

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held September 19, 2019, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Sharon Groene, Jane Bartlett, Candice Smrt, Ron Welder and Phil Hecht.

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

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

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

Public Comments: There were no public comments.

Approval of Minutes: Motion to approve the minutes of the August 15 meeting – Hecht; 2nd – Smrt. Carried unanimously.

Correspondence: No Correspondence.

Approval of September 2019 Bills: : The director mentioned that this month's bills are higher than previous months due to paying for the new automation system, which is a one-time expense for the fiscal year. Trustee Groene inquired about the bill from Peter's Heating and Air Conditioning and asked if this was for heating. The director clarified that this was from July, addressing issues with the cooling system. She also inquired about the dehumidifiers. The director purchased these for the two basements and they are helping with the air quality. There was also a question about the performer fee for Mike Anderson. The director clarified that this was for a special program of "Spooky Songs and Stories" he will be doing on October 3.

Motion to approve the September 2019 bills – Smrt; 2nd –Bartlett. Carried unanimously.

Director's Report: In addition to the attached reports, Ron Welder inquired about the new library employee. Cecelia Owens was introduced at the August board meeting. The director also reminded everyone that we are still short one board member, if any other trustees have ideas of people to suggest. The director also had an update on programming. Amy and Chloe want to take the Thursday Crafternoon group in a different direction. They will be changing the name to Crafting T.A.L.E.S. and the teens will be working on events for the community starting with the haunted house on October 31.

New Business

Discuss Possible Revisions to the Operations Policy

The operations policy is up for discussion and, right now, this is just for discussion because the director wants to add specific procedures for what to do in case of an active shooter situation and there were a couple of things she wanted to discuss before bringing a revised policy to the board for approval.

- a. Age for getting a library card
 - a. Currently, patrons have to be 18 to get a library card without their parent signing them up for the card and the director wanted to talk to the board about possibly changing this to 14. This seems like a good age because kids are starting to get learner's permits and they might have a photo ID. They could also use a school ID, if they have a school ID with a photo. The director sent out information from the state library with some rationale for doing this. Part of it has to do with the constitutional rights of minors also, from a service point of view, it's a little awkward to tell a 17

year old they have to have their parent sign them up for a library card. There are also kids whose parents won't come in to sign them up for a library card. This would move us more in line with best practices as set out by the American Library Association. The board members seem to be on board with this. Trustee Groene mentioned that, at first, she had concerns about kids bringing things back but, reading the information about minors' rights and the library bill of rights, it makes sense. The director pointed out that we have issues with adults not bringing books back and they would be going through the same probationary period as all other patrons. The director will revise the operations policy, reflecting that patrons can get their own card beginning at age 14.

- b. Block after a certain number of overdue items –
 - a. This is a feature that is available in the new automation system that was previously not an option and the director wanted to let the board know about it. Currently patrons are blocked if they have more than \$10 in fines, have fines that are more than 3 months old or they have items that are more than 2 months old. There was discussion of current blocks and the mechanics of doing this. The board doesn't see a need for this additional step, at this time.
- c. Limit ILL for probationary patrons –
 - a. This came up after the director had sent out the packet. Currently, probationary patrons are limited to 5 items out at a time, including a limit of 1 DVD at a time and 1 CD at a time. However, we do not place a limit on the number of Inter-Library Loans probationary patrons can request. The question is, do we want to limit how many times we will request from another library for probationary patrons? Trustee Welder asked if this had been an issue. The director said that it has not been, so far. The biggest thing that helped with our ILL loss was requiring that patrons not have any fines or overdue items on their account to place an ILL request. The board doesn't see a need for this additional step, at this time.

There aren't any other changes the director would recommend at this time and there weren't any other suggestions from the board members.

Strategic Plan Update

The director stated that she is very pleased with how the library has done in meeting its strategic plan. The biggest point we've struggled with is working with area schools and the activities under that objective have changed a lot since the plan was developed.

Trustee Education –Chapter 13: Evaluating the Library Director and Chapter 14: The Board's Relationship with Library Staff

There were no questions about these chapters.

The director handed out evaluation forms. Board members are asked to complete their evaluation and return those to Sharon Groene or the library by October 4. Trustees Groene and Hecht will review the evaluations and present one unified evaluation at the meeting.

Motion to adjourn the meeting until October 17– Welder; 2nd – Smrt. The motion carried unanimously. Meeting adjourned at 6:15 pm.