

## Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held May 16, 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, Samantha Lang, Phil Hecht, Kathy Burkhardt and Fred Winke and Bob Morawitz.

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

A motion to excuse the absence of Anne Heitz was made by Welder; 2<sup>nd</sup> – Lang. The motion carried unanimously.

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

Public Comments: There were no public comments.

Approval of Minutes: Motion to approve the minutes of the April 18 meeting – Welder; 2<sup>nd</sup> – Edwards. Carried unanimously.

Correspondence: No Correspondence.

Approval of May 2019 Bills: Trustee Lang inquired if the Kanopy bill had changed since the board adjusted the policy. The director replied that this bill fluctuates based on use and she did check the current users and nobody who had been using the service was cut off by the policy change. Trustee Hecht inquired about the public performance license. The director replied that this is the license that allows us to legally show movies, most of this is during the summer but we do offer some during the school year, as well. We actually have two to cover the majority of the movies we want to show since each license covers different motion picture distributors. Trustee Winke inquired about why the gift fund is separate from the general fund. The director explained that this is one of the library's trust funds, separate from the general fund. The gift fund is money donated specifically to the library, only for library use and the money in this fund is allowed to roll over at the end of the year, where the general fund resets the new fiscal year budget at the end of the fiscal year.

Motion to approve the May 2019 bills – Hecht; 2<sup>nd</sup> –Smrt. Carried unanimously.

Director's Report: In addition to the attached reports, the director reported that two people have commented that they appreciate the quality, and the new location, of the manga and anime with the graphic novels. The director did ask for advice about the library automation system based on the decreased expenses from the library's current provider. The director's recommendation is still to move to the least expensive system since it is still a saving of \$3,800 and, to get the lower price, we would need to sign a 3-year contract and with the cities financial situation, the director doesn't know if we can commit to a 3-year contract. Trustee Hecht asked if the director had been able to talk to others using the system and if they liked it. The director replied that she had and that it is a good system, though it is not quite as graphically sophisticated (pretty) as the library's current system but it works well and everyone else she's talked to likes it.

### New Business

#### Review Bulletin Board Policy

The main change to this policy is to prohibit any political notices of any kind to be in compliance with state law based on advice from the Iowa Ethics and Campaign Disclosure Board.

Motion to approve amended Bulletin Board policy – Hecht; 2<sup>nd</sup> – Winke. Carried unanimously.

#### Review Volunteer Policy

The primary change is removing the background check requirement, there are some legal liability issues with doing this. We also added a reminder that child labor laws apply to volunteers under the age of 18, even though they are not getting paid.

Motion to approve the amended Volunteer Policy – Welder; 2<sup>nd</sup> – Smrt. Carried unanimously.

#### Approve Putnam Pass Policy

The director drafted a policy for the Putnam museum pass that the library will be purchasing based on other policies and the board discussion from the April meeting. In April, the board had discussed allowing patrons to reserve the pass, similar to the way the meeting room is reserved. The director, after thinking this through expressed concerns with reservations. If someone doesn't return the pass, and someone else has made plans based on having it in two weeks, the second person's plans are disrupted. The director would recommend making the pass first come first serve. The pass does check out for a week so it could be checked out early in the week for use on the upcoming weekend. The director will remove the wording about reservations from the policy.

The director also inquired about the fine for returning the pass late. She selected \$1 per day, the same as DVDs and CDs, so we don't have to develop a different fine schedule. If the pass was lost, they would be charged the replacement cost of the pass. The policy as written also asks for a \$50 refundable deposit. However, the director mentioned that we don't do this with books or other materials and could probably remove that from the policy. Trustee Welder asked if we had a fee to check out the hotspots and the director replied that we do not. Trustee Burkhardt inquired about the cost to replace the pass, it is \$50. She also asked about having the pass held at the museum and then we let them know who is coming to use it. The director replied the Putnam museum does not offer this as an option. The director also mentioned that, like the hotspots, patrons have to have had a library card for at least three months to check out the museum pass.

Motion to approve Putnam Museum Pass Policy – Smrt; 2<sup>nd</sup> – Hecht. Carried unanimously.

#### Trustee Education – Chapters 7 of the Trustees Handbook:

Chapter 7 talks about the board evaluation process and offers some tools to help boards evaluate their effectiveness pat themselves on the back for what they're doing well and develop plans to improve areas of weakness.

Trustee Hecht inquired about the director's insights into the future of libraries, five and ten years down the road. The director replied that, what she's been reading lately there are kind of two tracks. A lot of libraries are becoming the hub for social services in their communities. On the other sides, there are some places that are pushing back and saying, wait a minute, we should be working with community groups but social services is not our mission. Libraries can't do everything and need to remember that they are one part of a bigger community puzzle. It also depends on your community and the specific composition and needs of the people you serve. A lot of what libraries are using right now is outcome-based programming, going beyond counting how many people show up to how have people's lives changed because of this. Along with that, looking at outcomes based programming, starting with a desired outcome and developing programming around that. Trustee Hecht replied that what brought it to his mind was, in the world of business, there's a lot of talk about disruptors, like Uber and Space X, major game changers, and he was wondering if anyone had even thought about, or if there's any examples of, disruptive things or entities that would totally change the libraries role or mission. Trustee Hecht also wondered about thinking, long term, if the elementary schools are ever moved to the west end, and

with other development projects on the west end, should the library be located where the schools are? Trustee Burkhardt mentioned that the library used to have a location on the west end and there is low rent housing in that area. The director also commented that the library does need to revise its strategic plan, probably in the next year, and these are all things to think about.

Trustee Burkhardt wondered if the library had contacted the middle school about tours. The director replied that she will try to contact all the schools about tours and sharing resources.

Motion to adjourn the meeting until June 20, at 5:30 pm – Edwards; 2<sup>nd</sup> – Hecht. The motion carried unanimously. Meeting adjourned at 5:55 p.m.