

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held April 20, 2017, 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, Samantha Lang, Jean Hoffmeister and Fred Winke.

Excused Absences: Candice Smrt and Phil Hecht.

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

A motion to approve excused absences was made by Welder; 2nd – Heitz. 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 March 16th meeting – Welder; 2nd – Winke. Carried unanimously.

Correspondence: No correspondence for this month.

Approval of Bills: Trustee Groene asked about the youth iPad table. This was used furniture purchased from Burlington and half will have the kid's iPad locked into it and the other side will be a small Lego play table. Motion to approve the April 2017 bills – Hoffmeister; 2nd – Heitz. Carried unanimously.

Director's Report: In addition to the attached report the director will be forwarding the library board an e-mail alert from the Iowa Library Association about the state legislature possibly decreasing the back-fill for the commercial property tax rollback.

Unfinished Business:

Holiday Closings: The wrong date was included in the approved holiday closings from last month. The director would like the board to approve closing the library on Friday, November 10 and Saturday, November 11 for Veteran's Day. Motion to approve this holiday closing – Heitz; 2nd – Winke. Carried unanimously.

New Business:

Voting on Officers

Motion to approve Sharon Groene as President for 2017/2018 – Winke; 2nd – Hoffmeister. Carried unanimously.

Motion to approve Ron Welder as Vice-President for 2017/2018 – Heitz; 2nd – Lang. Carried unanimously.

Discussion of continued use of the library meeting and study rooms by SCC.

Last August, special accommodations were made to allow SCC to use the library meeting room and study rooms for GED classes on a temporary basis due to their unexpected loss of planned new facilities. It has been almost a year since these temporary arrangements began and the director would like to know what direction the board would like to take with this in the future. The library is not currently receiving any compensation for the college's use of the facilities. Classes are scheduled Monday through Thursday with one hour in the morning and about two hours in the afternoon. They are also using the meeting room on occasional Friday mornings. The board is concerned about setting a precedent and, especially offering this at no fee. There was discussion of possibly amending the policy to include long term use of this nature that would also include compensation, though there is also concern that this is not really the purpose of the meeting room and we want to avoid having it monopolized on a long term bases. The director is torn between needing to responsibly and equitably use the library's resources and the value of the GED program. The director will follow-up with Kristina Martinez, the Director of Adult Education and Literacy at SCC and see what their future plans are.

10 Year Anniversary Committee

The director knows that Barb Pickard is interested in helping with this and was wondering if there are any board members who would want to help out, as well. Jean Hoffmeister and Anne Heitz are willing to help and implement but aren't interested in planning. Ron Welder will help plan and the director will mention this in her next newspaper column.

Budget Amendments

The only trust fund that needs to be amended is the Library Endowment fund. We spent \$1,200 from this on Leadership training that had not been budgeted for the previous year. Motion to approve amending and increase to the library endowment fund of \$1200 – Hoffmeister; 2nd – Heitz.

In looking the budget over, the library director has determined that, if spending is kept to an absolute minimum, there is about \$12,000 we can find in our current fiscal year budget and the top end of the estimate for a replacement HVAC unit would be \$18,500. The director would then ask the city to amend the library budget up by about \$7,000 to cover what we don't have and replace one HVAC unit before the end of the fiscal year. If the board chooses to do this, we would have to cut all non-necessary spending until July 1. Motion from the board to not spend any more on materials from the general fund in May and June and ask the city to help the library cover what we don't have in our budget – Heitz; 2nd – Graham. Carried unanimously.

Tier Standards Review – Section 4 – Library Collections

The library is doing really well on this. The library determines its total annual circulation of library materials and provides access to current local, county, and/or regional news sources, we subscribe to the Daily Democrat, the Hawkeye and the Des Moines Register. The library definitely meets the 3% withdrawal standard, we are currently at a 12% average over the last three years. Part of this is because the director has only had a regular weeding schedule for about two years now and, before that, weeding was somewhat irregular, so the first time through pulled a lot. This number should drop somewhat as weeding is done on a more consistent basis. On the flip side of that, the library adds materials throughout the year, the goal is 3% averaged over three years and the library is currently at 7%. As mentioned earlier, as weeding becomes more consistent, the removed and added percentages should get closer together. The library provides materials in formats appropriate to the needs of special population groups found in the community including audiobooks, DVDs with closed captions, children's and young adult materials and large print books. A new optional standard is that the library provides non-

traditional physical collections for check out. We are not currently meeting this standard but there has not been a perceived need for any non-traditional physical collections. One thing the library is looking at is a way to provide access to the digital copies that automatically come with the DVDs purchased.

Motion to adjourn the meeting until May 18 at 5:30 pm – Welder; 2nd – Hoffmeister. The motion carried unanimously. Meeting adjourned at 6:30 p.m.