

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held July 21, 2016, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Sharon Groene, Candice Smrt, Ron Welder, Anne Heitz, Phil Hecht and Brenda Graham

Excused Absences: Ana Arends and 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 – Hecht. The motion carried unanimously.

Candice Smrt was welcomed back to the board.

A motion to approve the agenda was made by Welder and seconded by Heitz. The motion carried unanimously.

Public Comments: No public.

Approval of Minutes: Motion to approve the minutes of the June 16 meeting – Hecht; 2nd – Smrt. Carried unanimously.

Correspondence: No Correspondence.

Approval of Bills: Trustee Groene inquired if the bill to Hellige was for weeding. The director informed the board that it was and they will be checking on the weeds periodically. Motion to approve the July 2016 bills – Heitz; 2nd – Graham. The motion carried unanimously.

Director's Report: In addition to the attached report, the director needs to include that the library has moved to a new phone company with a significantly faster internet capability. We've increased from a download speed of 7mbps to 20 mbps. This has really helped with issues we were having with the circulation program running slowly. Trustee Groene inquired about what happens to the money in the general fund when the library ends the year under budget. The director informed the board that this is returned to the general fund. It is recommended that the city keep the general fund at a level that includes 2 to 3 months of expenses over their expected expenses for the year. This helps should any emergencies come up. This is also where any funds to cover library emergencies that were not budgeted for, a tree falling on the roof, for example, would come from. The library is not penalized for that. Trustee Welder asked if we were making any major purchases now at the beginning of the year. The director informed the board that the library does a pretty good job of spreading spending out evenly across the year.

New Business:

Tier Standards Review – Section 7: Technology

The library is doing very well in this section, meeting all but one of the standards. The library offers public access Internet computers and staff trained in their use. We are working on staff training but most employees can help with basic trouble shooting. We do track the total number of uses of internet computers in the library and we are now keeping track of wireless as well. Which is a good thing

because our internet use had been dropping but, based on recent wireless number, it seems that much of the use was just shifting to the wireless network. We do maintain a current Website or similar online presence. Our current policy is to only link to programs or services that the library is offering. This is because we get requests from companies to link to their resources and if you add a lot of those, it can be hard to maintain and make sure the links are current. The one standard we are not meeting is budgeting for computer replacement on a regular basis. We don't currently have a mechanism through the city to do that apart from an annual capital request when we prepare the budget. The library sets aside a separate computer location for use by children , we provide computer and internet training for our patrons and we do provide wireless internet access.

Motion to adjourn the meeting until August at 5:30 pm – Heitz; 2nd – Graham. The motion carried unanimously. Meeting adjourned at 5:50 p.m.

NOT YET APPROVED