

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held February 15, 2018, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Sharon Groene, Ron Welder, Anne Heitz, Samantha Lang, Fred Winke.

Excused Absences: Brenda Graham, Candice Smrt, Phil Hecht, Jean Hoffmeister.

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

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

A motion to approve the agenda was made by Welder; 2nd – Heitz. 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 January 18 meeting – Winke; 2nd – Lang. Carried unanimously.

Correspondence: No correspondence.

Approval of Bills: Motion to approve the February 2018 bills – Welder; 2nd – Winke. Carried unanimously.

The director reported that we are right in line with where we should be for the budget. We have spent 55% of the budget and are 7 months into the fiscal year, which is about 57 or 58% of the way through

Motion to approve the February 2018 bills – Welder; 2nd – Winke. Carried unanimously.

Director's Report: In addition to the attached report, the library board was introduced to the new part-time library employee, Kelly Shields. Also in personnel, the library page resigned three weeks ago because she found full-time employment. The director has hired Kat Irwin, who has been working at the library through an SCC employment-training program for about two months now. Trustee Heitz inquired about the duties of the library page. The director informed her that they primarily re-shelve books and shelf read. They also help with some children's programs, especially during the summer. They assist with the craft on Monday, providing an extra set of hands and run the Tuesday morning movie, popping the popcorn and making sure the kids behave, coming to get an adult if they need help.

The director reported on the city council budget meeting. It was an efficiently run meeting. The city manager's proposed budget does include replacing the remaining original HVAC units but left the library materials budget at \$25,000, the same amount as the current year. It is going to be a tight fiscal year for the city, this year and the city is spending down its reserve funds, quite a bit, to provide some one time needs.

The director reported on Library accreditation. The library is currently at Tier 1 and we are due to renew our status next year. We cannot get to any higher Tiers, or accreditation, without adding hours, which means adding personnel. There are a few things in Tier 1 that we have begun working on to

maintain our Tier 1 status next year. If we are ever able to add hours, we will easily be able to move on to Tier 3 and full accreditation.

The director reported on the ADA Checklist for Readily Achievable Barrier Removal – Priority 2 – Access to Goods and Services. The library is in line with almost all of the standards listed. The sign for Study Room 1 is on the wrong side of the door but there is nowhere to place it on the door handle side. Based on the sketches in the list, this seems to be to prevent a person from being unexpectedly hit by the door opening into them. The study room doors open inward so this is not an issue. One standard is that doors are equipped with hardware that is operable with one hand and does not require tight grasping, pinching and twisting of the wrist. While our door handles are in line with this, the study rooms are locked with keys that would not be. Finally, the director discovered that one of the library doors closes too quickly and we will need to adjust the timing or tension to correct this.

Unfinished Business: Trustee Heitz recalled that we might have talked about reviewing the different funds and budget line items on a regular basis. The director said that she will add this to the board calendar for July as that is when new board members typically begin and make this an annual review.

New Business:

Board Evaluation: Trustee Welder commented that the areas that he saw as needing improvement were “The board has a method in place for the recruitment and recommendation of trustees for open positions” and “The board is politically active, advocating for libraries in the public policy arena”. Trustee Heitz mentioned that she did not find the mission statement in her board materials. The director replied that the library’s mission statement is in the strategic plan but, on reflection, she’s not sure where that would be found. Trust Heitz also highlighted, “The board is familiar with state and federal laws governing libraries”, saying that she is not. Trustee Groene also commented that she relies on the director for a lot of that. Trustee Heitz also pointed out the board does need more minority voices. This was helpful for the director in providing future board education in the areas mentioned.

Director Salary for the next fiscal year: Trustee Groene asked that this be put on the agenda at the November meeting. The director explained the city’s non-bargaining compensation schedule. The schedule has ranges and employees are assigned to a range, which has 5 different steps. Currently, most of the department heads, including the library director, are classed at range 36. The director has been here long enough to reach step 5 of the range. The compensation schedule is updated annually once the bargaining unit contracts are finished, using the increase negotiated by the bargaining units as a guide, which is typically about 2.5%. The last time the board did take a vote on the director’s salary, it was to set the director’s salary at range 36, step 5 and the director has been receiving automatic increases annually with the other department heads. The most recent salary issue the library asked to have approved was the longevity increase when she was here 10 years and the next one of those will be at 15 years. Trustee Groene asked the director if she was satisfied with this and the director replied that, comparing job responsibilities and education requirements, the salary seemed to be equitable.

Motion to adjourn the meeting until March 15, at 5:30 pm – Winke; 2nd – Heitz. The motion carried unanimously. Meeting adjourned at 6:00 p.m.