

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held September 21, 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,

Excused Absences: Sharon Groene, Jean Hoffmeister, and Fred Winke.

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 Hecht; 2<sup>nd</sup> – Heitz. The motion carried unanimously.

Public Comments: There were no public comments.

Approval of Minutes: Motion to approve the minutes of the July 20th meeting – Hecht; 2<sup>nd</sup> – Graham. Carried unanimously.

Correspondence: A thank you was sent to a long time member of the Friends of the Library and the Genealogy Society for a donation she made to the library.

Approval of Bills: Trustee Heitz asked if some of the larger expenditures were one-time expenses. The director replied that yes, they were. TLC is the annual cost for our automation system and the postage amount should cover several months.

Motion to approve the August 2017 bills – Graham; 2<sup>nd</sup> – Lang. Carried unanimously.

Motion to approve the September 2017 bills – Graham; 2<sup>nd</sup> – Heitz. Carried unanimously.

Director's Report: Trustee Heitz asked for a clarification of the director's absences, she will be out of the office the morning of the four days listed. In addition to the attached report, the director also informed the board that she is getting an estimate to add a longer auxiliary drain to the sprinkler system for emergency draining. This was mentioned at the sprinkler inspection last spring but the director was waiting until the new fiscal year to address it since we were looking at the large HVAC expense in the spring.

New Business:

Review Strategic Plan: The library is making progress toward most of the goals in the strategic plan and has met and concluded some, including the addition of a handicapped space in front of the library. The major thing that fell of the radar was a list of pre-schools and the ADA inventory of the building and electronic resources. The director will make sure work is begun on these.

Lee County Libraries Advisory Board Meeting: The Lee County Libraries Advisory Board will be meeting Tuesday, September 26<sup>th</sup> at 7:00 pm at the Fort Madison Library. Typically the library board president is the library's representative on this board. President Groene is unable to make the meeting this year so the board will need to send someone else. Trustee Smrt volunteered. Trustee Heitz also

inquired about attending. While the library can only have one voting member present, all of the library board members are welcome to attend and learn more about what all the libraries are working on together.

Set Meeting Date for October: The next library board meeting falls on October 19 which conflicts with the Iowa Library Association Conference. The director requested to move the date of the October board meeting. The board decided to move the meeting back a week to October 12.

Close October 19 for the ILA Conference instead of October 9 for Columbus Day: In past years, the library has closed on Columbus Day for staff training. Since the ILA Conference is in Coralville this year and the library is sending three employees, the director is requesting to close the library on the 19<sup>th</sup> and employees who are not attending the ILA conference can use the day to catch up on other projects and make use of pre-recorded online webinars.

Motion to close the library on October 19<sup>th</sup> rather than October 9<sup>th</sup> – Hecht; 2<sup>nd</sup> – Smrt. Carried unanimously.

Review Tier Standards Section 8 – Library Facility – The library is doing very well on this section. We provide a book drop that is available to the public 24/7. We determine the number of people who visit the library each year. We provide adequate and convenient parking, including satisfactory disabled parking places. The library has enough public seating as determined by the standard and provides adequate space for the staff to work in non-public spaces. There are two areas we need to work on. We have not reviewed the ADA Accessibility Checklist for Readily-Achievable Barrier Removal and this is part of our strategic plan so it will be done. Also, we have not completed a written space needs assessment in the last five years. Since the library is approaching ten years old, it is probably a good idea for us to do begin doing this regularly to make sure the library space continues to meet community needs.

Closed Session for Director Evaluation:

Motion to go into Closed Session pursuant to Iowa Code Section 21.5(1)(i) – Hietz; 2<sup>nd</sup>- Hecht.  
Motion carried unanimously.

Motion to adjourn the meeting until October 12, at 5:30 pm – Heitz; 2<sup>nd</sup> – Smrt. The motion carried unanimously. Meeting adjourned at 5:50 p.m.