

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held August 19, 2021, 5:30 p.m. in person and electronically via Zoom.

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

Board members present online: Kathy Burkhardt.

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 absence of Phil Hecht – Welder; 2<sup>nd</sup> – Bartlett. The motion was carried unanimously.

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

Public Comments: There were no public comments.

Approval of Minutes: Motion to approve the minutes of the regular meeting July 15 –Welder; 2<sup>nd</sup> –Heitz. The motion was carried unanimously.

Approval of August 2021 Bills:

Motion to approve the August 2021 bills – Bartlett; 2<sup>nd</sup> –Whitcomb. The motion was carried unanimously.

Correspondence: There was no correspondence.

Director's Report: See the attached report.

Unfinished Business

Building Maintenance Update

Since the director sent out the packet, she has talked to Doug Krogmeier about the water damage under the windows. He recommended contacting Dave Vradenburg and the director will do that.

The director is looking for direction from the board if we go ahead with all of the projects and hope we don't go over budget. The director would like to go ahead with the painting and the carpet cleaning but isn't sure about having the funds to replace the blinds.

Motion to wait on replacing blinds in the meeting room and approve the extra cost of Service Master moving the contents of the library when they clean the carpets – Burkhardt; 2<sup>nd</sup> – Smrt.

Motion amended to include approving the increased cost of painting the lobby and bathrooms, in addition to the Sheaffer meeting room – Burkhardt; 2<sup>nd</sup> – Smrt. The motion was carried unanimously.

New Business

Strategic Planning Process Stakeholders

The director asked for help with contact information for a couple of strategic planning stakeholders as she prepares to send out invitations.

### State Annual Report

The director presented the report the library submits to the state about their usage and funding for the year. A lot of our numbers are down from 2018/2019 but up from 2019/2020.

### City Annual Report

The board reviewed the report to the city and offered suggestions regarding content and format.

### Trustee Education

#### Trustee Handbook Chapter 5 – “Approving and Monitoring the Budget”

To the best of the director’s knowledge, the board is handling money the way they should with all donations and income going through the city finance office. City funds cannot be invested which is why some libraries have Friends or Foundation groups, to take advantage of financial investment opportunities.

Meeting adjourned at 6:30 pm until Thursday, September 16, 2021