

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held March 17, 2022, 5:30 p.m. in person and electronically via Zoom.

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

Others present: Sarah Clendineng, library staff.

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

Excused Absences: Motion to excuse the absences of Kathy Burkhardt, Anne Heitz, Jane Bartlett and Phil Hecht – Welder; 2nd – Smrt. Motion carried unanimously.

Approval of Agenda: Motion to approve the agenda – Welder; 2nd – Whitcomb. Motion was carried unanimously.

Public Comments: There were no public comments.

Approval of Minutes: Motion to approve the minutes of the February 17 meeting correcting the fact that Kathy Burkhardt attended in person, rather than online – Whitcomb; 2nd – Welder.

Approval of the Bills: Trustee Groene inquired about the total amount being higher than previous months. The director believes this may be due to adding postage to the meter as well as the cost of a program coming up in April.

Motion to approve the March bills – Welder; 2nd – Smrt. Carried unanimously.

Correspondence: There was no Correspondence.

Director's Report: In addition to the attached report, there was discussion of getting an estimate to paint the trim around the building.

Unfinished Business

Table Newspaper Database pending report from the Genealogy Society -

Motion to table discussion of adding a newspaper database until a report is received from the Genealogy Society – Welder; 2nd – Smrt. Carried unanimously.

Amending Library Board By-laws: The following changes were suggest to Article IV of the library board by-laws:

ARTICLE IV – OFFICERS

Section 1. Number. The officers of this Board shall be President, Vice-President, and Secretary. The City Treasurer shall serve as the Board treasurer, but shall not be a member of the Board.

Section 6. Secretary. The Secretary shall be responsible for a true and accurate record of all the meetings of the Board. In the absence or disability of the President and the Vice President, the Secretary shall assume the duties of the President.

Change Corresponding Secretary description to Section 7.

Motion to approve these changes – Welder; 2nd – Whitcomb. Carried unanimously.

New Business

Board Members with Expiring Terms: This item is just for discussion, Candice Smrt and Jane Bartlett would like to be reappointed to the board. Phil Hecht will be stepping down from the board. Due to state laws requiring that city boards strive to be gender balanced, we first need to look for a man to fill this position. Phil Hecht's term will end June 30, 2022.

Nomination of Officers

Nomination of Jane Bartlett for secretary – Smrt; 2nd – Welder.

Nomination of Sharon Groene for president – Welder; 2nd – Whitcomb.

Nomination of Ron Welder for vice-president – Groene; 2nd – Whitcomb.

Unanimous approval.

2022/2023 Holidays: The director recommends the following holidays and library closings for the upcoming fiscal year:

2022

Monday, July 4th – 4th of July Holiday

Monday, September 5th – Labor Day

Monday, October 10th – Staff Work Day

Friday, November 11th – Veteran's Day

Thursday, November 24th and Friday, November 25th – Thanksgiving

Saturday, December 24th through Monday, December 26th – Christmas

2023

Monday, January 2nd - New Year's Day

Monday, February 20th – President's Day

Friday, April 7th – Good Friday

Monday, May 29th – Memorial Day

Motion to approve the proposed dates – Pollpeter; 2nd – Smrt. Carried unanimously.

Library Building Issues

There was discussion of moving the thermostat and where it would be relocated to. There was also brief discussion of what happened to the master key. The director replied that it was not returned and she spoke with both the city manager and the city attorney and the recommendation from both of them was to rekey the exterior locks on the building. Once the process is started it should take about a week.

Motion to relocate the thermostat currently in the director's office – Smrt; 2nd – Welder. Carried unanimously.

Motion to rekey the exterior locks on the library building – Welder; 2nd – Whitcomb. Carried unanimously.

Closing the library on April 14 from 11:30-2:30 for Staff Beanstack Training

The director mentioned that she hadn't realized until the meeting that this is the day before Good Friday and the library will be closed all day Friday after being closed for 3 hours on Thursday, if that would affect the decision. However, the live trainings are on the Beanstack schedule and this is the one that works best for our timeline to start using the product in May for a soft launch before summer reading starts in June.

[Phil Hecht joined the meeting via Zoom].

Motion to approve closing the library for training from 11:30-2:30 on April 14 – Pollpeter; 2nd – Smrt. Carried unanimously.

Carol Sandrock Donation

Trustee Welder stated that he had asked to have this placed on the agenda as last fall there had been discussion of getting a 3D printer for the library. The director advised him of some issues she had discovered with 3D printers in libraries and that, maybe, this wasn't the direction to go. She suggested another program that Trustee Welder really liked.

The director started by stating this should be considered a brainstorming session and what she is presenting is just one option. The proposed strategic plan includes exploring implementing 1000 Books Before Kindergarten. A lot of libraries will look for grants to fund this program, and that is an option that we could pursue if we want to. However, we could also use this money to pursue that. The idea of 1000 Books Before Kindergarten is that you get parents and kids connected to reading and libraries early and that the children will have read 1000 book between the ages of 0 and 5. The library director shared that the library has already signed up for Beanstack, that we will be using for summer reading, that could also be used for parents to track their progress in this program. You can also use analog activity logs. A lot of libraries also offer incentives at various points along the way. At one library, participants got a book at 250 books, at another milestone they got their name in the cover of their favorite book or their picture on a wall. These are just ideas, but the money could be used to purchase incentives for the program. The director also shared another idea that she had today, which is not quite as exciting, but that people have been asking for, and that is to set up self-serve printing. This would mean people wouldn't have to come to the front desk to get their printouts.

Trustee Welder stated that we got these bequests because the people who gave them love the library, and one may have mentioned their library involvement as a young child in Fort Madison. The more he thought about it, what a great way to remember someone than by encouraging children to come to the library and read books. This would be a great way to remember Mrs. Sandrock and could also encourage future donations to help keep the program going.

Trustee Smrt asked how much the director thought it would take to start. The director doesn't have an amount but a lot of the things that some libraries are doing are nearly free, such as putting the participants name in the cover of their favorite book.

Trustee Welder suggested tabling the discussion for the director to have a chance to write something up and add it to the agenda for the April meeting. As well as including some broader language to use this to pay for future speakers or events that might encourage people to donate for those things. The director clarified that what Trustee Welder is describing is how the gift fund is currently used, to pay for programs and program supplies and has not, to her recollection, been used for operational expenses. The director does have a spreadsheet to track earmarked memorials.

Trustee Education – Accreditation

The director concluded the meeting by reviewing the accreditation standards with the library board. The library is currently meeting all the standards to be considered Tier 1, the lowest tier. We are unable to move up to Tier 3 because we are not open sufficient hours during the week for our population size.

Meeting adjourned at 6:10 pm until April 21, 2022.