

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held September 16, 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, 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 absence of Phil Hecht – Welder; 2nd – Whitcomb. The motion was carried unanimously.

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

Public Comments: There were no public comments.

Approval of Minutes: Trustee Burkhardt inquired if the city report had been taken to the council. The director replied that she will be presenting this at the next council meeting on September 21. Trustee Welder inquired if it would be possible to include a report of information that is shared with the city council as part of the director's report.

There was also discussion of the budgeting process, how money can be spent and the differences between the trust funds and the general fund.

Motion to approve the minutes of the regular meeting August 19 –Bartlett; 2nd –Welder. The motion was carried unanimously.

Approval of September 2021 Bills:

Trustee Burkhardt inquired if the doors were fixed completely. The director replied that yes, they are.

Trustee Groene asked if Overdrive was a subscription. The director replied that it is an annual expense and we are part of the State Library consortium. This is a very cost effective service. Trustee Bartlett asked if the cost was based on use. The director believes that it is based on population.

Trustee Heitz inquired about the cost of the book on CDs. The director replied that books on CD cost about \$25-30 each.

Trustee Bartlett asked if we pass the cost of lost or damaged ILL books on to patrons and the director replied that, yes we do and, in this particular case, they already have. Trustee Smrt asked how many lost books we get. The director replied that we don't get a lot, this was the first one in a while thanks to two policies that the board put in place. Patrons cannot have any outstanding fines to request ILL books and have to have had a library card for at least 3 months.

Trustee Bartlett also asked about the bill from Iowa State University in the trust funds report. The director replied that this was for the Insect Zoo, part of the summer reading programming.

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

Correspondence: There was no correspondence.

Director's Report: In addition to the attached report, Trustee Smrt inquired about the vacation policy. The director replied that it is first come, first approved. If a second person requests vacation at the same time, if staffing levels allow we can have two employees on vacation at the same time. Trustee Smrt asked if it was something the director approved or something the city approves. The director replied that it is something that she approves. Trustee Burkhardt asked if there was someone else who the main person in charge is when the director is gone. The director replied that it is Chris Cowles and then Deb Albee.

Trustee Burkhardt also inquired if other employees would be trained to use the genealogy machines or to help people. She had an employee tell her that they didn't know how to do something and was wondering if other people could be shown how to do stuff. The director replied that part of it comes down to time and frequency of use. Library employees have different unique tasks that they are doing to provide all library services and limited time to spend practicing outside of those spheres. There were volunteers from the genealogy society, for a while, that came in at specific hours but that is no longer available. The person who is responsible for computers and computer maintenance is part time and is only here 26 hours a week. She and the director know how to help with those machines and other employees know some of it but helping with computers is not their primary job.

Trustee Welder asked how many invitations were sent out for the strategic planning process. The director replied that about 40 were sent out and we got 9 back, about 10%. Trustee Groene asked if, with the altering of the format, there would still be an in-person meeting. The director replied that there will be an in-person meeting in October but for what would have been the September meeting, Becky Heil will be calling stakeholders in early October to get the information we would have gotten from them at the in-person meeting in September. Becky told me that she has done this format with 6 or 7 other libraries and has been very successful. The letter explaining the process included a rough idea of what the questions would be about but not the specific questions.

Trustee Burkhardt asked if the train program was still scheduled. The director replied that it is, as far as she knows, and is scheduled for 3pm on October 1 at the CB&Q depot building.

New Business

Review Computer and Internet Policy

The director suggested a small modification to the computer and internet policy based on the capabilities of the filtering software used by the library.

Motion to approve the revised Computer and Internet Policy – Welder; 2nd –Smrt. The motion was carried unanimously.

Review Laptop Policy

There was discussion of the change in replacement price of the laptop. The director said that she could replace a laptop right now for \$250 to \$300.

Motion to approve the revised Laptop Policy – Burkhardt; 2nd –Smrt. The motion was carried unanimously.

Trustee Education

Trustee Handbook Chapter 6 “Developing and Adopting Policies” and Chapter 7 “Planning for the Library’s Future”

Trustee Burkard inquired if the library had a library policy booklet with all of the policies in it. The director replied that there isn't a physical book. They are all available to library employees in a google drive folder that employees can print out as needed. Trustee Burkhardt asked if it was possible to get the policies printed off and set a schedule for reviewing the policies. The director will get Trustee Burkhardt a copy of all of the policies and the current policy review schedule. The policies are scheduled to be reviewed at least one time every three years.

Trustee Burkhardt also inquired about the Friends of the Library funds. The director replied that, in addition to the CD, they have a checking account that is used to support library programs. In the past they have helped to purchase microfilm machines, snacks and supplies for programs, entertainer fees and library furniture.

There was a question about putting shrubs or a statue in the planter in front of the library and the director said she doesn't have any plans at this time. Concerns with a statue would be allowing access to climbing on the roof and any sort of planting would require weeding maintenance.

Meeting adjourned at 6:30 pm until Thursday, October 21, 2021