

## Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held February 16, 2017, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Sharon Groene, Ron Welder, Anne Heitz, Samantha Lang and Phil Hecht

Excused Absences: Fred Winke, Candice Smrt, Jean Hoffmeister and Brenda Graham

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

The meeting began with introduction of new board member Samantha Lang.

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

A motion to approve the agenda removing item 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 January 19th meeting – Hecht; 2<sup>nd</sup> – Heitz. Carried unanimously.

Correspondence: The director composed a letter to the board of supervisors, thanking them for their past support and encouraging them to think about increasing county library funding in the future to meet the standard set by the state library. This letter was signed by president pro-tem Ron Welder. A copy of this was sent to the other libraries in Lee County, as well.

Approval of Bills: The director went over what the different items on the bill sheet were for. Motion approve the February 2017 bills – Welder; 2<sup>nd</sup> – Hecht. Carried unanimously.

Director's Report: In addition to the attached report, the director notified the library board that a patron noted that their laptop was stolen from the men's restroom. The person taking the laptop was visible on the library's security footage and this footage was given to the police to help with their investigation. Also, there is a leaky spigot in the basement that is part of the HVAC system, Tom Schultz from Your Heat and Air Guy will be by to look at it. Trustee Groene inquired about the next steps with the planter. The director will check with Larry. The next step is to make sure it is waterproofed against the building, add drainage holes around the bottom and then fill with cheap material and top with greenery. Trustee Welder suggested something like pea gravel, that could be weeded chemically and would still allow us to put potted flowers seasonally.

New Business:

Close the library half-day Thursday, March 22 for staff training. Library would open at 1:00 p.m.

Motion to approve closing the library from 9:30-1:00 on Thursday, March 22 – Hecht; 2<sup>nd</sup> by Welder.

Budget Report – Loss of Prisoners

The state legislature significantly cut the budget for the current year to several departments, including

the department of corrections and the department of education. The department of education affects us through the state library and the department of corrections affects us because the state prison in Fort Madison is shutting down the John Bennett unit, which is the unit the city contracted with for inmate workers. The city received notification that, as of March 1, inmate workers will no longer be available to the city. This notification is too late for the city to amend their budget and still get it certified by the state deadline. This will affect parks, city hall, snow removal and other areas and the city is still exploring solutions. The director will continue talking with the city and look at options including contracting for this service and volunteers.

#### Tier Standards Review – Section 2 – Library Management

The way libraries are set up in Iowa, the director is hired by and is responsible to the library board or other governing body. The board then delegates the daily running of the library to the director and, the director congratulated the board for how well they do this. The Fort Madison Library Board does a great job of providing direction, vision and feedback without micromanaging the daily operations of the library. The director thanked the board for the trust they have placed in her and the feedback they provide.

The library is meeting all of the standards in this section

#### Discussion of the article from ALA “Privacy: An Interpretation of the Library Bill of Rights”

ALA has developed a new privacy toolkit which is somewhat cumbersome to access because it is a collection of a bunch of files, rather than several large PDFs. This is one of the key pieces that gives an overview of privacy and some of the ethical considerations of patron privacy.

The director mentioned a few key points including that the Iowa State Code includes a section specifically for libraries and confidentiality that library records indicating who has been using what resources can only be released to the person in question or with a court order. A guardian of the records is delegated and they are the only person who can release records with a court order. We have made the choice not to keep track of patron history, you can see what a patron currently has checked out but you can't go back and see all the items they have checked out in the past. This document talks about patrons needing to know what is being kept and what isn't. One reason we chose not to keep track of patron history is so that we don't have to inform patrons every time we create a new patron account that we are keeping track of their history. Unfortunately, our eBook vendor does not currently align with this as they do keep patron history. Unless you are providing the eBook system you are managing yourself, all of the vendors that offer this currently keep track of patron history and we do not have the resources to host eBooks ourselves. Trustee Hecht inquired if the employees would know what to do if the director is not here. Yes, this is written up in our operation procedures so that employees know what to do and the director's first step is to contact the city attorney.

Motion to adjourn the meeting until March 16 at 5:30 pm – Welder; 2<sup>nd</sup> – Heitz. The motion carried unanimously. Meeting adjourned at 6:00 p.m.