

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held June 20, 2019, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Sharon Groene, Candice Smrt, Anne Heitz, Phil Hecht and Kathy Burkhardt and Bob Morawitz.

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

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

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

Public Comments: There were no public comments.

Approval of Minutes: Motion to approve the minutes of the May 16 meeting – Smrt; 2nd – Hecht. Carried unanimously.

Correspondence: No Correspondence.

Approval of June 2019 Bills: Trustee Groene inquired about the bill for the postage meter. This is for postage, the library budgets a certain amount per year and adds, as needed, usually when it gets down to about \$500 on balance. Trustee Hecht asked about the disc-resurfacing machine. This bill is to purchase a new one and we got a good deal on a trade-in, even though they don't want the old one back. Trustee Groene inquired about Mobile Beacon. This is to replace one hotspot that is overdue to the point of being considered lost.

Motion to approve the June 2019 bills – Hecht; 2nd – Heitz. Carried unanimously.

Director's Report: In addition to the attached reports, the director reported her jury duty appears to be nearing its end and Monday may be her last day. Also, she received notification from the state after the packet was put together that they will be offering interlibrary loan (ILL) delivery to libraries in Iowa. The director doesn't have any details yet but this should help reduce our postage costs and may help streamline our ILL processing. The director mentioned that Minnesota offered this while she worked there and the system worked very well.

New Business

End of Year Budget Report

The director reported that it looks like the budget is in good shape. She estimates that the library will be between \$500 and \$2,500 under budget, not including what we were under budget for the capital expense of replacing the HVAC system.

Changing the library board meeting time to 5:00

The director reviewed information from other libraries and the state law library about meeting times and open meetings laws. As mentioned in the new business information, "The purpose behind the law regulating Open Meetings (Chapter 21) is to ensure that the meetings of governmental bodies are 'easily accessible to the people'". The board should be asking the question, "Is the board meeting held at a time that's convenient for the general public to attend if they so choose?" There was some discussion of previous changes to the meeting time. Trustee Smrt mentioned consideration of 9 to 5 jobs, both for the public and for board members. Trustee Burkhardt agreed with her. There was no motion to change the time of the board meeting.

Adopting Social Media Policy

This came up because of something that happened on the city's Facebook page and the director realized that the library doesn't have a policy about social media and so pulled this together from what other libraries have done. This helps lay out what expectations for employees and board members are and what we aren't doing, specifically monitoring personal use of personal social media accounts.

Trustee Burkhardt inquired about approving comments before publication. The director will explore adding this language to the policy and which Facebook settings would need to be adjusted.

Replacing retiring part-time employee

One library part-time employee is retiring August 10 and the director is requesting approval to hire a replacement. The library is budgeted for her position for the upcoming fiscal year.

Motion to approve hiring a part-time employee to replace retiring employee – Smrt; 2nd – Heitz. Carried unanimously.

Approve amended part-time employee job description

As part of hiring a new employee, the director has done some adjustments on job descriptions. Job descriptions are part of the policies and the previous job descriptions have been approved by the board.

As part of a long term plan of reconfiguring things as we have employee turnover, the director would like to hire someone who will be spending most of their hours working on the front desk and, with that end in mind, adjusted the duties to things that can be done in between assisting patrons. This would include taking over some of the social media and PR we have been doing in addition to in-house displays. They would also be the primary interlibrary-loan person, compile monthly statistics and process magazines. These are things that can be worked on while on the desk. Trustee Hecht recommended including "other duties as assigned".

Motion to approve amended part-time employee job descriptions with the addition of "other duties as assigned" – Burkhardt; 2nd – Heitz. Carried unanimously.

Motion that when other staff are evaluated "other duties as assigned" be added to their job descriptions – Burkhardt; 2nd – Hecht. Carried unanimously.

Trustee Education – Chapters 8 and 9 of the Trustees Handbook:

These chapters cover the Library/City relationship and Library Funding, Finance and Budget.

For chapter 8, the director emphasized that while the library board has more autonomy than other city boards it is important to remember that the library is on the same team as the city and should avoid an adversarial relationship.

For chapter 9, Trustee Hecht inquired if we are leveraging all the funding possibilities covered in the chapter. The director replied that the main one we're not taking advantage of is the 28 cent levy but that has to be voted on by the city and can only be presented at a city election (odd years). Since it is a political issue, any lobbying would have to be taken on by volunteers and could not use any city resources. Trustee Burkhardt inquired if the library was audited every year. The director replied that the city manages all of the library's finances and the city is audited annually. The city gets a report back from the auditors and the director does a keyword search for "library" in that and hasn't come across any issues in the past.

Motion to adjourn the meeting until July 18, at 6:10 pm – Heitz; 2nd – Hecht. The motion carried unanimously.