

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held August 18, 2016, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Sharon Groene, Brenda Graham, Ron Welder, Anne Heitz, Phil Hecht, Fred Winke

Excused Absences: Ana Arends and Candice Smrt.

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

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

A motion to approve the agenda was made by Graham and seconded by Winke. The motion carried unanimously.

Public Comments: No public.

Approval of Minutes: Motion to approve the minutes of the July 21 meeting – Hecht; 2nd – Heitz. Carried unanimously.

Correspondence: No Correspondence.

Approval of Bills: The library switched phone systems in July and did have one month of overlap where we paid twice for the same month since the old phone company doesn't pre-rate for a partial month of payment. Motion to approve the August 2016 bills – Welder; 2nd – Graham. The motion carried unanimously.

Director's Report: In addition to the attached report, the director asked the board to reconsider the library employee nametags. The original goal was for the name tags to help patrons learn library employees names but they are hard to read and don't seem to be helping patrons identify employees. The board is okay with discontinuing the current nametags. The director will look into the prices of magnetic nametags that would have names large enough to read.

New Business:

Approve the Library Employee Job Descriptions

The library director presented revised job descriptions for approval. To develop the new job descriptions, the director asked the employees to look at their old job description and pick what they saw as their top five responsibilities, or what they would like their top five responsibilities to be. The director then reviewed those, in consideration with what employees need to be doing for the library to run effectively. The director reviewed the revised job descriptions with the employees before bringing them to the board for approval. Trustee Hecht recommended adding, "Responsible for encouraging, supporting and mentoring staff. Provides a participative work environment that promotes good employee morale." to the director's position. This will be added under Essential Functions #2, Personnel. The job descriptions will be used for the employee evaluation process. Trustee Heitz inquired how much of this is dictated by the union. The only thing that is required by the union are the salaries, job titles and FLSA (Fair Labor Standards Act) status.

Motion to approve the job descriptions – Hecht; 2nd by Welder. Motion carried unanimously.

Presentation of extending leadership coaching with Donna Panko Allen

The director's last session with Donna will be in September and she has found it to be very helpful. Particularly in becoming aware of making sure that her body language matches what she is actually wanting to communicate. Donna has suggested an additional year of sessions, one per month, at a cost of \$2,400. The only place we have to pay for this out of is the special projects endowment fund so this is the first presentation to the board. Trustees Groene, Hecht and Welder feel that if the director thinks it is valuable, it is worth pursuing. Trustee Heitz inquired as to what differences the director has seen. The director has replied that she has been making an effort to walk slower in the library, do a better job of clearly defining boundaries and looking for ways to delegate authority to help employees feel like they have ownership of their jobs.

Tier Standards Review – Section 8: Library Facility

The library is meeting all but one of the standards in this section.

78. The library provides a book return available to the public 24/7. It is recommended that a book return that is attached to the library or inside the building is fire retardant.

79. The library determines the number of people who come into the library each year.

81. The library provides adequate and convenient parking to the library's customers on or adjacent to the library's site. One parking space is available for every 500 square feet of building.

The Fort Madison Public Library is 16,500 square feet, we would need 33 parking spots to meet this standard and we have 60

82. The library provides adequate handicapped accessible parking spaces in compliance with the table below.

Fort Madison has 60 total parking spaces, would need 3 handicap spots to meet this standard and we currently have 5

83. The library provides adequate public reader seating space.

The standard requires 4.5 seats per 1,000 population. Fort Madison would need 50 seats. If we count the study rooms, I came up with 59. I did not count the seating at the computers.

84. The library provides adequate space for the staff to work in a non-public area.

The only two standards we are not meeting are number 80 and 85:

80. The library board and director shall review the ADA Accessibility Checklist for Readily-Achievable Barrier Removal at least every three years.

However, a handicap accessibility audit of the facility and the library resources are part of the strategic plan so we were planning on doing this anyway.

85. The library director completes and shares a written space needs assessment with the board. To meet this standard, the assessment should be less than five years old.

Standard 85 is not hard to do but it is also not a required standard.

Lee County Libraries Advisory Board Meeting

The Lee County Libraries Advisory Board meeting will be 7:00 pm on September 27, 2016. President Groene said that she will be able to attend. This year the librarians are recommending that we request a \$5,000 increase from the county, \$1,000 of that would go directly to each library to be spent on materials.

Setting date for next meeting

The director asked if the board could adjust the date of the next meeting. The board agreed to move the September meeting to Thursday, September 22. The director thanked the board for their flexibility.

Motion to adjourn the meeting until September 22 at 5:30 pm – Welder; 2nd – Heitz. The motion carried unanimously. Meeting adjourned at 5:55 p.m.

NOT YET APPROVED