

## Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held July 20, 2017, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Brenda Graham, Candice Smrt, Ron Welder, Anne Heitz, Samantha Lang, Phil Hecht and Fred Winke

Excused Absences: Sharon Groene and Jean Hoffmeister

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> – Hecht. The motion carried unanimously.

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

Public Comments: The board received a letter from David Findley regarding a lost book that he had paid for and then found. It is the library's policy not to refund money paid for lost materials as we don't have a mechanism to refund money. The book was due in September 2016 and was found at the end of June, 2017. Patrons who pay for lost books can keep the book if they find it. On top of that, we encourage people to keep looking for the book until their account is blocked two months after the book is due. The board will send a letter in response to Mr. Findley.

Approval of Minutes: Motion to approve the minutes of the June 15th meeting – Winke; 2<sup>nd</sup> – Heitz. Carried unanimously.

Correspondence: No correspondence for this month.

Approval of Bills: Trustee Welder asked about the spaghetti and marshmallows under petty cash. These were used for the summer reading building competition. Motion to approve the July 2017 bills – Hecht; 2<sup>nd</sup> – Winke. Carried unanimously.

Director's Report: In addition to the attached report, Trustee Welder commended the library director on the library getting as close to zero as it did without going over. The director also corrected the date of the Friends of the Library book sale which will be the weekend of July 27, 28 and 29.

### New Business:

Credit Card Policy: The director presented a new credit card policy based on the city's policy. The director will correct typographical errors. Trustee Welder clarified that we will only have one card for use by the director.

Motion to approve credit card policy – Lang; 2<sup>nd</sup> – Smrt. Carried unanimously.

Review Behavior Policy: The library director recommended a minor change to the Behavior policy. Changing the phrase, "Shirt and Shoes required", to "a patron's upper and lower body should be covered and the soles of the feet should be protected from sharp objects".

Motion to approve the amended Behavior Policy – Hecht; 2<sup>nd</sup> – Heitz. Carried unanimously.

Tier Standards Review – Section 6 – Library Access – Library Programming and Community Relations

The library is meeting most of these standards.

We are meeting standard 67, providing a summer reading program for children.

Standard 68 is required for Tier 2 and says that the library provides free programming for library customers based on community needs and we do this.

Also required for Tier 2, standard 69 says that the library promotes its collections and services by using a variety of approaches to publicity. We currently use displays, newspaper articles and ads, posters and flyers, the library's Facebook page and the library and city website.

Standard 70 is now required for Tier 2 and says that the library develops community relations by regularly communicating with elected officials, business leaders, and civic organizations. The director attends most city council meetings and participates in city planner and gives presentations to community groups and organizations. The director also participates in community organizations and activities.

Standard 71 talks about outreach services. We currently have outreach to nursing homes and schools.

Standards 72, 73 and 74 talk about programming, free of charge to different age groups. We currently offer free programming for children's, teens and adults. This programming includes, but is not limited to, after school activities, game and movie activities, library orientations for school groups, story time, summer reading programs, a book club and lifelong learning activities.

Standard 75, also an optional standard, is the one we have struggled with the most. This addresses library collaboration with other organizations and, while we are open to working with other organizations and, infrequently, do provide collaborative programming, the standard asks the library to, "indicate the agency(s) that you are working with and briefly describe the collaboration" and I'm not sure how we would fill that part in.

We definitely meet standard 76, accepting requests for reserves for library materials from cardholders of all ages in person, by telephone, or electronically.

We are also meeting standard 77 which addresses accessibility, largely thanks to the design of the current building and working with the street department on the additional disabled space in front of the library.

Motion to adjourn the meeting until August 17, at 5:30 pm – Heitz; 2<sup>nd</sup> – Smrt. The motion carried unanimously. Meeting adjourned at 5:50 p.m.