

## Fort Madison Public Library Board of Trustees

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

Present: Sharon Groene, Candice Smrt, Ron Welder, Anne Heitz, Samantha Lang, Jean Hoffmeister and Fred Winke.

Excused Absences: Brenda Graham 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; 2<sup>nd</sup> – Heitz. The motion carried unanimously.

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

Public Comments: There were no public comments on items not on the agenda.

Approval of Minutes: Motion to approve the minutes of the October 12 meeting – Lang; 2<sup>nd</sup> – Welder. Carried unanimously.

Correspondence: There was no correspondence.

Approval of Bills: The director added a bill from Amazon for \$245.74 to the bills, mostly for light bulbs but also for library materials. Trustee Lang asked about Canva. The director explained that the library subscribes to the premium version to help make marketing materials including posters and social media. Motion to approve the November 2017 bills – Heitz; 2<sup>nd</sup> – Winke. Carried unanimously.

Director's Report: See attached report.

### New Business:

Operations Policy: The main changes are clarifying the age when patrons can get a library card and how the e-resources card works in relation to the library's public internet computers. This also clarifies that patrons are required to bring their library card to log-in to the public internet computers. This new policy also allows patrons to place holds on DVDs older than three months. This won't result in extra work for employees, the system will take care of deciding which DVDs can, and can't, have holds placed on them. Under fees, adding that fines need to be paid if they are three months or older, regardless of the amount of the fees. We are having a space issue with holding onto damaged materials indefinitely. Three years was chosen to tie into when we remove inactive patrons from the database. Under two years, they are more likely to come back and want proof that the item was damaged. While it may seem like a long time, even three years will free up space.

Motion to approve the revised Operations Policy – Hoffmeister; 2<sup>nd</sup> – Heitz. Carried unanimously.

Study Room Policy: The primary change to this is recommended because of issues with groups of teenagers using them to hangout in and tease their friends. The revised policy will allow anyone, of any age to use study room 3 because we have a very clear view of that room from the front desk. Groups in study room 2 must have at least one person 18 or older, or it can be used by one person by

themselves if they are under the age of 18. Study room 1 can only be used by adults by themselves or a group that includes at least one person 18 years or older, this is not a change from the previous policy. We have had the study rooms for 3 and a half years without any major problems. Unfortunately, we have an exceptionally boisterous group of kids this fall and behavior seems to be improving but this should help reduce issues in the future as well as current problems.

Motion to approve the revised Study Room Policy – Heitz; 2<sup>nd</sup> – Hoffmeister. Carried unanimously.

Budget Discussion: This is preliminary since the board probably won't meet again until after the city begins working on this. From what the director has heard in passing, it will probably be another lean year and her intention is to, again, ask for another \$5,000 increase to library materials and keep everything else pretty much status quo while hoping we don't get cut. The director mentioned that the new HVAC unit seems to be at least as efficient as the old one, if not slightly better and is hoping to not see any increase in utilities and, possibly, a slight decrease. The director solicited the board for the direction they want to go.

Trustee Heitz asked if keeping everything the same would mean no raises for anybody. The director clarified that the employees are covered by a union contract so they would get whatever is negotiated in the next couple of months. The salaries usually include a cost of living increase. The director's is a separate issue. It is currently tied into the city's step schedule and the director will be asking the board to approve the increase that would come with that.

Trustee Welder commented that he would always like to see the addition of another employee, and asked if there was a way the director could let the council know about the increase in services the library could provide with an additional employee. He wants to make sure people aren't saying that they don't need to worry about the library because they will be happy with whatever they are given.

Trustee Winke asked about the city's fiscal year. The city's fiscal year is July through June and the city should begin working on the 2018/2019 budget in December. The department heads will make their requests, the city manager and finance officer will review anticipated revenues and then present a balanced budget to the council.

The director will also be asking for a capital improvement to finalize updating the HVAC system.

Volunteer Appreciation Event: The annual volunteer appreciation will be December 21 instead of our board meeting. The director will send out invitations. The Friends of the Library have agreed to donate some money for snacks and this year the director plans to announce it to the public, as well.

Motion to adjourn the meeting until January 18, at 5:30 pm – Hoffmeister; 2<sup>nd</sup> – Smrt. The motion carried unanimously. Meeting adjourned at 6:05 p.m.