

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held August 15, 2019, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

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

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

Board members introduced themselves, as this was the first meeting for new board member Jane Bartlett.

A motion to excuse the absence of Ron Welder was made by Heitz; 2nd – Smrt. The motion carried unanimously.

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

Public Comments: There were no public comments.

Approval of Minutes: Motion to approve the minutes of the June 20 meeting – Hecht; 2nd – Winke. Carried unanimously.

Correspondence: No Correspondence.

Bills:

Confirmation of July 2019 Bills: Trustee Groene inquired about the hot spot service and if this was for the lost hot spot. The director replied that we are not paying service for the lost one but we do pay an annual fee of \$120/device for the hot spots. Trustee Burkhardt inquired about ID Cards Unlimited. The director replied that this is the company we buy book barcodes and patron cards from. This is a new vendor for book barcodes due to a price increase with our previous vendor. This is an infrequent expense and the new automation system gives us the option of printing our own barcodes so the director will be doing cost comparisons when we begin getting low on these..

Motion to confirm approval of the July 2019 Bills – Heitz; 2nd – Smrt. Carried unanimously.

Approval of August 2019 Bills: Trustee Smrt inquired about how Kanopy is going. The director replied that usage is up and down. We haven't been publicizing this service a lot since it first started. Trustee Burkhardt inquired about the Daily Democrat ad expense as it was higher than the previous month. The director replied that this was due to advertising open library positions. The Democrat has been giving us a free weekly ad and we sometimes pay for special advertising of programs in their "Around the Fort" issues. Currently we are also paying to link our Facebook page to a widget on their website. We just started this in May and the director will be evaluating use at the end of August to determine if the expense is justified. Trustee Smrt inquired about the toilet paper dispenser cost. The director explained that this was to purchase two due to vandalism in the men's restroom. Someone broke the roll holders and the director couldn't find a place to replace just the rolls.

Motion to approve the August 2019 bills – Burkhardt; 2nd –Hecht. Carried unanimously.

Director's Report: In addition to the attached reports, the director reported that the Friends of the Library book sale brought in about \$600. Trustee Burkhardt inquired about what happens with that money. The director replied that the Friends of the Library keep it and use it to support library programs and services. For example,

in August, they approved purchasing a cabinet for the kids' program room and provided funds for snacks for teen programs. Previously, they have helped purchase replacement microfilm machines and donated money to purchase materials. This is not included in the budget, the Friends of the Library are a separate non-profit and we have an agreement with them to sell materials donated to the library or withdrawn from the collection. Trustee Groene inquired if we would still be receiving funds from the community foundation. The director replied that we will but the question will be if our fund stays with the Quad Cities Community Foundation or moves with the Lee County Community Foundation. At this point, the library can't do anything until we get a letter giving us the option of moving our funds or staying with the Quad Cities Community Foundation.

The director added that the library would also be working on promoting the first Thursday of the month as library day. There are already many activities happening that day so this will just market them together under one umbrella.

There was brief discussion of landscaping in front of the library as a couple of bushes may need to come out and we may get additional traffic across the lawn.

Unfinished Business

Adopting Social Media Policy

The director did look into Facebook settings and there is a way to approve posts but the director couldn't find a way to approve comments. Trustee Smrt said there is a way, the director asked her to show her how to adjust the setting. The one thing we can't prevent is people tagging themselves as at the library and then posting whatever they want. However, this only shows up on the poster's timeline and doesn't show up in the library's timeline.

The director did add "Posts must be approved by the administrator before they are made public" to the policy.

Motion to approve the Social Media Policy – Hecht; 2nd –Burkhardt. Carried unanimously.

New Business

Review Meeting Room Policy

We have had occasional issues with cash deposits being left for an extended time period. According to the state auditors, we can include language on our form that cash deposits not picked up after 30 days are considered donations to the library. I would like this backed up by library policy and, so, have added this to the library meeting room policy.

Trustee Groene inquired about other deposits. The director replied that checks can be kept on file, and will be shredded after a year, but the director does not want to shred cash.

Trustee Heitz suggested including language about what happens with checks. The director added this sentence in addition to the sentence already added, "Check deposits will be shredded after one year."

Motion to approve the revised Meeting Room Policy – Smrt; 2nd –Burkhardt. Carried unanimously.

Close early, at 2pm, on August 27 for Migration to new automation system

Closing early on August 27 will give us time to get the necessary files uploaded before 5pm and allow time for any final training that is needed to prepare to open with the new system the next day.

