

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held September 22, 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

Excused Absences: Ana Arends, Candice Smrt, Fred Winke.

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

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

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

Public Comments: No public.

Approval of Minutes: Motion to approve the minutes of the August 18 meeting – Welder; 2nd – Graham. Carried unanimously.

Correspondence: The director sent acknowledgement of a \$100 donation from Farm Credit Services of America. This donation allowed us to purchase materials about farming and rural life for a wide variety of ages.

Approval of Bills: The director added a bill from Dodd's in the amount of \$34.03 for a daily planner for the study rooms. Motion to approve the September 2016 bills – Hecht; 2nd – Heitz. The motion carried unanimously.

Director's Report: In addition to the attached report, the director shared that the library will be receiving a donation of \$1,000 from the fertilizer plant for library materials. They will be sending out a press release tomorrow or next week. Also, a representative from the Iowa Municipal Workers Compensation Association (IMWCA) stopped by the library on Wednesday. IMWCA administers the workers comp plans and works with cities to make sure they are providing a safe working environment. They pointed out some things we have not been doing. There is training we should be doing on a regular basis, especially regarding blood borne pathogens, lifting and trip/fall hazards. There are free resources from IMWCA that we have access to and we will begin having employees complete these on a regular basis. We also need a blood borne pathogens kit which the director was able to get from Larry Driscoll at city hall so we have that on the premises and the first training will be on how to use it.

Unfinished Business:

Approve extending leadership coaching with Donna Panko Allen

The request last month was for 12 months at \$2,400. After consulting with Donna and looking at areas that still need work, the director is recommending an additional 6 months at \$1,200. This will provide training through the first employee evaluation process and finish up in March about a year after this process started. Motion to approve paying for 6 more months of leadership training at \$1,200 from the special projects endowment fund – Hecht; 2nd – Heitz. Motion carried unanimously.

New Business:

New Board Members

Sharon Groene has a community member who is interested in serving on the board and will get an application to her.

The director sent an e-mail to Ana Arends on September 13, asking if she was back in town and heard back from Ana that she is not. The director sent a follow-up e-mail on September 14:
“According to city code, library board members are required to be residents of the City of Fort Madison. I understand that your belongings are in storage here but, at this point, you have not sent me a local address. When I spoke with the city clerk about your situation back in June, she replied that if it was temporary (three months or less) and you could provide a local address, you could continue to serve as a board member. At this time, it has been almost three months since you had an address in Fort Madison and you have not given me a local address to contact you at. I appreciate your desire to serve the community and I have greatly appreciated the time and viewpoint you have donated to the board but I need to ask you to resign from the board so that we can seek a member who is living inside city limits, in compliance with the code, unless you have definite plans to move back to Fort Madison before October 1.”

Motion to approach the mayor and ask that Ana Arends be removed from the library board if we haven't heard back from her by October 1 – Welder; 2nd – Heitz. Motion carried unanimously.

The director will attempt to contact Ana once more before contacting the mayor.

If Ana resigns or is removed from the board we will still be short one member so current board members need to continue to look for other people willing to serve.

Motion to adjourn the meeting until October 20 at 5:30 pm – Heitz; 2nd – Graham. The motion carried unanimously. Meeting adjourned at 5:50 p.m.