

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held April 19, 2012, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Sharon Groene, Gerri Davis, Andy Walljasper, Ron Welder, Mary Kay Moline, Russ Savage, Jane Sanford and Linda Beck.

Excused Absences: Phil Hecht, Byron D. Smith.

Staff Present: Sarah Clendineng (Library Director)

The meeting was called to order with a quorum present by President Sharon Groene at 5:30 pm.

Approval of agenda: Motion to approve the agenda adding item IX. e. Donating Canon Microfilm Machine to Donnellson Public Library – Walljasper; 2nd – Moline. Carried Unanimously.

Public Comments: There were no spoken or written public comments.

Approval of minutes: Motion to approve the minutes of the March 15, 2011 correcting typographical error under old business – Beck; 2nd – Sanford. Carried Unanimously.

Corresponding Secretary: No correspondence.

Approval of Bills: Motion to approve April 2012 bills – Walljasper; 2nd – Welder. Carried Unanimously.

Director's Report: In addition to the attached report, the library director informed the board that the library has been included as a beneficiary of the estate of Audrey Lindsay. We will not know the amount of this bequest for another 4 to 6 months.

Committee Reports:

Building Committee: The director is working with Jimmy Wendorf to arrange for upkeep of the library grounds. She will call Tony to set up a time to learn what needs to be done to which plants during the spring, summer and fall. There are some minor touch ups that need to be taken care of, the stained carpet in the entryway needs to be cleaned and stained ceiling tiles need to be replaced in the main library. The cedar tree at the southeast corner of the building needs to be topped before it begins interfering with the roof line.

Program Committee: No report.

Old Business:

Term expiration of board members: Jared Reed has expressed interest in this position and the director is waiting to receive an application from him. Once that application is received, she will request city council approval of his appointment along with the two members who have agreed to serve an additional term.

New Business

Election of Officers: Officer nominations were:

President – Sharon Groene

President Pro-Tem – Ron Welder

Corresponding Secretary – Mary Kay Moline

Motion to approve slate of officers – Walljasper; 2nd – Davis. Carried unanimously.

Lee County Agreement: Approval is needed of the county's agreement with the five libraries in Lee County. This agreement was revised to reflect current practice and has already been approved by the Lee County Libraries Advisory Board and the Lee County Board of Supervisors. Motion to approve the contract with Lee County – Beck; 2nd – Davis. Carried unanimously.

Budget amendments:

Motion to change payment for SIP/PCRes in the amount of \$2,705.43 from the general fund to the building fund – Welder; 2nd – Walljasper. Carried unanimously.

Motion to amend the Library Endowment Fund to reflect the budgeted expenditure of \$7,400 to allow for payment of the first year of remote hosting for the library's database – Walljasper; 2nd – Davis. Carried unanimously.

Review of Library Director salary requested by Andy Walljasper:

Andy wanted to discuss this and include it in regular discussions since the director requested a raise two years ago, he didn't feel the director should be the one to bring this up but that it should come from the board.

There was discussion of what the library director's salary is and how it is determined. The director is currently at Step 5 of level 31 of the non-bargaining unit pay schedule. The library director does receive cost of pay increases as those are approved by the city council and applied to the non-bargaining unit pay schedule.

At this point, since this was not budgeted for in the coming year, any increase would need to be budgeted for in the 2013-2014 year and would not take effect until July 1, 2013. An increase to the next step level would be about \$1,500 could probably be covered by shifting around funds from other areas, such as the library materials fund, without amending the budget. The board was very much opposed to this and would rather look into amending the budget. Any budget amendment would need to be presented to, and approved by the City Council. Ron Welder will contact Byron Smith and sound him out about asking the council to amend the library budget in this way, it would need to be requested and presented by the library board. The library director will calculate what the addition to the budget would need to be.

Donating Old Microfilm Machine to Library:

The Friend of the Fort Madison Public Library will be purchasing a new microfilm machine to replace our oldest machine, a Canon that is at least 20 years old. This machine was originally purchased jointly by the Genealogy Society, the Friends of the Library and the library board. The Friends of the library are recommending donating the old machine to the Donnellson Public Library. They have a similar machine and would be able to use our old machine for parts to keep theirs running. Motion to donate Canon microfilm machine to the Donnellson Public Library – Welder; 2nd – Sanford.

Meeting adjourned at 6:05 p.m.

Reconvene at 6:06 p.m.

The director additionally informed the library board that, on the issue of the library director salary, raising the salary to level 36 would put her on the same level as other department heads. Andy

suggested possibly moving the salary up to step 4 of level 36, leaving room for an increase to step 5 as approved by the board. The library director will calculate these different figures and determine the required budget amendment.

Meeting adjourned at 6:10 p.m. The next meeting will be May 17, 2012, 5:30 p.m.