

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held June 16, 2016, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Sharon Groene, Larry Wright, Phil Hecht, Linda Beck and Fred Winke.

Excused Absences: Brenda Graham, Anne Heitz, Anatalia Arends and Ron Welder.

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

A motion to approve excused absences was made by Wright; 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 May 19 meeting – Beck; 2nd – Winke. Carried unanimously.

Correspondence: No Correspondence.

Approval of Bills: There was discussion of the laptops purchased including their specifications and potential programs they will facilitate. Motion to approve the June 2016 bills – Hecht; 2nd – Wright. The motion carried unanimously.

- a. Discussion of budget at the end of the fiscal year.
The director reported that, depending on the actual final salary expenses and electric bill, the library will be between \$5,420.63 and \$7,806.33 under budget. The salaries can't be calculated exactly because there is some fluctuation in the part-time employees' hours and the benefits.

Director's Report: In addition to the attached report, the director reported that the library was a recipient of a donation from Tri-States Public Radio. TSPR committed a portion of the money raised during their spring pledge drive to purchase books for several area libraries including us.

New Business:

Tier Standards Review – Section 6: Reference and Reader's Advisory Services

The library is meeting all three of the standards in this section. We provide reference and reader's advisory service to residents of all ages in person, by telephone, or electronically when the library is open. We provide Inter-Library Loan services to customers of all ages and submit our holdings to the state library to loan to other libraries. Finally, we provide trained staff who are knowledgeable about reference and reader's advisory.

Other Discussion:

Trustee Beck commented that she doesn't feel that weeding around the library building should be the responsibility of the director and would suggest that we should pay for this. Trustee Wright agreed with this sentiment. Trustee Hecht suggested delegating it to another library employee. Trustee Winke

inquired about asking the city to take care of this with the lawn mowing. The director has concerns about what would be removed if this was done and the city doesn't have anyone who is certified to do chemical spraying so everything would have to be done by hand. The director will check with Hellige, who currently does the weed and fertilizer spraying, to see if they can help us with this. It was also mentioned that there are a couple of dead bushes at the corners of the building that need to be removed. Finally, it was mentioned that the cold patch by the bicycle rack needs to be removed or painted to make it more noticeable.

Motion to adjourn the meeting until July 21 at 5:30 pm – Beck; 2nd – Wright. The motion carried unanimously. Meeting adjourned at 6:00 p.m.