

Fort Madison Public Library Board of Trustees

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

Present: Sharone Groene, Ron Welder, Phil Hecht, Jean Hoffmeister and Fred Winke

Excused Absences: Candice Smrt, Brenda Graham, Samantha Lang and Anne Heitz

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

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

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

Public Comments: No public.

Approval of Minutes: Motion to approve the minutes of the February 16th meeting – Hecht; 2nd – Winke. Carried unanimously.

Correspondence: No correspondence for this month. Trustee Welder inquired if we had heard anything back from the Board of Supervisors. The director indicated that we had not.

Approval of Bills: Trustee Groene asked about the bill from FrancoType Postalia. This is not rental for the machine but to add postage to it. Motion approve the March 2017 bills – Hoffmeister; 2nd – Welder. Carried unanimously.

Director's Report: In addition to the attached report, the director updated the board on lawn mowing and snow removal service. The city is still exploring options so the director is going to stop looking for volunteers for right now. Wednesday morning, the city manager indicated that, at least for this year, they will find a way. The director pointed out a nice painting that is up for bid in the FMAAA art auction. The director also updated the board on the Library Friends and Family Fund Day, April 29th from 10-12 and added that they are still looking for volunteers if any board members are able to assist.

Additionally, the recently released federal budget proposal includes eliminating the Institute of Museum and Library Services. One of their primary functions is to administer the Library Services and Technology Act money. Last year, the state of Iowa received \$1.8 million dollars from LSTA. This is used to subsidize the EBSCOHost database, the eBook consortium would be restructured, the state library provides e-mail, web hosting and online discussion boards that would go away. LSTA funds also pay for library consultants and continuing education programs. The summer reading curriculum is also provided by LSTA funds and the director is not sure if we would be able to participate if the state library wasn't a partner. The director emphasizes that this is not yet enacted but is proposed and legislators at the state and federal level need to know the direct impact.

Finally, in the statistics report summary, the director did add a line that combined e-books and adult books. The circulation of adult items has been dropping significantly and steadily over the last three years. In the director's opinion, this is partially due to an economy that is doing better and people

preferring to buy their own e-books. Trustee Welder commented that the population of Fort Madison has also dropped significantly.

New Business:

Nomination of Officers

Ron Welder nominated Sharon Groene for another term as president – 2nd by Hecht. Nomination carried.

Jean Hoffmeister nominated Ron Welder for another term as vice-president – 2nd by Winke. Nomination carried.

Approval of 2017/2018 Holidays

Motion to approve the holidays for the 2017/2018 fiscal year:

- A. Tuesday, July 4 – 4th of July – Union contract
- B. Monday, September 4 – Labor Day - Union contract
- C. Monday, October 9 – Columbus Day – Staff Development
- D. Friday, November 11 – Veteran's Day - Union contract
- E. Thursday, November 23 – Thanksgiving - Union contract
- F. Monday, December 25 - Christmas Day – Union contract
- G. Tuesday, December 26 - Christmas Eve Day – Union contract
- H. Monday, January 1 - New Year's Day – Union contract
- I. Tuesday, January 2 - New Year's Eve Day – Union contract
- J. Monday, February 19 – President's Day – Staff Development
- K. Friday, March 30 – Good Friday - Union contract
- L. Monday, May 28 – Memorial Day - Union contract

Motion to approve the 2017/2018 holiday made by Hecht; 2nd by Welder. Carried unanimously.

Tier Standards Review – Section 3 – Personnel

As the standard begins, “Personnel are the library’s most valuable resource and usually account for the largest part of the budget.” The director stated that she agrees with both of these statements. This is why shrinking budgets are a challenge because there is not very much you can cut before you start going to salaries, wages and benefits.

The library is meeting all but one of the standards in this section. The director is certified at level VI. The library has written job descriptions that include education and experience requirements as well as having the board evaluate the director at least once a year and having the employees evaluated by their supervisor or the director annually. The library allows the director and other employees to attend continuing education during their worktime and also provides funds for the director and/or staff to join professional organizations. The library employs paid staff at the required level, Fort Madison has 5.65 FTE working 234 hours/week. The library does not have a planned orientation program for new employees. This is a piece that the director will be looking into.

Motion to adjourn the meeting until April 20 at 5:30 pm – Welder; 2nd – Winke. The motion carried unanimously. Meeting adjourned at 6:00 p.m.