

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held April 18, 2019, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Don Edwards, Candice Smrt, Ron Welder, Sharon Groene, Phil Hecht, Kathy Burkhardt and Bob Morawitz.

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

A motion to excuse the absences of Samantha Lang, Fred Winke and Anne Heitz was made by Welder; 2nd – Smrt. The motion carried unanimously.

The director requested that the agenda be amended to add October 14, Columbus Day, to the library holidays and closings for a staff workday. A motion to approve the amended agenda was made by Edwards; 2nd – Hecht. The motion carried unanimously.

Public Comments: There were no public comments.

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

Correspondence: No Correspondence.

Approval of Bills:

Approval of April 2019 Bills: Trustee Welder inquired about who was currently taking care of window washing. The director said they had been using Fish. Trustee Welder said that they are no longer in business and he will get the director the name of someone else he knows who does windows.

Motion to approve the April 2019 bills – Welder; 2nd – Edwards. Carried unanimously.

Director's Report: In addition to the attached reports, the director mentioned that, in order to help with communication, she has worked with the two part-time children's librarians in developing a list of tasks that need to be completed, either by employees or by volunteers. This will help to make sure these things are accomplished in a timely fashion since these employees are not always both here at the same time. It will also help when we have volunteers for someone to be able to go and see what tasks are available for volunteers to help with.

The director shared that she had received a letter from the Putnam museum in Davenport about a museum pass program they offer to libraries. For \$50 a year, the library is given a pass which they can check out to patrons and is good for general admission for up to 5 people (there would be an additional cost for certain attractions). The director's primary concern about this would be usage considering how far away Davenport is. Trustee Burkhardt commented that a lot of people go to the Quad cities for Sam's club and other things and she thinks it is a pretty cool museum. There was discussion of circulation procedures and promotion of this resource. The director commented that it would probably be reserved more like a meeting room than checked out like a book. The director will get in touch with the Putnam Museum and try to get this up and running before summer starts.

New Business

Officer Elections

Motion to elect Sharon Groene as President – Smrt; 2nd – Burkhardt. Carried unanimously.

Motion to elect Ron Welder as Vice-President – Edwards; 2nd – Smrt. Carried unanimously.

2018/2019 Budget Amendments

See end of year budget report for details.

Motion to approve the proposed budget amendments amending County Fund expenditures up from \$10,000 to \$13,000, Library Endowment expenditures up from \$0 to \$1,000 and Leland Fehr expenditures up from \$0 to \$2,000 – Welder; 2nd – Hecht. Carried unanimously.

Approve Holidays and Library Closings for 2019/2020

- A. Thursday, July 4 – Independence Day
- B. Monday, September 2 – Labor Day
- C. Monday, October 14 – Columbus Day/Staff Development
- D. Monday, November 11 – Veteran's Day
- E. Thursday, November 28 – Thanksgiving
- F. Friday, November 29 – Day after Thanksgiving
 - 1. Open Saturday, November 30
- G. Tuesday, December 24 – Close at 1 pm
 - 1. Full-Time employees would have the option of taking personal/vacation time, or rescheduling their hours other days during the pay period.
 - 2. Part-Time employees would have their hours rescheduled during the week .
- H. Wednesday, December 25 – Christmas Day
- I. Wednesday, January 1 – New Year's Eve Day
- J. Monday, February 17 – President's Day
- K. Friday, April 10 – Good Friday
- L. Monday, May 25 – Memorial Day

The director reported that apart from Christmas Eve and Columbus Day, these are all holidays in the city personnel manual.

Motion to approve the 2019/2020 Holidays and Library closings – Hecht; 2nd – Smrt. Carried unanimously.

Trustee Education – Chapters 5 and 6 of the Trustees Handbook:

Chapter 5 discusses board officers and their expectations. We do not have a secretary based on the by-laws. The director takes the minutes and we don't have a lot of correspondence. The other thing the director wanted to highlight under election of officers, is the need to think about picking the best person for the office.

Chapter 6 discusses board meetings. The director wanted to point out that, apart from open meetings considerations, the important thing to remember is that board meetings are a meeting conducted in public, not a public meeting. The public does have the opportunity to voice their opinion but that input should fall within board guidelines.

Trustee Edwards inquired about reducing board reports to help save on paper, possibly to quarterly. There was not overwhelming interest in removing these. The director will look at the packet and see if there are ways to reduce paper usage.

Motion to adjourn the meeting until May 16, at 5:30 pm – Welder; 2nd – Smrt. The motion carried unanimously. Meeting adjourned at 5:55 p.m.