

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held March 20, 2014, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Sharon Groene, Ron Welder, Mary Kay Moline, Anne Heitz, Phil Hecht, Jane Sanford, Linda Beck

Staff Present: Sarah Clendineng (Library Director)

Excused Absences: Gerri Davis, Jared Reed and Travis Seidel.

The meeting was called to order with a quorum present by President Sharon Groene at 5:30 pm.

Approval of Agenda: Motion to approve the agenda – Beck; 2nd – Sanford. Carried Unanimously

Public Comments: There were no spoken or written public comments.

Approval of minutes: Motion to approve the minutes of the February 20 meeting correcting typographical errors – Hecht; 2nd – Welder. Carried Unanimously.

Corresponding Secretary: There was no correspondence.

Approval of Bills: Motion to approve the March 2014 bills – Beck; 2nd – Sanford. Carried Unanimously.

Director's Report: The library passed the sprinkler inspection with flying colors. The only issue they noted was that we didn't have some of the specifications posted that are supposed to be. I have made a copy of the required information and posted it. Also, the study room contractors stopped by on Tuesday to look around samples of the prefinished drywall are being sent to us to pick a color. Finally, the approved budget from the city council for next year was reduced by \$6,000 from the final presented budget. The only place we can really take that from is library materials. Things will be a little tighter but we should be okay for this year. Next year we will be dealing with this same situation and it's not clear at this point how that is going to fall out.

Committee Reports

Building Committee: No report.

Program Committee: No report.

Old Business

Amend the fine read down policy: The director requested to amend the fine read down program to include adults, allowing them to bring in canned goods to pay down fines. Motion to allow adults to bring in canned or boxed goods for the food pantry to pay down fines – Hecht; 2nd – Welder. Carried Unanimously.

Finalize study room policy: The language was tweaked a little based on recommendations from the previous meeting and the key return portion was adjusted slightly as well. Motion to accept policy as written – Beck; 2nd – Sanford. Carried Unanimously.

New Business:

Amend Mershon Policy to account for years without funding: The director suggests changing the quarterly supplemental pay structure from the Mershon Trust to account for years in which we do not receive funds from them. Based on the income the trust receives, there may be years the library does not receive funds from them. The trust has tiered disbursements and the top tier is paid out first and we receive funds from whatever remains. If there is nothing remaining, we won't receive funds. In order for the supplemental pay to be worth cutting the checks, there needs to be a minimum of \$2,000 at the beginning of the year – Hecht; 2nd – Welder. Carried Unanimously.

Nomination of Officers:

Officers were nominated as follows:

President – Sharon Groene – Moved by Welder; 2nd – Beck.

President Pro Tem – Ron Welder – Moved by Beck; 2nd – Hecht.

Corresponding Secretary – Mary Kay Moline – Moved by Welder; 2nd Hecht.

Approve 2014-2015 library holidays and closings:

Independence Day – Friday, July 4

Labor Day – Monday, September 1

Columbus Day – Monday, October 13 (Staff Development/Work Day)

Veteran's Day – Tuesday, November 11

Thanksgiving – Thursday, November 27

Christmas Eve – Wednesday, December 24

Christmas Day – Thursday, December 25

New Year's Eve – Wednesday, December 31

New Year's Day – Thursday, January 1

President's Day – Monday, February 16 (Staff Development/Work Day)

Good Friday – Friday, April 3

Memorial Day – Monday, May 25

Motion to accept holidays and closings as written – Welder; 2nd – Hecht.

Motion to adjourn until the next meeting April 17, 2014, 5:30 pm Fort Madison Public Library – Sanford; 2nd – Welder. Meeting adjourned at 6:00 pm.