

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held April 17, 2014, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Sharon Groene, Gerri Davis, Jared Reed, Ron Welder, Phil Hecht, Jane Sanford and Mark Lair.

Staff Present: Sarah Clendineng (Library Director)

Excused Absences: Linda Beck, Anne Heitz, Mary Kay Moline

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 – Welder; 2nd – Reed. Carried Unanimously

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

Approval of minutes: Motion to approve the minutes of the March 20 meeting correcting typographical errors – Reed; 2nd – Sanford. Carried Unanimously.

Corresponding Secretary: There was no correspondence.

Approval of Bills: Trustee Groene inquired about what the Naviant bill was for. This is the yearly renewal for microfilm machine maintenance. Motion to approve the April 2014 bills – Hecht; 2nd – Reed. Carried Unanimously.

Director's Report: In addition to the attached report. Trustee Hecht mentioned that the statistics do not have a total for the computer usage. Trustee Welder commented that the Friends did well from their book sale. The library will be preparing a large number of books in the Friends room for recycling over the next week.

Committee Reports

Building Committee: The director reported on meeting room construction. They plan to start around May 1. The director is looking into tables and chairs. She plans to get the same kind of chairs that are currently in the meeting room. The tables in the meeting room will be used in the new study rooms and she is looking at flip top tables on wheels for the meeting room.

Trustee Reed inquired about who maintains the lawn. The city mows and we contract for weed and fertilizer treatment. The lawn has not yet been mowed. Also, there are some stained ceiling tiles that need to be checked and the carpet in the front entryway should be cleaned. Finally, one of the blinds in the meeting room is not turning.

Program Committee: No report.

New Business

Election of Officers:

Motion to elect the nominated slate of officers - Sanford; 2nd – Reed. Carried Unanimously.

President – Sharon Groene

President Pro Tem – Ron Welder

Corresponding Secretary – Mary Kay Moline

Budget Amendments:

The director recommended the following budget amendments:

Budget Amendments

1. General Fund – No amendments needed. Some line items information:

1. Repair & Maint of Building – Currently \$2,038.83 over budget and will be more once pay for heating repair
2. Office Supplies – currently \$979.25 over budget. Will hold off ordering as much as possible without adversely affecting public services.
3. These two items can both be offset by being under budget in other areas, specifically Contract Work and Library Materials.

2. County – Total Increase \$2,000

1. Library Materials - Budgeted amount - \$8,650 – increase to \$10,650 to account for book purchasing

3. Library Endowment Fund – No amendments needed.

4. Mershon Trust – Total increase \$22,000

1. Salaries -Full Time – Budgeted amount - \$0 – increase to \$5,000 to account for staff salaries
2. Salaries – Part Time – Budgeted amount - \$0 – increase to \$4,000 to account for staff salaries
3. Fica - Budgeted amount – \$0 – increase to \$1,000 to account for staff salaries
4. Library Materials – Budgeted amount - \$0 – Increase to \$12,000 for book purchases.

5. Leland Fehr – Total Increase - \$8,500.

1. Miscellaneous contract Work - Budgeted amount - \$1,500 – increase to \$10,000 in case front sidewalk work occurs before June 30.

6. Library Gifts – Total Increase - \$10,500

1. Library Materials - Budgeted amount - \$5,000 – Increase to \$10,000 for book purchases.
2. Misc Commodities – Budgeted amount - \$1,500 – Increase to \$7,000 because this is where items from State Tech grant were purchased from, we will be reimbursed for those funds but they were not budgeted for originally. Also, we have received a \$500 increase in funding from United Way for the Summer Reading Program.

7. Library Remodeling – Total Increase - \$76,000

1. Contract Work – Budgeted Amount \$1,000 – Increase to \$77,000 to pay for study rooms.

Motion to approve the recommended budget amendments – Hecht; 2nd – Reed. Carried Unanimously.

Motion to adjourn until the next meeting May 15, 2014, 5:30 pm Fort Madison Public Library –Welder; 2nd – Reed. Meeting adjourned at 6:00 pm.