

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held May 17, 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 and Jean Hoffmeister.

Excused Absences: Phil Hecht and Fred Winke.

Unexcused Absences: Brenda Graham and Candice Smrt.

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 Hoffmeister; 2<sup>nd</sup> – Heitz. The motion carried unanimously.

Public Comments: There were no public comments.

Approval of Minutes: Motion to approve the minutes of the April 19 meeting – Hoffmeister; 2<sup>nd</sup> – Lang. Carried unanimously.

Correspondence: No correspondence.

Approval of Bills: Trustee Groene inquired about the amount of the phone bill, if this was higher than usual. The director replied that this is the usual amount and does include internet, as well as phone service. Motion to approve the May 2018 bills – Welder; 2<sup>nd</sup> – Lang. Carried unanimously.

Director's Report: See the attached report.

Unfinished Business:

2<sup>nd</sup> Presentation of Using Endowment Fund to Purchase mobile wi-fi hotspots for lending:

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.

Trustee Groene inquired if there was a way to recoup expenses if it was unreturned. The director replied that it would be the same as a library book and they would be charged for the replacement cost

of the device, which would only be about \$15-18.

Motion to approve purchasing 5 wi-fi hotspots using up to \$700 from the Special Projects Endowment fund made by Welder; 2<sup>nd</sup> by Hoffmeister. Motion carried unanimously.

New Business:

Mitigating climbing on front of building:

One option to reduce climbing might be to remove the metal sunshade on the east side of the front entrance. The director did contact Huffman's about the feasibility and cost of removing the sunshade. She hasn't heard back as to cost but when he was looking at it, he did mention that there might be a problem with taking it down. The director doesn't think that removing/moving the planter is financially feasible. Trustee Welder mentioned that this came up at the planning and zoning meeting and both the planning director and the city manager were opposed to it aesthetically. The director has also talked to the city manager and he didn't seem entirely opposed to waiting to see if it becomes a persistent problem. At this point, the director is looking for direction from the board. Trustee Welder mentioned that one thing that had been suggested was a decorative fence around the outside of the planter, tall enough to discourage climbing. The director will pursue this as a feasible option

Video Projector Policy: This is for the video projector that can be used in the meeting room. Motion to approve the policy - Hoffmeister; 2<sup>nd</sup> - Welder. Carried Unanimously.

Updates to city personnel policy: With the changes in the public employee bargaining laws, the city is working on unifying all city personnel policies in one handbook, so that city administrators only have to keep track of one set of regulations. The majority of the changes were neutral or to the employees benefit. There were a few losses. The city manager and the city finance clerk had a meeting with the full-time employees and myself a few weeks ago. What is presented to you is the final draft that will be submitted to the city council for approval.

Employees lost one holiday, the library bargaining agreement had one floating holiday that is not included in the city personnel policy.

There will be added limitations requiring that a minimum of one hour of vacation or sick leave be used, rather than just 15 or 30 minutes.

The bargaining agreement included compensatory time if no sick leave was used in the previous quarter. This hasn't been included in the city personnel handbook for several years.

The bargaining agreement included one paid day of funeral leave for anyone. The city policy is now up to five days for close relatives taken out of sick leave.

Longevity pay will increase by \$10/month for each increment.

Probably the most significant change is sick leave payout on retirement. The bargaining agreement included being paid for up to 600 hours of accumulated sick leave if they left employment after a minimum of 20 years. The city personnel policy is that employees who leave employment after 15 years will receive 1/8 of accumulated sick leave, not to exceed 125 hours. Employees who leave the employment after 25 years will receive ¼ of the employee's accumulated sick leave not to exceed 250 hours. Both of our full-time employees have been here long enough that they will be losing 350 hours. There is nothing in the city personnel handbook that would grandfather this in.

The city personnel policy now includes that part-time employees will be paid four hours for city holidays.

Finally, for the part-time employees, we have been offering them comp time if they come in more than their regularly scheduled hours, for example, for a staff meeting or working Saturday. This is something that was the practice when I started and, in going over the city personnel manual, I have become aware that it is not part of city policy. We will continue to have staff meetings, and they will be paid for extra time for those, and they will be working 27 hours, instead of 26, on weeks where they work on a weekend. However, they will not be able to, essentially, bank these hours and be paid for them at a later date.

The library board is administrative and can set personnel policies. Since library employees are city employees, the library director's very strong recommendation is to follow the city's policy, unless there is a reason not to. A reason not to would be if the city's policy called out library employees and was treating them differently but they're not, this policy will apply to all city employees, across the board.

Motion to approve the following personnel policy:

For personnel related issues, the Fort Madison Public Library will follow:

1. The Agreement between the City of Fort Madison and Chauffers, Teamsters and Helpers Local Union no. 238 Affiliated with the International Brotherhood of Teamsters: Library Department (also known as the union contract).
2. Fort Madison City Personnel Handbook as approved by the City Council for all matters not addressed in the union contract.”

Made by Welder; 2<sup>nd</sup> – Lang. Carried Unanimously.

Trustee Training – Board Recruitment Webinar: Due to other conflicts, the board opted not to watch the remainder of the webinar. The director will bring back highlights at the next board meeting.

Other discussion:

Trustee Heitz brought the Lee County Joint Projects expenditures to the board members attention. There is currently a balance of \$2,178.99. The director just sent about \$500 in bills to be paid out of this, one for the VISTA volunteer and the other for the Blank Park Zoo program. This will bring the balance down to about \$1,600. She plans to use some of this to purchase acrylic end display units.

Trustee Heitz inquired if we had explored a group subscription for Novelist. The director did call and ask about a price break but there isn't one.

Motion to adjourn the meeting until June 21, at 5:30 pm – Welder; 2<sup>nd</sup> – Hoffmeister. The motion carried unanimously. Meeting adjourned at 6:00 p.m.