

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held July 21, 2022, 5:30 p.m. in person and electronically via Zoom.

Board members present in person: Sharon Groene, Jane Bartlett, Candice Smrt, Ron Welder, Tom Pollpeter, Lon Spurgin, Kathy Burkhardt 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 Anne Heitz – Welder; 2nd – Smrt. Motion carried unanimously.

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

Public Comments: No public comments.

Approval of Minutes: Motion to approve the minutes of the June 16 meeting– Welder; 2nd – Bartlett. Motion carried unanimously.

Approval of the Bills: It was clarified that we have started a new fiscal year and these are the first bills of the fiscal year.

Motion to approve the July bills – Burkhardt; 2nd – Smrt. Carried unanimously.

Correspondence: No correspondence.

Director's Report: In addition to the attached report, the director added that she has started weeding the CD collection. On July 20, the director attended the Grow Fort Madison meeting on curb appeal and quality of life. The director was asked to talk to the board about developing a community resource directory and what that might look like. Trustee Bartlett inquired if this fits in with one of our goals and the director replied that she believes it does. Trustee Burkhardt inquired about the solar panels being put on the east and west, rather than the south and how effective that might be. The director replied that the only slanted roofing we have is on the east and west and the company made this decision based on their expertise. Installation has begun, the director is not sure when it will be finished. The director will contact the tree person the last week of July about tree removal before contacting another company. Trustee Bartlett inquired about the electric bill being a month behind. The director replied that the library's electric bill is bundled with the city's bills and it doesn't come in until after the board meeting so it is being approved a month behind. Trustee Welder inquired if a more permanent barrier could be considered if the employees do want to keep that barrier up. The director replied that she will explore options if the employees are more comfortable with a barrier.

New Business

Add Public Comments guidelines to Board By-Laws:

The director stated that she incorporated the discussion from last month into the proposed addition. Trustee Bartlett asked if the board had agreed to limit it to one person per group. This language couldn't be found in the proposed guidelines and was added to item d, "If there is more than one person from a group that wants to speak on an issue, the group should select one spokesperson who will be allowed 3 minutes to speak."

Motion to approve adding public comments guidelines to the board by-laws – Welder; 2nd – Burkhardt. Motion

carried unanimously.

Approve community calendar policy:

Trustee Bartlett inquired about the clause that the calendar shouldn't be used for regularly scheduled activities and if this would include things like Rotary or other service club meetings. The director said that yes, that was the case, but the board could change that if they wanted and even if the policy is approved as is, it can be amended in future, if we discover it needs to be used differently.

Motion to approve the community calendar policy – Bartlett; 2nd – Whitcomb. Motion carried unanimously.

Approve Cricut Policy

The Cricut use policy was presented for discussion. Trustee Burkhardt asked if we should add that it is for in-library use only. The director added this at the beginning of the policy.

Trustee Burkhardt also asked about the lost and damaged files clause. The director said that this is just in case the library's computer scrambles the files on a patron's hard drive. It is also in case someone logs into Cricut maker with their own account and forgets to log out, if they accrue any charges or someone makes changes to their files, the library is not responsible. It was also suggested to add that the library isn't responsible for any charges a patron may accrue if they forget to log out. It was also suggested to put a sign by the Cricut reminding patrons that if they have logged into their own Cricut account, they need to be sure to log out when they are finished.

Motion to approve the Cricut policy – Burkhardt; 2nd – Bartlett. Motion carried unanimously.

Discussion of reading incentives

The director plans to continue using Beanstack and wants to keep doing additional challenges throughout the year to keep people reading. The director is looking for suggestions from the board for reading incentives, mostly for adults and teens.

Some suggestions were coffee gift cards, movie passes, really nice laminated bookmarks, chocolate, car wash tokens, pens and pencils, nice writing stuff, sticky notes/post-it notes, pool passes, farmer's market gift certificate, gas station drink card or gift card (not everyone drinks coffee), bundle of Swed coffee and a movie pass.

Trustee Handbook Chapters 13 and 14: The director highlighted some items from Chapter 13 on Legal matters and Chapter 14 on library standards. Trustee Bartlett asked what the library was missing to be fully accredited. The director replied that the library would need to be open more hours per week, we are short of meeting that standard. In order to be open those hours and offer quality community service the library would need at least one more employee. Trustee Welder asked what it would take to add those additional hours. The director isn't sure as she hasn't checked on it in a while. The board asked the director to explore some options and let them know what it would take to meet the state library standard for hours open.

Meeting adjourned at 6:16 pm until August 18, 2022.