

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held March 21, 2019, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Don Edwards, Candice Smrt, Ron Welder, Anne Heitz, Samantha Lang, Fred Winke, Sharon Groene, Phil Hecht and Kathy Burkhardt.

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

Introductions were made for new member Kathy Burkhardt.

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

Public Comments: There were no public comments.

Approval of Minutes: Motion to approve the minutes of the February 21 meeting – Welder; 2nd – Edwards. Carried unanimously.

Correspondence: The director shared an e-mail she received, that was also sent to the board, about a patron's poor experience at the library. Trustee Welder and the director followed up with the patron, emphasizing that they hoped this one experience would not keep her from using the library in the future.

Approval of Bills:

Approval of March 2019 Bills: The director wanted to make sure the board knows that the roof and lock repair are currently coming out of repair and maintenance of building, which will put us over budget in that line item.

Trustee Groene inquired about the lock repair and it seemed like this comes up frequently. The director reviewed the previous bills and this was our first lock repair for the year, though we have had issues with door openers. She also inquired about the roof repair and this was to fix a couple of leaky spots. Trustee Groene also said the phone bill seems high. The director clarified that this includes both internet access and telephone service.

Trustee Winke asked about the large print books, this is for a standing order for the coming year, 5 standing order plans of 24 books each over the course of the year.

Motion to approve the March 2019 bills – Hecht; 2nd – Smrt. Carried unanimously.

Director's Report: In addition to the attached reports, Trustee Groene inquired when the blackboard wall would be put in. If this is approved, the director hopes to get this done within the next two months. Under "Operations, the director also wanted to add that, since the current planned date to migrate to a new automation system is August 1, we may need to adjust the library schedule at the end of July to allow for employee training. The director also wanted guidance from the board about continuing her membership in the American Library Association. The primary benefits to us are discounts to attend conferences, classes and ALA publications. The ALA also has a lobbying arm that works for government policies that will benefit libraries. As the library looks at ways to cut back in the budget, though it is not large (\$272/year), this is one expense the director thinks we can drop. The director still plans to maintain her membership with the Iowa Library Association. The board was in favor of dropping this membership.

Unfinished Business:

Scheduling and Staffing

Library Hours

The director requested approval of the following:

“1. Library Hours

The Fort Madison Public Library will be open the following hours during the week:

9:30am-6:00pm Monday, Tuesday and Wednesday

9:30am-7:00pm Thursday

9:30am-5:00pm Friday

9:00am-1:00pm on Saturdays.

The library director is responsible for the regular scheduling of employees to ensure that there are at least two people working in the building at all times. The library director is authorized to close the library, or adjust service hours, in cases where there are not two people able to be working in the building.”

This includes a change in the Saturday hours. The board had discussed a paid lunch at the February meeting. The director talked to the City Manager about this and it’s not something that other city departments offer. Since library employees are city employees, they need to follow the same policies. With the paid lunch break not being an option, the proposed schedule change will provide four hours on Saturday, with employees scheduled 8:30-1. This would be 30 minutes beyond the budgeted 26 hours per week for part-time employees a little more than \$300 in unbudgeted personnel expenses if every part-time employee worked every hour they were scheduled over the course of the year. Trustee Burkhardt inquired about the current Saturday hours and they are 10-3. With only two people working, we have to take lunches into consideration and there isn’t a way to have three people working with our current staffing levels. Trustee Burkhardt also inquired how many years it has been 10-3. The director replied that she isn’t sure. Trustee Burkhardt was wondering if anyone had looked at who was using the library during those hours. The director replied that they hadn’t done this recently and it could be. However, the concern with changing to, say, 11-3, is you still run into the lunch issue and we can’t offer a paid lunch and if we give someone an unpaid lunch they can’t be on call in case of emergencies. Also with two people working on Saturday, there is a security concern with just having one person in the building. Trustee Welder commented that he had talked with Sarah about this last week and the usage of the library fluctuates and it is difficult to say that always between these hours we have this many people coming to the library. Trustee Welder’s main concern is to have the library open as much as possible safely with the employees we have. Trustee Burkhardt asked if the extra hour could be picked up somewhere else, since what we’re talking about is safety, could another day during the week be extended. The director agrees this is a good question and she’s concerned we end up short on the other end if we do that because of limitations on part-time employee hours. When the director set this schedule, she was not aware of the some aspects of labor law and part of this change is the director becoming aware of that and working to correct it. Trustee Edwards commented that this is something we can revisit if we get numerous complaints.

