays and library closings were approved last month, the director didn't notice that New Year's Eve will be a Thursday and would like to request that the board approve closing the library at 6pm on Thursday, December 31, 2020.

Motion to approve the library closing at 6pm on Thursday, December 31 (New Year's Eve) – Heitz; 2<sup>nd</sup> – Bartlett. The motion was carried unanimously by roll call vote.

City Budget Amendments

Trust Funds

The director when through the Trust Funds and looked at spending and what we may spend through the end of the year and would suggest amending the budget as follows:

	Budgeted	Recommended	Amended Budget
County Fund Expenditures -	\$10,000	\$19,000	
Count Fund Revenues -	\$11,030	\$15,000	
Library Endowment Exp. -	\$0	No Change	
Library Endowment Rev. -	\$100	\$250	
Leland Fehr Expenditures -	\$0	\$3,000	
Leland Fehr Revenues -	\$40	\$70	
Gifts Expenditures -	\$11,000	No Change	
Gifts Revenues -	\$9,000	No Change	

Motion to approve the amendments to the Trust Fund budget, as written – Welder; 2<sup>nd</sup> – Pollpeter. The motion was carried unanimously by roll call vote.

General Fund

Based on anticipated reduced revenues due to the Covid-19 pandemic, the city is asking departments to review their budgets and find any savings they can in the current year. The director reviewed the library budget with the following recommendations to the general fund budget for the current fiscal year:

	Adopted Budget 19/20	YTD Actual	Proposed Changes
<b>Revenue</b>			
	10,300.00	4,992.92	
<b>Expenditures</b>			
<b>Salaries &amp; Wages</b>	219,460.00	168,521.17	219,460.00
<b>Employee Benefits</b>	58,550.00	44,879.66	58,550.00
<b>Staff Development</b>	730.00	370.00	360.00

**Repair, Maint & Util**

6310	Repair & Maint. Bldg Repair & Maint. Sm.	7,000.00	8,302.61	8,400.00
6350	Equip.	2,500.00	1,395.00	2,500.00
6371	Electric	20,000.00	11,941.25	16,000.00
6373	Telephone	2,500.00	2,162.16	3,220.00
6374	Water & Sewer	0.00	0.00	
6378	Heating	6,300.00	1,551.38	3,000.00
	<b>Totals</b>	<b>38,300.00</b>	<b>25,352.40</b>	<b>33,120.00</b>

**Contractual Services**

6414	Print and Bind	0.00	0.00	
6415	Rents & leases	690.00	684.00	690.00
6419	Tech Services	0.00	0.00	
6489	Misc. Contract Work	12,000.00	8,706.90	12,000.00
6490	Contract Work	14,000.00	11,834.10	12,500.00
	<b>Totals</b>	<b>26,690.00</b>	<b>21,225.00</b>	<b>25,190.00</b>

**Commodities**

6502	Library Materials	22,000.00	17,544.32	20,000.00
6506	Office Supplies	10,000.00	4,627.28	7,500.00
6508	Postage and Shipping	5,500.00	2,000.00	2,000.00
6524	Janitorial Supplies	1,550.00	1,194.12	1,800.00
6599	Misc. Commodities	3,500.00	2,315.84	3,500.00
	<b>Totals</b>	<b>42,550.00</b>	<b>27,681.56</b>	<b>34,800.00</b>

<b>GRAND TOTAL</b>		386,280.00	288,029.79	371,480.00
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This will result in an overall reduction in the budget of about \$15,000.

Motion to approve the password policy unchanged, as written – Bartlett; 2<sup>nd</sup> – Welder. The motion was carried unanimously by roll call vote.

Adopt 2020/2021 Budget

The director presented the 2020/2021 budget as adopted by the city council. The most significant changes are a significant increase to library materials and a slight increase to miscellaneous commodities. We were able to reduce the line item that our automation system comes out of while also including some funds to start a computer update schedule.

Motion to adopt the 2020/2021 budget – Welder; 2<sup>nd</sup> – Pollpeter. The motion was carried unanimously by roll call vote.

Furloughing Library Employees per City Request

Trustee Bartlett wanted clarity on the timeline. On Monday, April 6, the library director was instructed to send

the library employees home, with pay, which she did through Friday. On Thursday, there were discussions with the city manager and other city department heads about the effects of Covid-19 on the city budget and staffing at different departments. The director was instructed to have employees report back to work on Monday, April 13, which they did. On Tuesday, after the Governor's press conference, the city manager spoke with the mayor and the director was instructed to furlough all the library employees apart from herself. Trustee Groene asked if other city departments were furloughing and the director doesn't know the answer to that question, she was only told about the library. The director has started this process and has informed the employees. While the library board is administrative, human resources and budget issues, are areas where the city and the board need to work together as there are overlapping responsibilities. Trustee Welder asked if the employees were informed in writing and the director replied that they were. Trustee Groene asked if the director would continue the services the library has been offering and the director stated that she will.

#### Summer Reading Plans

The director would like to hear from board members if they have any ideas of ways we might be able to better serve the needs of our community this summer. Especially if there are any needs they are aware of that we might be able to take some of what we have already planned and adjust it to fit those different needs. Several board members said they would think about it. Trustee Heitz asked if there were any activities planned for SunnyBrook or the Kensington. The director doesn't have anything specific planned but that is a good idea. Trustee Heitz mentioned that she had noticed a bus of people from the Kensington came to a program last year. The director added that she does plan to send flyers about some of the activities they might enjoy but hadn't planned anything specifically for older adults.

Meeting adjourned at 6:15 pm until Thursday, May 14.