

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held June 15, 2017, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Sharon Groene, Ron Welder, Anne Heitz, Jean Hoffmeister, Fred Winke.

Excused Absences: Samantha Lang, Phil Hecht, Brenda Graham, Candice Smrt.

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

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

A motion to approve the agenda was made by Winke; 2nd – Heitz. The motion carried unanimously.

Public Comments: No public.

Approval of Minutes: Motion to approve the minutes of the May 18th meeting clarifying the different roles of the library board and the SCC board under discussion of the use of the meeting room by SCC – Hoffmeister; 2nd – Welder. Carried unanimously.

Correspondence: No correspondence for this month.

Approval of Bills: Trustee Groene asked about the Quill Corporation. The director clarified that this is an office supply company. She also asked about the SYNCB. The director clarified that this is the company that manages credit lines for Amazon. Trustee Winke asked about the director getting reimbursed for DVD purchases. Trustee Welder inquired if the library should have a credit card. The director will talk to the city Finance Director about this and possibly bring a policy back to the board for approval. Motion to approve the June 2017 bills – Welder; 2nd – Hoffmeister. Carried unanimously.

Director's Report: See attached report.

New Business:

End of Year Budget: The director reported, that, at this point, the unknowns through the end of June are the salaries, benefits and electric because we won't know those definite numbers until the end of June, though we can estimate. If we spend absolutely everything in those three categories, the director estimates that we'll be about \$3,200 over budget, if, on the other hand, spending is closer to last year's numbers, we should be about \$1,500 under budget. We're going to get very close to zero. However, the director has talked to the city and the city manager understands if we go over.

For the county fund, we had some money at the end of the year and will be able to purchase some additional file cabinets for storage to help clear out some of the staff work areas. We are also purchasing some additional slat wall displays and acrylic sign holders.

Tier Standards Review – Section 6 – Library Access – Physical Spaces

The library is doing well in this area, with a few exceptions. We do have a telephone with voice mail capability that announces current hours, however, it does not announce holidays, and other non-

scheduled closures. We also have an email address and hours are posted and fixed and we do meet the minimum required times. We provide reference and readers' advisory service to residents of all ages. We have a current and maintained catalog of our holdings that is easy to use and independently accessible by the public, and it is also available online outside of the building. We provide interlibrary loan services to customers of all ages and update our holdings in SILO periodically.

Standard 54 is the one that is keeping us from getting to Tier 2. This standard would require us to be open 6 days a week for 51 hours each week. We have the 6 days but we are only open 47.5 hours due to staffing levels. And our staffing levels are maxed out. We do not have an additional 3.5 hours we can stretch it.

The library has allocated space for child and family use with all materials readily available and provides furniture designed for children's use. All the library's services are available when the library is open. Residents of the community have free access to tax-supported public library services, with exceptions for consumables such as paper and ink for printing.

We do not provide the necessary equipment to use any audiovisual materials in the library's collection. However, this is an optional standard and, the director is not sure where any equipment would be put.

We do provide inside directional signs and outdoor signs that identify the building as a public library including the library's service hours.

Standard 61 is in progress as we are continuing to train staff in reference and readers' advisory, especially the electronic resources.

We have a public meeting space available for library programming and for use by other community groups. The meeting space should be a separate room to meet this standard.

We are also not meeting optional standard 63, allocating space and furniture for young adults, or optional standard 64, offering a makerspace, though this is something the director would like to develop. We also do not provide self-service or other kinds of automated equipment to increase efficiency needed to meet optional standard 65. Finally, we are not equipped to allow patrons to make payments using debit or credit cards in optional standard 66.

We are meeting all but one of the required standards in this section.

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