Trustee Heitz inquired if the director thought this training would eliminate all problems associated with automation. The director replied that she didn't think it would resolve all but most. More importantly, we have to have the current data uploaded by 5pm and the reports take 2 hours to run at a minimum to export the data.

Closing at 2pm gives a cushion in case the reports don't run smoothly.

Motion to approve closing the library at 2pm on August 27, 2019– Burkhardt; 2nd –Hecht. Carried unanimously.

Strategic Plan Process beginning February 2020

We are coming to the end of the life of our current strategic plan and it is time to review the direction the board would like to see the library go. The director would like to begin this process in February 2020 using resources from the State Library. According to the process that has been presented to the director, this would involve one extra board meeting next year, and a little extra time on the part of a couple of board members who might want to attend one of the stakeholder meetings.

In addition to the attached summary document, here is an overview of the schedule:

- a) February 2020 1st Board Meeting
- b) April 2020 – 1st Stakeholder Meeting
- c) May 2020 – 2nd Stakeholder Meeting
- d) Fall 2020 (August/September) – Special Board Meeting to discuss results and begin planning process
- e) Committee and staff finalize plan
- f) Late Fall/Winter 2020 – Board approves final plan and it is presented to the community

Following this process, by next fall, or winter, the library should have an updated strategic plan based on community demographics and feedback. Our last strategic plan was put together in a DIY fashion but this process would provide someone with expertise in this area who has done a lot of these and the State Library offers this service free.

Trustee Burkhardt inquired if people would show up for the stakeholder meetings. The director is optimistic that with this format they will. The last time the library went through this process, we just had open invitations to public meetings. The process proposed this time would involve the board brainstorming specific people to ask. We probably won't have 100% turnout but we may be more likely to have people attend if they are specifically invited.

Motion to approve the strategic plan process – Heitz; 2nd –Smrt. Carried unanimously.

Discussion of Freegal (e-music service) augmenting or replacing CD collection

Freegal is digital music and it is not pay per use so we don't have to worry about exceeding our budget with unexpected patron use. It is an annual service fee that allows patrons to download up to 3 tracks per week and stream up to 3 hours each day. Downloads can be played on any device that plays mp3 files and do not require a specific program to replay. Whatever program patrons are using to listen to their music collection, they can still use that. For streaming, they will need to use the Freegal app. They have a nice catalog, but it's not everything.

Trustee Groene inquired about the cost and if it is cheaper than what we are currently spending on CDs. The director replied that it would cost about what we are currently spending on CDs, maybe even a little less.

Trustee Burkhardt inquired if the library would continue purchasing CDs and the director replied that this was part of the discussion. The library can offer this service and continue purchasing CDs or offer this service and stop purchasing CDs or just keep purchasing CDs without offering this service. Trustee Smrt pointed out that not everyone has access to the internet or smart phones. The director pointed out that you could use the library's computers to download songs to play on a non-internet connected device.

Trustee Heitz inquired how many files they have available. The director didn't have an exact number.

Trustee Groene asked about how this fits in with the budget. The director replied that it does if we don't buy new CDs. We have to sign up for at least one year but we can afford at least one year. At this point, the director is looking for direction from the board, do we want to try this for a year and stop buying CDs or try this for a year and buy CDs that aren't available from them?

Trustee Groene asked about CD circulation. For the past year, we've been averaging about 42 per month.

Trustee Heitz inquired how often we get requests for specific CDs. The director replied that it was infrequent. Trustee Heitz recommended trying this service, purchase CDs that are requested and see how this service is received, evaluating usage and circulation in 6 months and again in a year before renewing.

Motion to approve adding the Freegal service and only purchasing CDs based on patron requests – Heitz; 2nd – Hecht. Carried unanimously.

Lee County Libraries Annual meeting

The Lee County Libraries annual meeting will be on September 24 at 7pm in Montrose. All board members are welcome to attend but we will need either the president or the president's representative to attend as a voting representative.

Trustee Education –Chapter 10: Legal Matters

First, the director wanted to mention confidentiality and releasing patron records if given a court order. The library doesn't currently track borrowing history because, with the current system, it's either on or off, individual patrons can't choose whether their history is kept. With the new system, borrowing history can be turned on and off for individual patrons. The default is that we don't track borrowing history but you can opt-in to have the system remember what you have checked out.

Secondly, there is a section about the library board's ability to contract and a court case that indicates they may not have the ability to do so for major projects. Even though the library board is an administrative board, this is the reason we take larger purchases that fall within state or local bidding guidelines to the city council for approval. For example, the HVAC projects.

Motion to adjourn the meeting until September 19, at 6:45 pm – Heitz; 2nd – Hecht. The motion carried unanimously.