

## Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held January 17, 2019, 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 and Fred Winke.

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

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

Public Comments: There were no public comments.

Approval of Minutes: Trustee Groene asked if the microfilm printer paper was being kept behind the circulation desk as was suggested. The director said that they have. We won't know how successful it is until the printer indicates it needs a new toner cartridge and we see how long the current one lasted. Motion to approve the minutes of the November 15 meeting – Hoffmeister; 2<sup>nd</sup> – Winke. Carried unanimously.

Correspondence: There was no correspondence.

### Approval of Bills:

Acceptance of December 2018 Bill Approval: Motion to accept approval of December 2018 bills -Welder; 2<sup>nd</sup> – Heitz. Carried unanimously. Trustee Edwards asked about the printer toner cartridges for Quill. The director didn't have a copy of the December bills with her. Trustee Edwards asked if this was a monthly bill since he sees the same thing in January. The director explained that the color printer takes four cartridges and they may all have needed replacement within a month of each other. The January Quill bill is three cartridges plus some tape.

Approval of January 2019 Bills: Trustee Groene inquired about the renewal for the Iowa Library Association (ILA) since this was also on the December bills. The December charge was for Chris Cowles ILA membership. The January bill is for Sarah Clendineng's membership.

Trustee Heitz thought the bill for taking out the shrubs was very high. The director said that this was also for trimming other evergreen trees around the building. Trustee Edwards stated that he would have come over to do it and is bringing this up because of seeing what the city is doing with the budget feels that we need to cut wherever we can. Trustee Hoffmeister asked if this was just to trim them, not remove them? The director read from the bill that on December 19, it was 14 hours trimming shrubs and pulling the bushes and on January 5, 6 hours trimming the tall pines around the building. Trustee Edwards asked if the director checked to see if they had done this and the director stated that she had. Trustee Winke suggested that Mike Hellige might do it for much less. The director replied that it was something that hadn't been done in several years and many of the bushes were very overgrown. Trustee Welder stated that the only thing he is concerned about is if we get bids on something like this or is it just that we have used them in the past. Trustee Hoffmeister expressed safety concerns, and the bushes coming back if they were just cut off at the ground. The director said that she would check and see what was done once the snow melts. Trustee Welder stated that all these things were put in ten years ago and we haven't had the budget to maintain it.

Trustee Groene inquired about the electric and gas costs. The director replied that the December bill was a lot higher than last year but we have also been seeing our electric costs come down somewhat during the winter. The director thinks we will be okay for the current year, as well as the next year's budget. The director has

adjusted thermostats to help minimize wasted energy while still maintaining a comfortable temperature for patrons and employees.

Trustee Edwards inquired about the DeepFreeze bill and Trustee Groene said she was also curious about that. The director explained that this is software that keeps library patrons from making changes to our computers to help minimize maintenance. It is a little more this year than usual due to adding a couple of licenses. Ongoing subscription costs are less. Motion to approve the January 2019 bills – Welder; 2<sup>nd</sup> –Edwards. Carried unanimously.

Director's Report: In addition to the attached reports, Trustee Hoffmeister commended the library employees for their customer service skills and asked the director to pass that on to them. Trustee Groene inquired about the damage to the women's restroom wall. The police have cited a suspect based on library surveillance. We don't know the motive behind this action and probably never will. There was minimal damage to the wall, just a soot smudge. Trustee Hecht inquired about banning this person from the library permanently. The director replied that, legally, you can't ban someone from the library forever, you can ban someone long term but there has to be an end date.

The director also wanted to talk about a couple of budget items. As of right now, the budget the director presented to the city council is mostly flat with a \$5,000 increase for library materials. The department heads will be meeting with the city manager on Tuesday and the director asked the board for direction on what to do if it does come down to everyone having to make a 6% cut. For the library, that's about \$22,000 which is almost the entire library materials budget. The Trustees discussed options including having board members go through the budget to see if they can find additional savings. The director reminded the board that a lot of the costs are fixed, such as utilities and postage. The director does plan to find some savings in the 20/21 budget as she is planning to move to a significantly less expensive automation system but, for the first year, the cost of migrating will eat up any savings we would find. In the past, we have tried to find volunteers to help with things like maintaining the landscape but haven't had a great deal of success. We need to have money to keep the building operational for example, when we have a plumbing problem or need to fix the automatic doors. The director will send out a copy of the budget to the board and see if there are any areas where they can find savings. Trustee Winke inquired about grants in the past year, the director replied that Trustee Heitz helped with a grant from the Lee County Charitable Fund to replace four computers. Trustee Winke inquired if this was part of the Community Foundation and the director replied that it is part of the Lee County Charitable Fund.

Trustee Welder asked if we could move down in the agenda to the New Business item D1, discussion of charging a fee for meeting room use since he wanted to have input on this but needs to leave early. This was agreed to by the board members.

