

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held June 17, 2021, 5:30 p.m. in person and electronically via Zoom.

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

Board members present online: Phil Hecht.

Others present: Sarah Clendineng, library staff, in person.

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

Excused Absences: Motion to excuse the absences of Mary Whitcomb and Jane Bartlett– Welder; 2nd – Burkhardt. The motion was carried unanimously.

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

Public Comments: There were no public comments.

Approval of Minutes: Motion to approve the minutes of the regular meeting May 20 –Heitz; 2nd –Welder. The motion was carried unanimously.

Approval of June 2021 Bills:

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

Correspondence: There was no correspondence.

Director's Report: See attached report.

Unfinished Business

Laptop Policy

Library policies need to be reviewed every three years and it is the laptop policy's turn. The director is not recommending any changes.

Motion to approve the Laptop Policy – Pollpeter; 2nd – Heitz. Carried unanimously.

New Business

Selling HVAC Equipment behind Library

As far as the director knows, this unit would still be functional if connected to the correct system. The HVAC system that was built with the library never worked well and, over the past few years, was replaced with 6 standalone HVAC units located on the roof. The unit at the southwest corner of the library was part of the original system and is not currently being used. The director is not aware of any advantage of keeping this unit. If the board chooses to sell this, the director will work with the city clerk to make arrangements for its sale.

The question was asked about what would be done with the money from selling this. As far as the director is aware the money from the sale would go back into the general fund since it was purchased with money from the general fund. The director could ask if this would be able to build up the building maintenance fund, or even split with the city and the library's portion used to increase the building maintenance fund.

Motion to pursue selling HVAC system that is no longer required – Welder; 2nd – Pollpeter. Carried unanimously.

Motion to request city place money in building maintenance fund – Burkhardt; 2nd – Pollpeter. Carried unanimously.

Library Building Assessment Report

The board reviewed the energy audit provided by Alliant Energy. The director will explore if there is a way to add a second thermostat in the children's area or to move the thermostat from the director's office into the children's area. There was general consensus to move forward with changing the exterior lighting to LED and replacing the interior lighting with LED fixtures over time.

The board also reviewed the summary of the walk through in May and the overview of the library building and recent maintenance. There was a question about prioritizing the needs from the property review. The director said that the only items that were budgeted for the upcoming year are cosmetic updates in the meeting room and shampooing the carpet in the whole library. The director had also planned to recover some of the more faded overstuffed chairs in the reading areas. However, she had planned to use Iowa Prison Industries for this and that program is still under review. The money budgeted for recovering chairs could be used to spruce up the bathrooms including painting, replacing flush mechanisms, and adding frames for library announcements.

Use of Library Spaces

There was a question about how often the special collections room is used. The director replied that it is used a lot, especially by individuals working on a laptop or students working in a group. The square tables do not get used as often as the round table because the round table is next to the power outlet. The study rooms are still limited to one person in each of the small rooms and 2 people in the larger room due to their size and lower air circulation in those rooms.

Trustee Handbook Chapters 6 and 7

Chapter 6 addressed developing policies and Chapter 7 addresses planning for the library's future. The library does have the four required written policies for accreditation. There hasn't been a need to add any new policies recently. The board is getting ready to plan for the library's future come September. The director will review the list of people to invite and send out invitations in August, after double checking the timeline with Becky Heil.

Meeting adjourned at 6:30 pm until Thursday, July 15, 2021