

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held November 18, 2021, 5:30 p.m. in person and electronically via Zoom.

Board members present in person: Jane Bartlett, Anne Heitz, Mary Whitcomb 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 absence of Sharon Groene, Ron Welder, Candice Smrt and Tom Pollpeter – Heitz; 2<sup>nd</sup> – Bartlett. 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 October 21 –Burkhardt; 2<sup>nd</sup> –Heitz. The motion was carried, with one abstention by Jane Bartlett.

Approval of November 2021 Bills: Motion to approve the November 2021 bills – Burkhardt; 2<sup>nd</sup> –Bartlett. The motion was carried unanimously.

Correspondence: There was no correspondence.

Director's Report: In addition to the attached report, the director reported that the new equipment for the meeting room has arrived and is due to be installed on Tuesday, November 23. The bill will initially be paid out of the gift fund but we will be getting reimbursed by the State Library through the ARPA grant.

The director also shared a little free library that Tom Pollpeter had built. She also got an estimate from the Schnitzelbank that they could make for about \$300, including the post to mount it on. Tom Pollpeter would be asking to be reimbursed the cost of supplies, about \$50, and we would need to purchase a post to install it. The board was in favor of accepting the one that Tom built. Trustee Burkhardt asked if the director had ever thought of having a little free library in front of the library. The director replied that she had. Trustee Burkhardt asked if we could approach Tom Pollpeter about making a second one. Trustee Bartlett asked if there might be a problem with people thinking they could return their library books in it, if it was in front of the library. The director replied that they could make sure to label it to minimize confusion.

Trustee Burkhardt commented that she really likes the new lights in the lobby display cases.

Trustee Bartlett asked about Overdrive Advantage. The director replied that Overdrive is the company that provides the library's e-books and e-audiobooks provided through Brides. The Advantage account would let us add our own content to minimize waiting lists for our patrons or to respond to specific materials requests from them. However, the interest in adding this now is because we can also get access to Crafts, which is a tutorial database.

Unfinished Business

### Review Meeting Room Policy – addressing snow removal during winter months

The director wasn't able to get a response from a private snow removal company, she contacted the two that seemed to be in town. The director also talked to Mark about the cost to the city and he said that it would be \$150 to 200 per snow event. The director also looked into other places in the community to hold events on Sundays. While the library meeting room is the only place with no charge, the city does have three enclosed shelters that are heated during the winter and can be rented on weekends. The director would still recommend that for the 16-17 Sundays during the winter when snow removal might be an issue, the meeting room is not available. It would still be available on Saturdays and Friday evenings. Trustee Hecht asked how much the meeting room is used on weekends. The director checked her calendar and looking back, December 2020 was used 2 of the 4 Sundays. In December 2018, the room was used 2 of 5 Sundays, January 2019 it was used 3 out of 4 Sundays, February 2019 the room was used every Sunday and the same in March.

Trustee Burkhardt commented that there are people who can't afford to rent the shelters, even \$60 for Rodeo Park for a birthday party. The director asked if the library can afford to subsidize this, especially if there is a winter with heavy snow. Trustee Heitz asked who the director had contacted for snow removal. The director said she had called two companies and not heard back from either. Trustee Burkhardt asked if the director could try again and the board could review this in December. The director's concern about tabling this again is that we have people reserving three months in advance and there are already Sunday reservations on the calendar for December and January and we have begun accepting reservations into February. Trustee Bartlett said that she was okay with not having it available on Sundays, though she recognized it might be less convenient for people. Trustee Heitz said that she might have a contact who could provide snow removal and will contact him. The director will get her information about the amount of snow that triggers shoveling and whether or not they do the parking lots, as well as the sidewalks.

Trustee Heitz asked about what the city does if it snows on Saturday. The director replied that they shovel on Saturdays since the library is open.

Trustee Bartlett asked if, during winter months, the policy could be modified such that there would be a \$25 charge if it snowed on Sunday. The director replied that they could but it wouldn't come close to the cost. We also wouldn't want someone saying, don't charge me, I'll clear it myself.

Motion to table until we get the cost of shoveling from the company recommended by Anne Heitz – Burkhardt; 2<sup>nd</sup> – Heitz. Motion carried unanimously.

### New Business

#### Policy prohibiting smoking and e-cigarettes on library property.

The library already has a policy about not being able to smoke due to the Smoke Free Air Act. This would add e-cigarettes to that. The director contacted the Iowa Department of Public Health about wording for the policy and that is what is presented to the board with one minor adjustment. The league of cities offered advice after the passage of the Smoke Free Air Act that people can smoke in their own car, even if that car is on public property. So, if they are sitting in their car, they can smoke, once they step out of their car and are standing next to their car, we can tell them that they either need to be in their car or stop smoking. Trustee Burkhardt said that she thought it was a great policy. Trustee Bartlett said that she hadn't thought about e-cigarettes.

Motion to approve the proposed Tobacco Free/Nicotine Free policy – Hecht; 2<sup>nd</sup> – Heitz. Motion carried unanimously.

### Budget Discussion

The director included items that had been discussed previously but wanted to see if there were any other items the board wanted her to explore the expense of.

Trustee Heitz asked about the issue with the linoleum in the children's craft room. The director replied that it was on her list and we either needed to clean it or replace it. Trustee Bartlett asked about a plan to redo some of the furniture. The director replied that she can add that back in because she had gotten an estimate from Prison Industries but they have still not opened that shop back up. Trustee Bartlett asked about replacing computers and the director replied that she has started budgeting to replace two computers every year but that could be increased to four. Trustee Burkhardt asked about the display case with the portrait of Blackhawk and if there was supposed to be another panel of glass or another glass door. The director replied that there had been a central panel, that didn't move, that shattered overnight for unknown reasons and was never replaced. Since the display case is very visible from the circulation desk, she hasn't seen a need to replace it. Trustee Burkhardt asked about the toilets that don't flush well. The director asked if the board would be in favor of replacing the manual flush with an automatic flush mechanism. The board was in favor and Trustee Burkhardt suggested getting pricing and maybe replacing one a year for three years.

#### Trustee Education

#### Trustee Handbook Chapter 9 "Board Relationships with Director, Staff and City"

There were no questions or discussion

Meeting adjourned at 6:15 pm until the special meeting on Thursday, December 2, 2021