

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held April 19, 2018, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Sharon Groene, Candice Smrt, Ron Welder, Samantha Lang and Jean Hoffmeister. Also, city council liaison Bob Morawitz.

Excused Absences: Brenda Graham, Phil Hecht, Anne Heitz and Fred Winke.

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

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

A motion to approve the agenda , adding introductions under public comments, was made by Welder; 2nd – Hoffmeister. The motion carried unanimously.

Public Comments: There were no public comments. The library director introduced the board members present to the new city council liaison, Bob Morawitz.

Approval of Minutes: Motion to approve the minutes (correcting one typo) of the March 15 meeting – Hoffmeister; 2nd – Smrt. Carried unanimously.

Correspondence: The library director shared an e-mail with the board from Trustee Phil Hecht.

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

Director's Report: In addition to the attached report, there are some children, or teenagers, who have decided to start climbing on the library roof. They are climbing up on the planter and then gaining access to the roof. As a short term solution, the director will ask the city to put up temporary snow fencing as a barricade. The board suggested looking into ways to take it down.

Unfinished Business: None

New Business:

Election of Officers: Motion to approve the slate of nominated officers of President Sharon Groene and Vice President Ron Welder was made by Smrt; 2nd – Hoffmeister. Carried Unanimously.

Discussion of Video Projector Policy: Library staff are still working out some of the logistics before approval of a final policy but I the director asked for feedback on a preliminary draft. The board didn't have any suggestions and the director will come back with a final policy for approval once the logistics are worked out.

2018/2019 Holidays: The director asked for approval of the 2018/2019 holidays, as follows:

- a. Wednesday, July 4 – Independence Day
- b. Monday, September 3 – Labor Day
- c. Monday, November 12 – Veteran's Day
- d. Thursday, November 22 – Thanksgiving
- e. Friday, November 23 – Day after Thanksgiving (Open Saturday, November 24)
- f. Monday, December 24 – Close at 1 pm

- i. Full-Time employees would have the option of taking personal/vacation time, working a full 8-hour day, including time after the library is closed to the public or being paid for fewer hours.
- ii. Part-Time employees would have the option of working a full day, including time after the library is closed, rescheduling their hours during the week in order to not lose hours, or being paid for fewer hours.
- g. Tuesday, December 25 – Christmas Day
- h. Tuesday, January 1 – New Year’s Eve Day
- i. Monday, February 18 – President’s Day
- j. Friday, April 19 – Good Friday
- k. Monday, May 27 – Memorial Day

Motion to approve the 2018/2019 holidays made by Welder; 2nd – Smrt. Motion carried unanimously.

2018/2019 Staff Development Day: In previous years, the library has used President’s Day and Columbus Day for staff development. Since President’s day will now be an employee holiday, the director is just asking for approval to close the library on Monday, October 10 (Columbus Day) for staff development. Motion to approve closing the library for Staff Development on Monday, May 10 made by Lang; 2nd – Welder. Motion carried unanimously.

End of the Year Budget and Budget Amendments: The director presented the following summary to the library board:

General Fund

We are right in line with where we should be, the few unexpected expenses we’ve had have been offset by savings in other areas. 75% of the way through the year, we have spent 73.22% of the budget. There were two larger materials subscriptions in the April bills (our large print standing order and our magazine subscriptions). Between the money still available in the library materials line item and the county fund, we were able to cover these and our other materials expenses. We have also seen savings in electric costs that have helped offset one unbudgeted item with our automations system as well as slightly higher gas bills.

No amendments recommended.

Library County Fund

We have spent slightly more than was budgeted in this line item. This is because we are paying for county DVD rotation items and then getting reimbursed for them, affecting both revenue and expenditures.

Recommend amending expenditures upward from \$9,1400 to \$12,640. We have this money, we just didn’t budget high enough.

Library Endowment Fund

We have not spent any money out of this fund, though we budgeted \$1,500. I will be proposing that we use up to \$700 to begin a wi-fi hotspot lending service.

No amendments recommended.

Mershon Trust

We spent \$15.26 that was not budgeted to zero out the balance on the Mershon Trust. This was a bequest from the Mershon family to support some scholarships and several charitable organizations. The scholarships are paid first and then any remaining is divided between the charitable organizations. We have not received any income from this for several years.

Recommend amending expenditures from \$0.00 to \$15.26

LeLand Fehr Memorial Maintenance Fund

We have spent \$912.52 less than we budgeted. We still have a little over \$1,300 left in the building maintenance line item after the April bills. \$2,200 should be enough to get us through the end of the year.

No amendments recommended.

Library Gift Fund

We budgeted to spend \$7,300 and April's bills will put us \$1,117.26 over what we budgeted. After April's purchases, we still have about \$6,800 unencumbered in the gift fund and \$1,200 committed to the summer reading program. We received a total of \$2,300 from United Way to fund the summer reading program but have already spent about \$1,100.

Recommend amending the expenditures from \$7,300 to \$11,000, an increase of \$3,700.

In light of the earlier discussion about possible changes to the planter, and expenses associated with those, there was discussion of using some of the funds from the Special Project Endowment Fund to take care of that. While approval of the expenditure is not needed at this time, in order to have the option of spending that before the end of the year, the board would need to amend that fund at this time. Motion to amend the Special Project Endowment Fund from \$1,500 to \$6,500 for the purpose of addressing the planter problem was made by Welder; 2nd – Hoffmeister. Motion carried unanimously.

Motion to approve the following trust fund amendments:

Library County Fund expenditures up from \$9,400 to \$12,640.

Mershon Trust expenditures from \$0.00 to \$15.26

Library Gift Fund expenditures from \$7,300 to \$11,000.

Made by Hoffmeister; 2nd – Lang. Carried unanimously.

1st Presentation of Using Endowment Fund to Purchase mobile we-fi hotspots for lending: The director presented information about spending about \$700 from the Special Projects Endowment Fund to add wi-fi hotspots to the library collection. She presented the following information:

A 4G mobile hotspot connects up to 10 computers or Wi-Fi-enabled consumer electronics like smartphones and tablets to Mobile Beacon's 4G LTE mobile broadband Internet service. The hotspot can be used at any location within the Mobile Beacon coverage area. These can be loaned out to patrons or, potentially, used for library programs outside of the library (I'm not sure what that would look like but it is an option). The internet service is provided through Sprint and, based on the Sprint service map, most of Fort Madison is included at 4G speeds. If the hotspot is not returned, service can be turned off to it.

Cost:

1 Hotspot - \$18 one time fee to purchase the device, \$120/year for internet service.

5 Hotspots - \$60 one time fee to purchase the devices, \$600/year for internet service.

I would propose using the library endowment fund for the first year of service and purchasing the device(s). Future replacement devices and internet service could be paid for with county funds.

The board asked questions about how long they would be circulated for and if there would be a replacement cost if they were lost or stolen. The director informed them that, if the hotspots were purchased, that would be part of the policy development. They do have the advantage that, if they are

not returned, the internet connection can be shut down remotely. However, if the hotspot was not returned, a replacement would need to be purchased.

Trustee Training – Board Recruitment Webinar: The board watched the first 24 minutes of the webinar from the state library on board recruitment.

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Motion to adjourn the meeting until May 17, at 5:30 pm – Hoffmeister; 2nd – Lang. The motion carried unanimously. Meeting adjourned at 6:35 p.m.