

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held May 19, 2022, 5:30 p.m. in person and electronically via Zoom.

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

Others present: Sarah Clendineng, library staff. Jack Gray, city council liaison.

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

Excused Absences: Motion to excuse the absences of Phil Hecht and Jane Bartlett – Welder; 2nd – Whitcomb. Motion carried unanimously.

Approval of Agenda: Motion to approve the agenda – Burkhardt; 2nd – Heitz. Motion carried unanimously.

Public Comments: No public comments.

Approval of Minutes: Motion to approve the minutes of the April 21 meeting – Welder; 2nd – Heitz. Motion carried unanimously.

Approval of the Bills: Trustee Welder asked if the rekeying was complete. The director replied that it was. Trustee Burkhardt asked if there were now different keys for the front door and the meeting room door. The director said that yes, when people use the meeting room, they now get a key to get in the front door from the outside and a separate key to get into the meeting room. Trustee Groene asked about the drain problem and the director explained that it was caused by people flushing things they shouldn't have over the course of 15 years.

Motion to approve the May bills – Burkhardt; 2nd – Winkler. Carried unanimously.

Correspondence: The director shared a thank you note she received from a Dunn County Wisconsin health employee who was traveling through on the way to Missouri and needed to use a study room for a zoom call. They were very appreciative of the facilities and the helpfulness of the employees.

Director's Report: In addition to the attached report, the director shared the new equipment available for patrons to use with the new smart TV in the meeting room. Trustee Groene also inquired about the dying tree by the west parking lot. The director had reached out to a tree removal person earlier this week and hasn't heard back. She will follow up tomorrow.

Unfinished Business

Newspaper Database -

Trustee Burkhardt has been talking with the Genealogy Society about their options and they would like it to be as old as possible. The director explained that the two most affordable products are Newsbank and NewspaperArchive. Newsbank has the Daily Democrat from the year 2000 to present for \$696 or America's News Collection which includes other papers from Iowa and across the United States for \$1,401. However, the director isn't sure about the years available for America's News Collection. NewspaperArchive would cost \$1,071 and has papers for the Democrat from 1994 and earlier but is also accessible through the State Historical Society of Iowa and the director has added a link to that on the library's webpage with the genealogy resources. Based on the price of this product the board is in favor of adding this resource to the collection with the understanding that they may need to find a way to finance it in the future if it becomes popular.

New Business

Laptop Policy:

The director did not recommend any changes to the policy. The library has 9 working laptops that are used infrequently by the public but are used a lot, in-house, for Minecraft.

Motion to approve the Laptop Policy – Burkhardt; 2nd – Smrt. Motion carried unanimously.

2021/2022 Budget Correction:

The director made a mathematical error last month and would like to also amend the expenditures under the County Trust Fund from \$12,000 to \$22,000. The need to change this is due to the purchase of the Library Calendar product and also that this fund is being used as a pass through for purchasing DVDs for the county rotation. After this month's bills, there will be \$5,000 left in the County trust fund and we should be getting a 4th quarter disbursement of about \$3,000 soon. The director doesn't anticipate an additional \$10,000 in spending but we are already over budget on this line item and need to make this adjustment.

Motion to approve the budget amendment – Heitz; 2nd – Burkhardt. Carried unanimously.

Trustee Education: Collection Development and Intellectual Freedom

The director shared highlights from the library's collection development policy beginning with selection and how items are added to the collection and how we determine where they are shelved so that collections can be found by age appropriate audiences. Part of collection development is also removing items that are outdated or no longer used from the library collection. Sometimes members of the community object to materials in the collection and it is important to have procedures for them to voice their objections for two reasons. First, there are reasons to remove an item from the collection, particularly non-fiction books that have inaccurate or harmful information. Secondly, it provides a way for people to express themselves and feel heard. A lot of times when someone objects to a book it is because they have come across something that shocked them or affected them emotionally. Many people, after coming in and talking to the director, don't want to fill out the form but they do feel better for having had the conversation. The board was encouraged to read the appendices to the collection development policy, especially the Library Bill of Rights.

Meeting adjourned at 6:10 pm until June 16, 2022.