

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held January 18, 2018, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Brenda Graham, Ron Welder, Samantha Lang, Anne Heitz and Jean Hoffmeister.

Excused Absences: Sharon Groene, Phil Hecht, Candice Smrt 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; 2nd – Lang. The motion carried unanimously.

A motion to approve the agenda was made by Hoffmeister; 2nd – Graham. 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 November 16 meeting – Hoffmeister; 2nd – Heitz. Carried unanimously.

Correspondence: The library director received a letter from Bev Brockman, a resident of Fort Madison, currently living in Texas. This letter included an article from a local paper about a Texas initiative collaborating with “1,000 Books Before Kindergarten” to help improve literacy. This sounds like an intriguing program that encourages parents to read with their children from birth and the director will explore it further.

Approval of Bills: Motion to approve the December 2017 bills – Heitz; 2nd – Graham. Carried unanimously.

There was discussion of the January bills. Trustee Welder inquired if the gas bill was higher. The director said that it was. She is keeping an eye on the bills and while the gas bill has been slightly higher, the electric has been slightly lower and the library should be under budget. Trustee Welder also inquired about signing up for budget billing. The director isn't sure if that is an option for businesses. Also, budget billing seems to be more of an advantage for individuals who are budgeting paycheck to paycheck, helping them to know how much they will need and not having to suddenly find an extra \$100 for heating. The library doesn't have that sort of cash flow issue.

The director has also added a copy of the Lee County joint projects spending sheet.
Motion to approve the January 2018 bills – Hoffmeister; 2nd – Lang. Carried unanimously.

Director's Report: See attached report.

New Business:

United Way Annual Lunch: The library has again received \$2,300 from United Way for our summer reading program. The director will be attending but they will pay for lunch for up to two members of the organization and the director wanted to know if any board members were interested in attending.

Microfilm Policy: This is the triennial review of the microfilm policy. The only change is adding a line that the microfilm machines will be turned off 10 minutes before we close, in the same way that the computers are. This helps to make closing the library go more smoothly and prevents people from using the microfilm machine up until 6 PM and then spending 10 minutes gathering their things together.

Motion to approve the revised Microfilm Policy – Heitz; 2nd – Graham. Carried unanimously.

Board Evaluation: The director handed out individual and group board assessments. The self-assessment is for board members to review on their own. It does not need to be shared with anyone. The director did encourage board members to come talk to her if anything comes up that the board member is unaware of, or has questions about. The group assessment is looking at the board as a whole and the director would like the board members to look over it and come prepared to discuss it at the February meeting.

Ted Talk: The director shared a TED talk with the board from Jay Smooth titled “How I Learned to Stop Worrying and Love Discussing Race”. The keynote speaker at ILA mentioned this and the director found it intriguing, presenting a different way to think about racism and stereotypes.

Motion to adjourn the meeting until February 15, at 5:30 pm – Heitz; 2nd – Hoffmeister. The motion carried unanimously. Meeting adjourned at 6:05 p.m.