

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held April 15, 2021, 5:30 p.m. in person and electronically via Zoom.

Board members present in person: Sharon Groene, Candice Smrt, Ron Welder, Anne Heitz, Tom Pollpeter, Kathy Burkhardt and Mary Whitcomb.

Board members present online: Phil Hecht.

Others present: Sarah Clendineng, library staff, in person.
Mark Lair, City Council Liaison, online.

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

Excused Absences: Motion to excuse the absences of Jane Bartlett – Heitz; 2nd – Pollpeter. The motion was carried unanimously.

Approval of Agenda: A motion to approve the agenda was made by Smrt; 2nd – Whitcomb. The motion was carried unanimously.

Public Comments: There were no public comments.

Approval of Minutes: Motion to approve the minutes of the regular meeting March 18 –Hecht; 2nd –Heitz. The motion was carried unanimously.

Approval of April 2021 Bills:

Trustee Burkhardt inquired about the \$900 in library materials from Amazon. The director explained that those are DVDs for the County rotation and we will be getting reimbursed for that purchase.

Motion to approve the April 2021 bills – Heitz; 2nd –Welder. The motion was carried unanimously.

Correspondence: There was no correspondence.

Director's Report: See attached report.

New Business

Time Clock Policy including discussion of scheduling and budget ramifications

The director added to the report for this item that she is not planning to use the same system as the city but it is one that will work well for our purposes. As part of this the director wanted to have a policy clarifying some specifics.

There was discussion of the logistics of employees clocking in and out, including the option for employees to use a free app on their phone.

It was suggested that the library continue to explore the option of using the same equipment and system that the city does. The director will contact the city and work on finding a way to get the same equipment and computer system that the city uses.

There was a question about why the director is recommending making this change from what has been used for the past thirteen years. The director replied that while what we have been doing for the past thirteen years has

been working, it is not the optimal method and a time clock will provide greater accuracy.

There was also discussion of scheduling and overtime. The director will look into the ability to reschedule employees if they stay late.

Motion to table until May meeting – Welder; 2nd – Heitz. Carried unanimously.

Opening up the Meeting Room

Currently the meeting room is only available during library hours and for one group per weekend. We have had requests to extend this time into the evenings and increase the number of groups per weekend. The primary reason for limiting use was to allow for disinfection of surfaces. There is increasing evidence that surface contamination poses minimal risk for the spread of Covid and the majority of transmission is airborne.

Several board members suggested removing all Covid restrictions.

Motion to resume the standard library meeting room policy – Burkhardt; 2nd – Smrt. Carried unanimously.

There was additional discussion of use of the meeting room and the children's program room.

Trustee Heitz inquired if there was a place to access the schedule for the Sheaffer Meeting Room.

Adventure Pass

Libraries have one opportunity each year to enroll in the Adventure Pass Program. Enrollment is currently open through April 30. The Adventure Pass Program allows the library to loan passes to participating museum, horticultural and recreational attractions in Iowa. The director wasn't sure if this was something the board wanted to try offering during the current year or wait and possibly sign up next year. All of the locations are currently open, though some with restrictions. If we do offer some of these options this year, the director's recommendation would be the Blank Park Zoo and the Quad Cities Fun Bundle for a total of \$649.

Trustee Hecht recalled that we had a pass for the Putnam Museum a few years ago that was not well used. The director didn't have the specific statistics for that.

No motion was made.

Use of Community Foundation Income

The Library has a fund with the Community Foundation that receives an annual income of about \$2,000. Typically, this money has been put in the gift fund and used to purchase library materials and services. At the last meeting, there was discussion of possibly using this to start a maintenance fund and the director wanted to provide space in this meeting for that discussion. The current balance of the endowment was \$48,256.20 as of March 25 and we are scheduled to receive a grant of \$2,171.53.

There was discussion of how this fund was started and what the purpose is. It was started by the Library Foundation, which has since disbanded. It is useful as a place for people to donate if they have concerns about money donated to the city actually being used for the library, or adversely affecting the library's appropriation from the city.

Motion to use the interest from the community foundation to cover building maintenance and a policy will be created in regards to how that money is used – Burkhardt; 2nd – Whitcomb. Carried unanimously.

Trustee Education

Trustee Handbook Chapters 1 and 2

Chapter two is about creating a culture of learning and the director asked if there were any classes the board would like to take or topics that they would like to learn more about.

There is a lack of knowledge about the board's role and what they are responsible for. There was also a request to know more about the budget and how the money in the budget is allocated.

The director will also send out an updated calendar of annual board events and responsibilities.

Meeting adjourned at 6:35 pm until Thursday, May 20, 2021