

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held October 18, 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 and Phil Hecht.

Excused Absences: Fred Winke and 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 – Smrt. The motion carried unanimously.

A motion to approve the agenda was made by Hecht; 2nd – Heitz. The motion carried unanimously.

Public Comments: There were no public comments.

Approval of Minutes: Motion to approve the minutes of the September 20 – Hecht; 2nd – Hoffmeister. Carried unanimously.

Correspondence: There was no correspondence.

Approval of Bills: Trustee Groene inquired if patrons have to pay for lost ILL books. The director replied that, yes, we pass that fee on to them and it is added as a charge on their card. Motion to approve the October 2018 bills – Edwards; 2nd – Hecht. Carried unanimously.

Director's Report: In addition to the attached report, the director shared additional information about the genealogy weekend. Craig and Cecelia Smith and the DAR were primarily responsible for organizing and running it. The technology cooperated and the participants really seemed to enjoy themselves. The director also shared her notes and highlights from the ILA conference. Several of the ongoing action items have to do with marketing and trying to be more aware of future trends, both in libraries and culturally as a whole, to help the library better meet people's needs. In addition, the director plans to look into passive programming, or make and take crafts, kind of expanding on the coloring sheets we've been putting out.

New Business:

Lee County Advisory Board Report: Trustee Groene reported on the Lee County Libraries Advisory Board meeting. The Keokuk director had prepared a brochure showing how the libraries were doing compared to last year. Library visits, ILL, library program attendance and summer reading program participation were all up from last year. The libraries will be asking the board of supervisors for a \$10,000 increase, split evenly between all five libraries, at their budget work sessions, usually held in January. We got this same increase for the current budget year. The board of supervisors has increased their county library funding every year over the last eight or nine years and the county is almost up to the State Library recommended minimum level of county funding.

Review Operations Policy: The director sent out a copy with suggested edits. Additions to the policy were highlighted in yellow, suggested deletions were struck out and there were a couple of points for discussion.

The first one is expanding access to the electronic resources card down to 7th grade.

We also needed to add a paragraph for non-resident cards. We have been providing non-resident cards, and the

board approved the current fee of \$25, but the actual language defining them was not in the policy. The last time this fee was adjusted, we based it on what citizens of Fort Madison are paying for library services (library budget divided by population). It has been 10 years since this was changed it Fort Madison Residents are now paying approximately \$38 each for library services. The director is recommending changing the non-resident fee to \$35 effective January 1, to allow time for the library to publicize this. This would be for non-residents of Iowa. The director will look at the language and clarify it to “People who are not residents of Iowa”.

Under loan periods, when the director was at the Cedar Rapids library for ILA, they mentioned that they only check out hotspots to patrons who have had a verified address for at least three months. This aligns with our library’s probationary card status so the director would like to add language that would prevent patrons with probationary status from checking out the hotspots. Then, on the next page, the board already approved the hotspot loan periods but not the renewals.

The director wanted to discuss forgiveness or waiving of fines that are older than a set limitation. About five years after we moved, we did do a one-time forgiveness of fines more than five years old (not including charges for lost or damaged items). The director wanted to get the board opinion about this. The library does not use a collection agency; we don’t collect the right information to do this, or to use the Iowa Income Offset program. For those you need social security numbers and we don’t ask patrons for those. Trustee Smrt asked if there was a way to find out the current amount of outstanding fines versus lost or damaged charges and how much there is. The director estimated about \$4,000 based on the last time she looked at the numbers. The board asked the director to pull reports for the next meeting of current outstanding charges for fines vs. lost/damaged materials based on times, probably 5 years and 10 years. Trustee Edwards also asked the director to look at other library’s policies. The director will also look into non-monetary ways to encourage patrons to return overdue materials.

The board discussed charges for computer printouts and faxing. What the library currently charges is what both Hy-Vee and Dodd’s are charging. The question of raising these so we are not competing with other businesses was discussed. Trustee Edwards inquired about how much the library brings in. The director estimates it’s about the same as fines. In addition, the director recommends taking out the laptop, video projector and meeting room deposit lines, not that we are eliminating these but it would be more important to include those with their respective policies.

Finally, the director added a paragraph to the Sex Offender Policy addressing polling places. This is copied from the state law and just serves as a reminder to employees, and other patrons, that sex offenders who are otherwise barred from public libraries are allowed on library premises for the time it takes to vote.

Motion to table until the next meeting – Edwards; 2nd – Smrt. Carried unanimously.

Possible Donation of Two Gold Colored Statuettes: John Hansman is interested in donating to the library two gold leaf statuettes that were given to his grandparents as wedding presents and have been in his family, and the community, for the last 125 years. His family has connections to the library going back to its very beginning.

He would like these to be placed in the library as a way for his family, and their service to the library, to be remembered.

Our collection development policy does not specifically address donations of items for display or non-circulating gifts.

The current mission of the library is, “The mission of the Fort Madison Public library is to connect residents of all ages with materials for reading, viewing and listening enjoyment and to encourage them to learn, exploring new interests and ideas.”

The director has two primary concerns about this donation.

- 1) Though display items are not addressed in the collection development policy, these items do not seem to fit with the library’s mission statement
- 2) There is concern of setting a precedent for accepting display items without a direct library connection. For example, we have two replica trains in the special collections room that were accepted because they connected directly to the Gross collection. We plan to accept a refurbished model ship that was on display from the beginning of the Cattermole library and was mistakenly sold when the library moved. Both of these items have a direct connection to the current, or past, library.

Trustee Welder suggested that the director thank Mr. Hansman for thinking of the library but the board thinks that they might be more appropriately donated to the Lee County Historical Center or a museum of his choice, rather than the library. The rest of the board was in agreement with this.

Trustee Education – Cybersecurity Awareness: The director provided the board with some information about cybersecurity awareness including possible careers for those who enjoy playing with computers. There was also discussion of ways to stay safe online including creating good passwords, two-step authentication and using a passcode on your cell phone.

Motion to adjourn the meeting until November 15, at 5:30 pm – Lang; 2nd – Smrt. The motion carried unanimously. Meeting adjourned at 6:30 p.m.