

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held January 19, 2017, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Brenda Graham, Ron Welder, Anne Heitz, Phil Hecht, Jean Hoffmeister, Fred Winke

Excused Absences: Sharon Groene, Candice Smrt.

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

A motion to approve excused absences was made by Heitz; 2<sup>nd</sup> – Graham. The motion carried unanimously.

A motion to approve the agenda removing item A “Close the library half day, Thursday, February 23 for staff training” at the director’s request 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 November 21 meeting – Hecht; 2<sup>nd</sup> – Winke. Carried unanimously.

Correspondence: The director sent a thank you to the Potowonok Circle of Kings Daughters for their donation to the library’s summer reading program.

Approval of Bills: Motion to ratify the temporary approval of the December bills – Hecht; 2<sup>nd</sup> – Hoffmeister. Carried unanimously.

Motion to approve the January 2017 bills – Heitz; 2<sup>nd</sup> – Graham. Carried unanimously.

Director's Report: In addition to the attached report, the director updated the board on the budget presentation to the county board of supervisors. The presentation went well and they do seem to have a continued attitude of support for the libraries. One of the standards set by the state library is a minimum standard of county funding. We are currently below that standard. The director did send a letter to follow up on the customer service complaint.

New Business:

Approval of Computer Password Policy

Part of the city’s insurance company did a survey to determine potential threats or areas that need to be strengthened. One thing they recommended was a password policy. The director did some research on this and the current philosophy of passwords is that having people change them every three months makes them less safe because they will pick passwords that are easier to guess. The new standard is to pick a very secure password and only change it if you have reason to believe it has been compromised. The library doesn’t have significant confidential information apart from date of birth, addresses, phone numbers and what items patrons have checked out. Nevertheless, we want to protect that data.

Motion to approve Password Policy – Hoffmeister; 2<sup>nd</sup> – Heitz. Carried unanimously.

### Discussion of Disaster Plan Draft

This is the second item that came out of the insurance review. The library needs a plan for what to do in case of a disaster, as well as providing offsite backup for important legal and historical documents, such as library board minutes, annual reports, etc. This is a very rough idea as a place to start, we will need a more detailed document dealing with specific disaster scenarios such as tornado, flood, fire. The most urgent piece that we are working on right now is backing up some of the library's historical documents, especially library annual reports and library board minutes that are currently only stored as a hard copy in one place. We do currently have a volunteer who is scanning those and they will be saved on flash drives. One will be kept at the city and the director will keep one. Since this information is not confidential, storing it in a secure place isn't a factor. Current minutes are stored on the director's computer which has a cloud backup so the remotely stored files will probably only need to be updated once or twice a year.

Trustee Welder inquired where the library would go if they had to move out of the building. That part of the plan will have an immediate and a long term aspect. The director will talk to the United Way Resource Center and City Hall about the possibility of setting up temporary stations there. Long term, the library would need to look into renting a space, similar to the way the Cedar Rapids Public Library rented an empty space in a mall there while doing repairs. The final disaster plan would probably include specifics for the short term and then guidelines for finding a longer term solution. For the director, the important thing immediately following the disaster would be to have some place for people to go for internet access as this would be the key service post emergency as most disasters that would take out the whole building will most likely affect more of the community than just the library and residents will need a place to access FEMA, their insurance company and contact relatives.

Trustee Graham mentioned that disaster planning that Holy Trinity required them to break the plan down into three sections: where you would relocate within your city, outside of your city, or outside of your state. It might be a good idea to think about this in terms of areas of the city, keeping a list of possible locations for the east side, west side and centrally that is updated on a regular basis.

This item does not require board action at this time but the director wanted to let the board know we are working on this.

### Review Behavior Policy

There were very minor changes made to this policy. As the policies are being reviewed, the director is working on getting them all to follow the same format of having a philosophy statement and policy that is approved by the board and then procedures and guidelines that will spell out for library employees how the policies should be implemented and applied. The changes made to this policy were mainly to bring it into line with that format.

Trustee Hoffmeister asked if the library has a lot of behavior issues. The director replied that there are things that come up occasionally and this policy helps us address those issues.

Motion to approve the Behavior Policy - Graham; 2<sup>nd</sup> – Winke. Carried unanimously.

### Review Unattended Child Policy

Again, there were minor changes made to bring this policy into the same format as other policies.

Motion to approve Unattended Child Policy – Hecht; 2<sup>nd</sup> – Heitz. Carried unanimously.

### Pursuing Iowa Special Library Levy

State Code allows cities to ask residents to vote on a special levy of up to \$.27/\$1,000 to support library activities. This is similar to the public safety levy that the city currently has that supports the police department. The city of Fort Madison has never taken advantage of this. The director has talked to people at the State Library about this and, according to them, the primary downside is that there is nothing to stop the city from reducing what you get from the general fund. Looking at the current budget situation, the director doesn't think the library would be any worse off. The city's preliminary budget indicates a significant gap between projected revenue and the very conservative budgets that department heads submitted. If this is something the library board wants to pursue, they would have to be very careful about using public time, money and resources. The driving force would have to be the library board or a sub-committee of the board. The director presented some preliminary numbers to the board that would provide a fund for library materials, begin funding a building maintenance fund and a technology fund. \$.20/\$1,000 would provide about \$54,000 per year.

Trustee Winke stated as representative of the county, he feels the county should pay more. Fort Madison is pretty well taxed and residents of the county do take advantage of some of those services. The director agrees that county support should be higher but also pointed out that there are some reciprocal contracts for some of those services, such as fire and the city does receive money from the state from the gas tax that county residents pay as well as city residents. The library receives about \$8,000 directly from the county every year and then indirectly another \$7,000.

Trustee Hecht inquired if this would be something that would need to be voted on repeatedly or if it is something that once approved only has to come back every so many years. The director's understanding is that how often it is renewed depends on how the ballot item is worded and there doesn't have to be a sunset date on it, though you can do it that way.

Trustee Welder expressed concern that there is still some feeling in the community from the last time the library was built that they were not given all the information and doesn't think it would have a good chance of passing. Trustee Hoffmeister also expressed concerns about other groups that will be asking for referendums this year.

### Tier Standards Review

This is the brand new revised library standards. Section 1 is library governance. The library is doing really well with this section. We have struggled with meeting the 10 times a year meeting standard last year due to quorum issues but having a full board should help with that. Trustee education has also been moved to Tier 1 so we will need to start finding ways to meet this standard. The library is not meeting equitable funding from the county but this is not a required standard.

Trustee Welder recommended sending a letter to the board of supervisors from the library board sharing that they are trying to meet these standards and this is what needs to be done to meet it. The director will draft a letter for trustee Welder to sign. The director will also let the other Lee County librarians know and share the letter if they want to send something similar.

Motion to adjourn the meeting until February 16 at 5:30 pm – Heitz; 2<sup>nd</sup> – Hoffmeister. The motion carried unanimously. Meeting adjourned at 6:15 p.m.