Review Sheaffer Meeting Room Policy: Discussion of charging a fee for meeting room use

Trustee Welder inquired if we would look at a fee for using the room, would that help the library's budget commitment back to the city. The director replied that it would, indirectly, as it would be income for the city. Trustee Hoffmeister suggested looking at rent for other facilities. The director did provide some information as far as past usage and potential income if we were to begin charging for use of the meeting room. Currently, we do require a deposit and they get all of that back if they don't damage the room and clean up after themselves. The director shared about the charges for other facilities in the city Rodeo Park enclosed shelter is \$65 Monday through Thursday and \$130 Friday through Sunday, Shopton Park enclosed shelters is \$90 Monday through Thursday and \$150 Friday through Sunday and the Riverview Park Pavilion (larger than the library room) is \$100 Monday through Thursday and \$200 Friday through Sunday or \$400 for the full weekend. Trustee Edwards suggested going with the largest amount and, if in six months, it's not working, go with something else. Trustee Smrt replied that she was confident that it's not going to work. People use the library meeting

room because they get their \$50 back and there are many people who don't have the funds and take advantage of being able to clean up and get their deposit back. Trustee Hecht inquired if there might be a nominal \$10 or \$15 that we could try out. Trustee Smrt responded that maybe \$25 would be as high as many people might be able to afford and they definitely couldn't afford \$100 for the room. Trustee Groene also feels that it is a good place for many people to use. Trustee Welder replied that he was thinking of a nominal fee, maybe \$25. The director replied that, assuming usage stays the same, charging \$25 would only bring in about \$3,200 a year. Trustee Welder replied that he doesn't see that as bad. He was thinking maybe a \$25 fee for a non-profit group and \$35 for the public. The director expressed concerns about the logistics of basing cost on who is using the room which then places the burden of determining if a group is, or isn't, a non-profit on library employees. That is why the scenario she suggested was charging for use after hours or on weekends. If a group wants to use the meeting room after the library is closed or on weekends then there would be a fee. This might help out some of the non-profit groups currently using the room as it would provide times they could use it without a fee. Trustee Welder replied that he was thinking of a nominal fee of \$35 across the board. Trustee Groene replied that she was fairly sure her book club would find another meeting place if they had to pay the fee. Trustee Heitz added that there were other groups that wouldn't use it if a fee was charged, either. Trustee Hecht inquired if these fees were for the day or the hour? The director replied that those issues would need to be addressed in the policy. Trustee Hecht asked if we could structure something like birthday parties which are a two hour event versus the whole day and maybe it's free if it's an hour or two and charge if it's half a day or more. Trustee Groene suggested that this would be hard to police and the director agreed. Currently the library only allows one reservation on Saturdays and Sundays in case employees aren't around to deal with conflicts if an event runs late or people arrive early to set up. The director's concern is the groups that may not be able or willing to pay for the room, such as book groups or Christmas for Kids and is the \$3,200 worth people not using the meeting room. Especially since, if we do have people stop using the room, it will be less than \$3,200. Trustee Heitz mentioned that, additionally, any time you put a fee on, you're freezing out the have-nots and leaving it accessible primarily to those who are better off. Trustee Hecht inquired about fundraising restrictions with United Way and what are the opportunities we might have for some sort of capital campaign. The director replied that there is a blackout period from September through November. Trustee Lang inquired about fundraising when the library was being built. The director replied that there was and it was a lot of work, especially on the part of the board members. To be successful, a capital campaign would require a lot of work from the board. Trustee Hoffmeister asked if we need to make a decision on this today. Trustee Hecht suggested that it might be a good thing to table for the future and the board members think about. The director replied that it doesn't need to be tabled as it is just a discussion item. If any board members want to revisit this in the future, they should let the director know and she will add it to the agenda.

#### Director's Report continued

The director had one other thing to add under the director's report, connected to the budget. First of all, the director will send out a copy of the budget for the board to review and find savings areas. On Tuesday, when the director sits down with the other department heads, does the board have any direction they would like to see the budget go? Trustee Hoffmeister inquired if the director had heard anything from other libraries in the same situation. The director replied that she hadn't and the library is doing a lot to supplement the budget as it is. United Way funds almost the entire summer reading program, apart from personnel expenses. A lot of our program supplies are donations and we use a lot of recycled materials. We do accept book donations and that is helpful but not for the newest books. Trustee Winke mentioned that Pilot Grove Savings Bank donated \$3,000 to the Keokuk Public Library for the park they are developing behind the library. The director replied that she does pursue grants, for example, the grant that was received for new computers last summer. At this point, the board would suggest communicating that we are looking at ways we can cut back in spending and finding other possible revenue streams. Jean Hoffmeister recommended contacting Merlin Hellman to talk about possible fundraising and ways to improve library giving or develop a capital campaign. Finally, the director wanted to mention a possible option that doesn't help with the 19/20 budget but might help in 20/21 is a \$.27 tax levy to support the library that would have to be approved by the voters at a regular city election, which would be this

year. The city would probably reduce what they give to us but, if we could sell it to help with library materials and maintenance, that would still help us out while reducing city expenditures for the library. However, this is a political item and, the board would need to step up and form a committee to do the bulk of the work. The director is able to assist and provide resources but funding would be needed for marketing and to get the word out. The Friends of the Library might be able to help with promotion but they would need to be asked. Several trustees expressed that they weren't sure it would pass. The director asked any board members who were interested in pursuing this to contact her and they could look into forming a committee.

