

## Fort Madison Public Library Board of Trustees

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

Present: Sharon Groene, Don Edwards, Candice Smrt, Ron Welder, Anne Heitz, Samantha Lang, Phil Hecht, Jean Hoffmeister, Fred Winke and Bob Morawitz.

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

New Trustee Don Edwards was welcomed to the meeting and introductions were made.

A motion to approve the agenda was made by Hoffmeister; 2<sup>nd</sup> – Welder. The motion carried unanimously.

Public Comments: There were no public comments.

Approval of Minutes: Motion to approve the minutes of the June 21 meeting – Hecht; 2<sup>nd</sup> – Lang. Carried unanimously.

Correspondence: No correspondence.

Approval of Bills: Trustee Groene asked about the bill from Hellige, if this was a one-time or recurring expense. The director explained that it was a one-time expense to remove some weeds and small trees and replace the dead rosebush with a lilac. Motion to approve the July 2018 bills – Welder; 2<sup>nd</sup> – Heitz. Carried unanimously.

Director's Report: See attached report.

Unfinished Business:

Mitigating climbing on front of building:

The director presented costs of both a fence and reducing the height of the planter as follows:

- I. Fencing estimates from Building Materials
  - a. Top Rail on top of the existing planter - \$1969.87
  - b. 6' Fence in front of the existing planter - \$1599.65
- II. Masonry estimate
  - a. Lowering the height of the planter and moving letters
  - b. \$10,890 – includes “necessary masonry repairs to newly exposed brick area on main building” and “removing and remounting lettered signage on front of blocks”– if there isn’t brick and we need to re-face that area there might be a price increase

The concern with just doing a rail on top of the planter is that there is still a foothold to climb up and over the top rail fence. The board members were concerned about the aesthetics and that kids would still be climbing on the fence. Trustee Edwards is still interested in cutting off the sun shade that hangs over the planter. The director replied that Huffman’s had expressed concerns about removing it when they came to look at it. The director will get back in touch with Huffman’s and get an estimate and more information about the feasibility of this.

New Business:

Administrative Stuff: The director presented an explanation of the library's funding source, including written information and a diagram. She also handed out a calendar of upcoming board and library events as well as an updated board member contact list.

HVAC Estimates:

The director received the following estimates for HVAC work:

- A. Your Heat & Air Guy – \$31,852 before August 1, \$34,093 after August 1.
- B. Peter's Heating and Cooling - \$30,633

While Your Heat & Air Guy has done the previous work on the system and has been keeping the existing system limping along at no charge, as a steward of public funds, the city and the library are supposed to go with the lowest responsible bid.

Trustee Welder inquired if those were the only two contacted. The director sent out information to four companies and these were the only two that replied. Trustee Hoffmeister inquired about where we are in the process of replacing the HVAC system. The director replied that the original system that was installed with this building has never worked well and we have been replacing sections as they have broken down. The unit for the meeting room and the main part of the library have already been replaced. There are four remaining units to be replaced and this will take care of all four of those. We budgeted \$42,000 and are well under that expense. Depending on what happens with the large study room, there may be an additional expense later on to add a stand alone unit in there but the director is waiting to see if we need to do that, or not. Once the new units are installed, the old system would be taken out of service. Trustee Smrt inquired who had installed the first part of the HVAC, the director replied that Your Heat & Air Guy had done the first two.

Motion to recommend that the city council approve the low bid of Peters Heating and Cooling in the amount of \$30,633 made by Hecht; 2<sup>nd</sup> by Lang. Carried unanimously.

Hotspot Policy addition to Operations Policy: The director recommends adding the following to the operations policy to allow for circulation of Hot Spots:

“Wi-Fi Hotspot – If not returned after 7 days, \$1/day with a maximum of \$5. Service will be turned off after due date.”

Motion to approve adding this language to the library Operations Policy made by Welder; 2<sup>nd</sup> – Hecht. Carried unanimously.

Computer and Internet Use Policy: The director has amended the Computer and Internet policy to remove language that had been required by CIPA while the library was receiving subsidized phone and internet service through e-rate. When the library first started receiving e-rate subsidies, they were close to half of the phone bill. This past year it was only about \$800 and next year will be reduced again so we are no longer going after those funds and can remove some of the language from the library's policy.

Motion to approve the amended computer and internet policy made by Hoffmeister; 2<sup>nd</sup> – Smrt. Carried unanimously.

Fine Free Day: The director would like to try having a monthly fine free day, based on an idea brought to her attention by Amy Boyer. The director will keep track of how this affects overdue materials coming back and fine collection. This won't help patrons with existing fines but it will waive fines for

items brought back on that day.

“Late return fees will be waived on all overdue library materials returned on the first Thursday of the month. Patrons will still be charged for damaged materials.”

Motion to approve adding this language to the Operations Policy for a trial period of one year beginning September 2018 made by Heitz; 2<sup>nd</sup> – Winke. Carried unanimously.

Motion to adjourn the meeting until August 16, at 5:30 pm – Welder; 2<sup>nd</sup> – Smrt. The motion carried unanimously. Meeting adjourned at 6:00 p.m.