

Fort Madison Public Library Board of Trustees

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

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

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 Sharon Groene and Phil Hecht – Whitcomb; 2<sup>nd</sup> – Heitz. The motion was carried unanimously.

Approval of Agenda: A motion to approve the agenda was made by Burkhardt; 2<sup>nd</sup> – 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 June 17 –Heitz; 2<sup>nd</sup> –Whitcomb. The motion was carried unanimously.

Approval of July 2021 Bills:

Motion to approve the July 2021 bills – Burkhardt; 2<sup>nd</sup> –Heitz. The motion was carried unanimously.

Correspondence: There was no correspondence.

Director's Report: In addition to the attached report, Trustee Burkhardt asked about the book club meeting during the day and if we had thought about meeting in the evenings. The director replied that the book club started out in the evenings but there weren't any attendees who worked during the day and some of them were unable to attend in the winter, due to not driving at night, so it was decided to move it to the daytime. There are currently about 3 members and the library doesn't currently offer anything online. Trustee Burkhardt also inquired about the weeding process. The director replied that, if an item has been owned at least three years, and hasn't been checked out in the last three years, it is considered for removal from the collection. There are other criteria that affect if it is weeded or not, for example, we try to keep series of books intact. Books in poor shape may also be weeded, or replaced if they are still popular.

New Business

Building Maintenance Fund Policy

Trustee Heitz asked about what constitute annual expenses. The director said that this would be routine, expected expenses such as maintenance agreements or minor repairs. Trustee Bartlett asked about adjusting the wording to take out annual routine maintenance and change it to "annual and/or routine" maintenance.

Motion to approve the Building Maintenance Fund Policy – Heitz; 2<sup>nd</sup> – Whitcomb. Carried unanimously.

Building Maintenance Projects

Trustee Pollpeter reported on his meeting with the director and trustee Welder, where they went over the list the board had come up with in order to prioritize it. The director then took this list and broke it down by what projects had been budgeted for and which had not.

The director is looking for direction from the board of how they would like to proceed, whether to go ahead with what was budgeted, modify it or start with a new plan.

Trustee Welder recommends tabling this until the next meeting. The director is concerned about the timeline and would like to get moving, at least with the painting.

Motion to go ahead with the following:

- address the water damage
- replace the door opener
- get a new estimate for painting and schedule painting
- schedule service master
- check about replacement carpet tiles in front lobby
- explore Aramark carpet rental cost
- explore display case lighting solution

Made by Burkhardt; 2<sup>nd</sup> – Whitcomb. Motion carried unanimously.

### Trustee Education

#### Trustee Handbook Chapter 4 – “Hiring a Library Director”

Reviewed Chapter 4 of the Trustee Handbook. It gives an overview of what a library director’s job is. The director also sent a copy of the job description. Part of the hiring process is reviewing the job description and, since Fort Madison hasn’t hired a director in a while, the job description hasn’t been hired in a while the board may want to review the job description after the new strategic plan is developed.

A tricky part of hiring a new director is open meetings laws issues. Technically interviews are open meetings, unless the interviewee requests a closed meeting. Also, the board needs to be aware of interview laws and be sure not to ask questions they are not allowed to.

Meeting adjourned at 6:15 pm until Thursday, August 19, 2021