

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held May 19, 2016, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Sharon Groene, Brenda Graham, Anatalia Arends, Ron Welder, Anne Heitz, Phil Hecht and Linda Beck

Excused Absences: Larry Wright, Fred Winke.

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

A motion to approve excused absences was made by Welder; 2nd – Beck. The motion carried unanimously.

A motion to approve the agenda was made by Beck and seconded by Hecht. The motion carried unanimously.

Public Comments: No public.

Approval of Minutes: Motion to approve the minutes of the April 21 meeting – Arends; 2nd – Graham. Carried unanimously.

Correspondence: No Correspondence.

Approval of Bills: Motion to approve the May 2016 bills – Welder; 2nd – Graham. The motion carried unanimously.

Director's Report: The director's report is attached.

New Business:

Review Volunteer Policy:

The volunteer policy has been shortened from three pages to one to make it less overwhelming for potential volunteers. The big change is adding “volunteers will be expected to adhere to the same standards of behavior as library employees” to cover several other items such as not allowing racist behavior or using alcohol or drugs while volunteering at the library.

Motion to approve the 2016-2017 slate of officers – Hecht; 2nd – Beck. Carried unanimously.

Review Bulletin Board Policy:

This policy was also shortened to make it easier to read. The board is approving the regulations and then the procedures can be modified by library employees as long as they do not conflict with the regulations. The largest change to this was adding the sentence, “advertisements for fundraisers benefiting a single individual will not be permitted” since there is no way to vet these to make sure they are legitimate fundraisers. Trustee Welder inquired about political posters for candidates. The library does not post flyers advocating for a specific candidate or issue but will post flyers for forums or meet the candidate type events.

Motion to approve the revised Bulletin Board Policy– Heitz; 2nd – Graham. Carried unanimously.

Tier Standards Review – Section 5 – Collection Management:

In Service to Iowa lays out standards for managing library collections. The library is meeting all but one of these standards. The library determines its total annual circulation and allocates a percentage of its total operating funds for purchasing materials for the library's collection. We are currently just shy of the 15% required to meet the "Outstanding" level but part of the library's strategic plan is to get there. Every item in the library's collection is evaluated for retention, replacement or withdrawal on a regular basis. The director just finished the 500's this week which means every item in the collection that was here two years ago has been evaluated for retention. Our withdrawal rate last year was 13% which is a little high but it had been a while since a significant weeding program was implemented so that will probably go down in future years as weeding is performed on a regular basis. The library purchases or adds materials at regular intervals throughout the year and we meet the "Outstanding" level, adding 6% to our collection last year. We did remove more than we added last year but, it is easier to browse shelves with 6-8 inches of empty space at the ends of the shelves, it makes it easier for the eye to scan. Trustee Welder inquired about someone who had inquired about donating a collection of books, as a collection. The director would discourage this as the special collections really don't get used that much for the space they take. Donations of local, or state of Iowa, history materials are encouraged for inclusion with the local history collection, however. The one standard we are not meeting in this section is determining the turnover rate of the collection. It is required for tier 3 but we are not there yet. The library makes available the local and regional newspapers and provides materials in formats appropriate to the needs of special population groups found in the community, specifically audiobooks, children's and YA materials and large print books.

Other business

Trustee Groene mentioned the weeds in the front planter and Trustee Heitz asked about striping the parking lots. The director will look into addressing both of these.

Motion to adjourn the meeting until June 16 at 5:30 pm – Hecht; 2nd – Welder. The motion carried unanimously. Meeting adjourned at 5:50 p.m.