

Fort Madison Public Library Board of Trustees

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

Present: Ron Welder, Anne Heitz, Phil Hecht, Candice Smrt and Fred Winke.

Excused Absences: Sharon Groene and Brenda Graham.

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

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

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

Public Comments: No public.

Approval of Minutes: Motion to approve the minutes of the September 22 meeting – Hecht; 2nd – Welder. 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: The bills from October 20 meeting were approved by Sharon Groene, Ron Welder and Anne Heitz. Motion to approve the October bills – Hecht; 2nd – Winke. The motion carried unanimously.

Trustee Heitz inquired about what Bix does. They installed the sump pump in the basement and the most recent charge was for the annual maintenance to make sure it is still working adequately. Motion to approve the November 2016 bills – Winke; 2nd – Heitz. The motion carried unanimously.

Director's Report: In addition to the attached report, under personnel, Donna Allen as offered to allow us to use one of the hours I had scheduled with her for employee training and we will be scheduling this for February. The current plan is to cancel the planned training on President's Day and close the library Thursday morning of that week for a group training. The director feels that she has learned what she needs to for now and this is a good use of one of the six additional hours the board purchased. Also, this morning, we discovered that the gas to the building was turned off which we discovered when we called someone to investigate why the heat was not working. The director has been in touch with MidAmerican Energy about ways to secure this. The representative she spoke with recommended keeping an eye on it and to call back if it happens again.

Unfinished Business:

Library Board Members

We need two more library board members. The director spoke with two potential members and both currently have schedule conflicts. It was suggested that we reach out to local service clubs and organizations including the Partners, LULAC, KARE, school employees (including librarians) and the school PTO.

Board Member Ana Arends

According to Library Board of Trustees Ordinance, established in city code, “The position of any trustee shall be vacant if he moves permanently from the City, or County, in the case of a nonresident County member.” To the best of the director’s knowledge, Trustee Arends is no longer residing within the city limits and so her position is vacant and she has been notified of this.

New Business:

Collection Development Policy

Just a few changes were made, adding a philosophy statement, changing some wording to make it a little easier to read and condensing sections that overlapped. The biggest addition was referencing the CREW Manual in deselection. The CREW Manual is a standard tool used in most libraries. It was actually developed by the Texas Library Association but is a fantastic resource for offering guidance in how to evaluate materials for their relevance to the collection. The director also added the Library Bill of Rights, the Freedom to Read and the Freedom to View statements from the ALA as appendices. Trustee Winke inquired about how it is determined which books to buy. The director informed them that they look at what people are reading and what they are requesting. If an author’s books are getting checked out a lot, the library will continue to purchase those books. The library tries to buy books people are asking for, especially if they are too new to ILL. Motion to approve the revised policy – Heitz; 2nd – Smrt. Carried Unanimously.

Operations Policy Review

A philosophy statement was added to this policy, as well. Other minor changes were made to clarify language and make the policy easier to read. The biggest change was to the emergency and disasters policy because much of this was procedures and the director doesn’t think it’s necessary to come to the library board if, for example, we change the meeting location in case of a fire or revise the tornado procedures. Instead of including specific procedures, the new policy lists the emergencies and disasters for which the library will have written procedures. Motion to approve the revised policy – Hecht; 2nd – Heitz. Carried unanimously.

Library Director Evaluation

The director wanted to start with answering any questions the board might have had about the workplace evaluation she filled out for the board to review. As this is the first year for this form, it was determined not to go over the evaluation at this time. Next year, the director will schedule a work session for the board members to discuss the director evaluation before the regular board meeting in September.

Library Director Longevity Pay Increase due to 10 Year Anniversary’

Motion to approve the longevity pay increase effective October 4, 2016 – Hecht; 2nd – Heitz. Carried unanimously.

Volunteer Appreciation Reception December 15

Just a reminder that in December we will not be having our regular board meeting but instead our volunteer appreciation reception at 6:00 pm. The director will be sending out invitations this week.

2017-2018 Library Budget

Department heads whose budgets come out of the general fund (and this includes the library) were asked to keep requests flat because of the city’s financial situation. The budget I have put together includes an increase of \$21,460 due to depletion of the Leland Fehr and Gift funds because those have been used to supplement the general fund and will be mostly spent at the end of the year. The director

has budgeted to take library employees to the ILA conference in Coralville next year. The big increases are in Repair and Maintenance of the building, which has been supplemented by the Leland Fehr memorial, and library materials, which has been supplemented by the gift fund. We are also requesting a slight increase in electric based on an increase in use this year that seems to be due to the new hvac unit in the meeting room. There is also a capital request to replace the hvac unit for the main part of the library which may add an additional increase to the electric usage. The director has included a slight decrease in heating based on past usage. The amount is still above the lowest year. There may be some savings to be found with our automation system next year. The director is looking at moving to a different, less expensive automation (circulation and cataloging) system. However, there are some first year migration costs so we will not see the full amount of those savings until the following year. There is a decrease in office supplies and an increase in postage based on previous year's usage. Janitorial supplies remain the same due to historic usage and we will be requesting an increase in miscellaneous commodities due to depletion of the gift fund.

The director also included a summary of the estimates for the trust funds based on where the director believes we are headed. The Lee County libraries are asking the supervisors for a \$1,000/library increase for next year and the budget assumes we will receive that request. The director also included an anticipated expenditure from the Library Endowment Fund to build STEAM and Make Space resources.

Motion to adjourn the meeting until January 19 at 5:30 pm – Smrt; 2nd – Heitz. The motion carried unanimously. Meeting adjourned at 6:15 pm.