Motion to approve library hours effective May 4 – Edwards; 2nd – Heitz. Carried unanimously.

Saturday Scheduling

On Saturdays, library employees will be scheduled from 8:30 am to 1:00 pm. As during the rest of the week, employees are allowed a 15-minute break for every four full hours they work.

In accordance with the city policy that, “when a holiday falls on a Saturday, the preceding Friday will be observed”, if a holiday falls on a Saturday, the library will be closed the preceding Friday, which will be observed as the holiday and that Saturday. Library employees will not be scheduled for the holiday Saturday and the Saturday work rotation will skip that Saturday and the employee weekend rotation will be pushed back a week. This will potentially affect scheduling for New Year’s Day, Independence Day, Veteran’s Day and

Christmas depending on where they fall in the calendar.

Motion to approve Saturday scheduling – Lang; 2nd – Smrt. Carried unanimously.

New Business

Officer Nominations

According to the by-laws, the election of officers is in April. Nominations are not required but seem like a good step to allow time for consideration.

Trustee Heitz nominated present officers to maintain their current positions. No other board members asked to step into these positions.

Officer nominations:

President – Sharon Groene

Vice-President – Ron Welder

Review 2018/2019 Budget

The 2018/2019 budget is going well. It is going to be a slightly tighter budget year than previous years. We will need to ask for one budget amendment from the general fund in May due to a clerical error in Longevity that should have been included in Salaries and Wages. This would be asking for an increase of about \$3,000 in how much we were allotted from the general fund. Longevity is in the personnel policy, an extra amount each payroll after you have been employed for at least five years.

Motion to approve using funds from misc. commodities to help pay for office supplies through the end of the year – Welder; 2nd – Smrt. Carried unanimously.

Trustee Smrt asked what this included. The director stated this would be things like if the roof leaks again or locks need to be repaired. The big hit to this line item this year was removing the sunshade at the front of the building.

Motion to approve using funds from repair and maintenance of small equipment to help pay for repair and maintenance of the building through the end of the year – Smrt; 2nd – Edwards. Carried unanimously.

Approve spending \$678 from repair and maintenance of small equipment on a new HP LJ E50045dw LaserJet printer from J&S Electronics

Trustee Edwards asked if the director got any other bids. The director replied that she did not. We typically get our electronics from J&S and if we purchase it from them, we know they can help with maintenance.

Motion to spending \$678 from repair and maintenance of small equipment on a new HP LJ E50045dw LaserJet printer from J&S Electronics – Smrt; 2nd – Heitz. Carried unanimously.

Approve spending approximately \$75 from miscellaneous commodities on paint and painting supplies to turn one wall of the children's program room into a writeable chalkboard wall.

Motion to spend approximately \$75 to add a writeable chalkboard wall in the children's program room – Edwards; 2nd – Lang. Carried unanimously.

2019/2020 Budget

Once the city council approves how much money it allocates to the library board, the library board does determine how those line items are spent. The director presented the budget approved by the council noting that she had misinformed the board in February that there wasn't a cut to library materials as this budget does show

a cut of about \$3,000 in library materials. This is a big cut but, if we see savings throughout the year, we can reallocate from other line items. Trustee Winke inquired about the decrease in the electric. These numbers are based on usage this year with a new HVAC system that primarily uses gas for heating during the winter months. The director recommends approving this and adjusting line items as needed.

Motion to approve 2019/2020 budget – Heitz; 2nd – Smrt. Carried unanimously.

Trustee Education – Chapters 3 and 4 of the Trustees Handbook:

The director followed up with a clarification from last month, the handbook says, “Invoices and bills are approved by the board and signed by the designated board authorities”. The director misread this. While the checks are signed by the mayor and city clerk, I have been signing invoices and agreements. If the board wants to revisit that, we can look at those procedures.

Chapter 3 addressed board ethics and chapter 4 talks about learning the job. The director asked if there were any areas of board orientation that could be improved. It was suggested that the director let board members know that they will either need to print out the packet or ask to have one printed out. The director should also offer a tour to new board members.

Trustee Heitz suggested looking into coat hooks in the children’s area. The director will look at the space and see if there is a way to add hooks or some sort of rolling coat rack.

Motion to adjourn the meeting until April 18, at 5:30 pm – Edwards; 2nd – Welder. The motion carried unanimously. Meeting adjourned at 6:15 p.m.