

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held June 16, 2022, 5:30 p.m. in person and electronically via Zoom.

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

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, Mary Whitcomb and Kathy Burkhardt – Heitz; 2nd – Bartlett. Motion carried unanimously.

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

Public Comments: No public comments.

Approval of Minutes: Motion to approve the minutes of the May 19 meeting with correction – Heitz; 2nd – Bartlett. Motion carried unanimously.

Approval of the Bills: Trustee Groene inquired about the amazon bill and the director replied that it was craft supplies, mostly for children's programming. She also inquired about how long the barcode scanners usually last. The director replied that these had been budgeted for and added scanners, no scanners were removed. The new scanners were used to upgrade the scanners at the front desk and provide improved scanners in the tech services area. Trustee Heitz inquired about what Vistafoil is and the director replied that it is heavy duty contact paper that is used to protect the covers of paperback books. Trustee Groene asked what the business cards were being used for and the director replied that those are being used to print the punch cards for the adult reading program.

Motion to approve the June bills – Welder; 2nd – Heitz. Carried unanimously.

Correspondence: No correspondence.

Director's Report: See attached report.

New Business

Revise Operations Policies to include administering Narcan:

The director recommended amending the Health Emergencies section of the Operations Policy as follows (highlights indicate additions, strikethrough indicates deletion):

“911 should be called immediately in the event of any serious problem.

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable. **There is a first aid kit located in a labeled cabinet at the front desk.**

With the exception of Naloxone/Narcan, no medication, including aspirin over the counter medications, should ever be dispensed to the public. Staff members who have chosen to receive training on administering Naoloxone/Narcan may administer it following library procedures.”

The director is not aware of their being an issue with drug use on library property but it is something that would be better to have and not need than to need it and not have it. Trustee Pollpeter inquired about the training and what would happen if given to someone who was not experiencing an overdose. The director replied that the training does cover what symptoms to look for that would indicate an overdose and that Narcan has no effect on someone who is not experiencing an overdose. There was a question about why it is not required for all employees and the director replied that she doesn't want to force an employee who isn't comfortable taking this step to do it, especially since library employees only have very rudimentary first aid training.

Motion to approve the revised language to the operations policy – Welder; 2nd – Heitz. Motion carried unanimously.

Add Public Comments guidelines to Board By-Laws:

This is the first presentation to amend library board by-laws to include a section on public comments. The director looked at what the city does and what other places do. The main difference from what the city does is that other places to limit the total time available for comments and that is included if it is something that the library board wants to include. The director isn't aware of city council meetings having issues with excessive time for comments. Trustee Welder shared that, on a controversial issue, the planning and zoning board has. The board is in favor of a total time limit for comments and the director will keep that in. Trustee Welder also suggested that people be required to identify themselves. The director will add that the speakers will identify themselves to the board when speaking. Trustee Bartlett inquired if public comments were only allowed during the public comments section. The director replied that the way she has written this is that public comments would allow for comments on items not on the agenda. There would also be time for comments on individual agenda items. Trustee Welder also commented that the other board he is on only allows one person from each group. The director will word the policy to include this.

Discussion of adding community events to the library calendar:

The director is looking for feedback from the board on how they would like to handle adding events to the community calendar as she drafts the policy. The board was not in favor of limiting the number of postings by an organization. The board would like the calendar to be moderated so we will have library staff or volunteers entering events into the calendar. The director has specifically included the following event types, festivals, school performances and sporting events, community and professional performances, community events, and fundraisers. The director would recommend explicitly prohibiting fundraisers benefiting a single individual and commercial events. After talking to the Keokuk Library this would still include things like a Farmer's Market or the Downtown Summer Market. At this time the calendar will only include events in Lee County. The director's recommendation is to limit political events to bi-partisan events, such as candidate forums. Events will not be placed on the calendar more than a year in advance. The director will draft a policy and bring that back to the board at the July meeting.

Trustee Handbook Chapters 11 and 12: The board reviewed Chapters 11 and 12 of the Trustees Handbook on effective board meetings and decision making. The director didn't notice anything in the chapters that was problematic for the board and complimented the board on reviewing meeting materials and being prepared for discussion.

Meeting adjourned at 6:05 pm until July 21, 2022.