#### New Business:

Report on ILL Replacement costs and discussion of possible changes to policy: The director provided a report on the number of Interlibrary Loan books lost over the last ten years and the cost for their replacement. Trustee Groene mentioned that it seems like a lot of books lost. The director mentioned that 25 over 10 years doesn't seem like that many. 2018 and 2017 stand out as years where 7 were lost each year. The director mentioned that this seems to back up that the loss of ILL books is a truly random event because truly random things tend to form clumps and those were just bad years. Trustee Groene said she didn't see any possible changes to the policy that might alleviate this problem. The director reminded the board that the current policy is that patrons are not eligible for ILL if they have any fines or fees outstanding. The only thing that might help would be to set a dollar limit on ILL. For example, right now, if the item is more than \$50 we charge \$2 to cover the cost of insuring the item when we mail it back because we have had a couple of items lost in the mail. A change to the policy could be to say we aren't going to ILL items over a certain amount but this might be a particular hardship on students looking for textbooks.

United Way Agreement: Trustee Heitz inquired if there were any differences from past years. The director didn't notice any. The big issue is the fundraising blackout window and we don't do any fundraising. Additionally, the window is just September through November, which is just three months. Next year, we will probably have to apply for this grant through the Friends of the Library and the director had a concern about their November book sale but the agreement still allows sales of products so she doesn't think even that will be an issue. Basically, the United Way doesn't want organizations directly asking businesses for money at the same time that they are doing their main fundraising campaign. Motion to approve the 2019 United Way Agreement - Hecht; 2<sup>nd</sup> - Heitz. Motion carried unanimously.

Review Study Room Policy: The director amended this policy to allow for use of study room 1 for more than an hour since it gets less use than 2 and 3. She would also like to take out the charge for rekeying, since the study rooms are in the library and the keys do not work for any other doors in the library, security isn't as much of an issue as the Sheaffer meeting room key.

Motion to approve amendments to the study room policy - Lang; 2<sup>nd</sup> - Smrt. Motion carried unanimously.

Review Sheaffer Meeting Room Policy: The director suggested amending this policy to spell out that, if the patron is using the meeting room after hours and forgets to pick up the key, library staff will try to arrange to get the key to them but cannot guarantee that they will be able to do so. In addition, the section about reservations over the phone needed to be revised due to the best way of doing this that has developed. The director did want it clarified, though, that reservations over the phone were only good for one week and if we don't have the paperwork and deposit within a week, we have the option to give the room to another patron. The director also wanted to specify that we do not allow open flames including birthday candles.

Motion to approve the amended Sheaffer Meeting Room policy - Heitz; 2<sup>nd</sup> - Edwards. Motion carried unanimously.

Review Collection Development Policy: This policy was amended to include a section about gifts of

equipment, artwork and furnishings, should it come up again.

Motion to approve the amended Collection Development policy - Hecht; 2<sup>nd</sup> - Heitz. Motion carried unanimously.

Review Personnel Policy: The director thought we had done this last year when the city sent it out. As an administrative board, the library board does need to approve the personnel policy. This is the policy that now applies to all city personnel. The only element in the current union contract is wages. The one thing that is different for library employees is in the emergency closings section of the Operations Policy that states that staff will be paid for their shift if they have been previously scheduled if the director chooses to close the library. That is different for the library than other city employees but is part of the personnel policy.

Motion to approve the presented personnel policies - Edwards; 2<sup>nd</sup> - Winke. Motion carried unanimously.

Discussion: Trustee Groene mentioned that her book club was talking about the Friends of the Library in Burlington having a shop open all the time and was wondering if there was a way for our Friends of the Library to have the sale room open more often. The director thinks it comes down to members and volunteers. The 10-cent paperbacks are always out and there is a cart of newer books that are always for sale by the front desk. The director will talk to the Friends of the Library about this at their next meeting on February 14 and would encourage any book club members who might be interested in this to attend, as well.

The board discussed issues of religious activities and signs in public places.

Motion to adjourn the meeting until February 21, at 5:30 pm – Edwards; 2<sup>nd</sup> – Hecht. The motion carried unanimously. Meeting adjourned at 6:45 p.m.