

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held November 15, 2018, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Sharon Groene, Don Edwards, Ron Welder, Anne Heitz and Fred Winke.

Excused Absences: Samantha Lang, Jean Hoffmeister, Candice Smrt and Phil Hecht

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

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

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

Public Comments: There were no public comments.

Approval of Minutes: Motion to approve the minutes of the October 18 meeting – Edwards; 2nd – Welder. Carried unanimously.

Correspondence: There was no correspondence.

Approval of Bills: Trustee Groene inquired about the bill from Divine Word College. This is a replacement for an unreturned Interlibrary Loan item. This cost will be passed on to the library patron and they will have to pay this before using library resources again. Trustee Heitz asked how often we add postage, the director replied about every three to four months. Motion to approve the November 2018 bills – Welder; 2nd – Edwards. Carried unanimously.

Director's Report: In addition to the attached report, there was discussion of the high office supplies expenses. The director explained that this seems to be primarily due to increased use of one of the microfilm printers without an associated cost in revenue. This could indicate that people are not paying for the prints they are making. This will be discussed at the staff meeting tomorrow morning and we will probably begin keeping the paper in the back room and asking patrons to check it out and then return it when they pay for their prints. This is the nice thing about the digital machines we have added; they are connected to our print management system and must be paid for before being printed.

Unfinished Business:

Operations Policy:

The main topic that was still under discussion was waiving fines older than a certain date. At the board's request, the director provided a couple of reports. The first one is for the last fiscal year, how much was brought in through fines rather than other charges. If you look at what we've collected over the last five years, fines tend to run about \$4,000, with \$3,600 being the low and \$4,125 being the high end. We do collect more in other charges than we do in fines. If the board chose to decide that we will waive all fines older than five years, at this point, we'd be forgiving about \$6,800. Currently patrons owe fines forever. What the director is proposing is that, after five years, we waive their fines and delete their account and they start fresh. This would not apply to lost or damaged items. If we were to stop charging fines entirely, we would lose about \$4,000 a year. If we were to waive fines older than five years, at this time, we would be losing about \$6,800 potential income right now, though it is doubtful how much of that we will ever realize. The director would like to have a statute of limitations on fines. After five years, we write off your fines and delete your account, if you come back in, you start over as a probationary patron. Trustee Edwards inquired if there was a record of people with outstanding

finer. The director replied that we do keep track of current patron charges on their cards and employees can see that when they come to check out materials. Trustee Welder stated that he couldn't believe that there are a huge number of people who owe money for overdue materials and now want to come back to the library and the fine is stopping them. The director replied that it does come up quite a bit with the computers, where someone with an old fine comes in and wants to use the computer and can't because of an old fine, though the director isn't sure how much of a difference the five year limit would make with that. The director mentioned that another option is to stop charging fines and, instead, use other measures to encourage patrons to bring materials back. Trustee Welder commented that we would then lose about \$4,000 a year and, while that isn't a lot, we don't see the library's budget getting any better in the near future and it is income. The director mentioned that another way to look at it is to ask, is less than 1% of the library's budget worth the people you are disenfranchising, who tend to be from lower socio-economic backgrounds? At this point, this is just for discussion and the board doesn't have to take action one way or another. Trustee Groene mentioned that we do have the monthly fine free day, just started in September. Motion to approve the operations policy with the following changes:

1. Reducing the age for e-resources cards to 7th grade.
2. Adding sentence "Patrons with a probationary status will be limited to one DVD at a time and will not be eligible to check out hot spots." Under **Loan Periods**.
3. Adding Wi-Fi Hotspots to the Rental Fees list
4. Changing the cost of a non-resident card to \$35 effective January 1, 2019
5. Removing the services/rentals cost for Lost or Broken Laptop, Video Projector Deposit and Meeting Room Deposit. We still have those but they are included under their specific policy.
6. Adding the following, from state code, to the Sex Offender Policy, "Since the library is a polling place, library employees and patrons need to be aware of Chapter 692A.113(2)(c). A sex offender who has been convicted of a sex offense against a minor: c. Who is legally entitled to vote shall not be in violation of subsection 1 solely for the period of time reasonably necessary to exercise the right to vote in a public election if the polling location of the offender is located in a place specified in subsection 1."

Made by Welder; 2nd by Edwards. Carried unanimously.

New Business:

Review Laptop Policy: There are no recommended changes from library staff. We just need to review them every three years and it's this one's turn. They don't get a lot of use by the public, as most people bring in their own device, but we do have a couple of patrons who like that they can use them for longer than the desktop computers. Motion to approve the laptop policy – Heitz; 2nd – Edwards. Carried unanimously.

Review Microfilm Machine Policy: The only change to this is to reflect that the digital microfilm machines print to the same system as the public computers so, if you are printing from the digital machine, it's just \$.10 per page, printing from the older machine connected to its own printer is \$.25. Patrons do have the option of which machine to use. All of the microfilm resources can be used on any machine.

Motion to approve amended microfilm machine policy – Welder; 2nd – Edwards. Carried unanimously.

Volunteer Reception Date: The library's volunteer reception would be scheduled for December 20, the normal night of the board meeting. The director wondered if that was too late, if the board wanted to move it back to the 13th. The board was in favor of the 20th.

Trustee Education – Intellectual Freedom: The director wanted to share some principles of intellectual freedom based on an incident in Orange City that started back in spring. There was a group of citizens that wanted to pull out all LGBTQ materials into their own special section that would be labeled as such. The library director and board pushed back against this with the help of the ILA Intellectual Freedom committee and no changes were made to the collection. About a month ago, someone who has a library card at the Orange City Public Library through the Iowa open access program (lets almost any Iowa resident get a card at any public library in

Iowa), checked out 4 or 5 LGBTQ books from the Orange City Public Library and posted a video of themselves burning these books in the library parking lot. Trustee Welder heard about this and sent the director an e-mail asking what we do in case of protests, which is an interesting question. The response is complicated depending on the nature of the protest and where it is located. If someone sets something on fire in the parking lot, we're calling the fire department. For other things, any petition we would receive would be passed on to the library board and be added to the agenda of an upcoming meeting. As far as people protesting at the library building, it would depend on whether they are protesting inside or outside of the library building. Outside the library, the director would check with the police chief about public sidewalks and public protests because, the same principles that support the library having materials on a wide range of topics, including controversial issues, are the same principles that allow someone to stand outside the library protesting the inclusion of those materials. Inside the library, our behavior policy would apply. If they were actively harassing other patrons, we would address that. Someone sitting in the lobby with a sign would be dealt with on a case-by-case basis, depending on what is written on the sign.

The director wanted to go over the Iowa Library Association Iowa Intellectual Freedom Resource Guide to discuss some of the issues behind intellectual freedom. It really is a nice resource guide for libraries. It starts with handling challenges, which we include in our collection development policy. There have been a couple of challenges since the director started working here. The director also went over some of the principles behind intellectual freedom. First, the 1st and 4th amendments address freedom of speech and confidentiality of library records. Second, the Library Bill of Rights is a brief document that lays out what is going into selection of and access to library materials. Third, the ALA Freedom to Read statement expounds on many of the principles laid out in the previous documents. These are the principles that go into our collection development and selection policy.

Motion to adjourn the meeting until January 17, at 5:30 pm – Welder; 2nd – Heitz. The motion carried unanimously. Meeting adjourned at 6:10 p.m.