

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held July 16, 2020, 5:30 p.m. in person and electronically via Zoom.

Board members present in person: Sharon Groene, Jane Bartlett, Candice Smrt, Ron Welder and Anne Heitz.

Board members present online: Phil Hecht and Tom Pollpeter.

Others present: Sarah Clendineng, library staff, in person. Bob Morawitz, city council liaison, online.

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

A motion to excuse the absences of Mary Whitcomb and Kathy Burhardt was made by Welder; 2nd – Bartlett. The motion was carried unanimously.

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

Public Comments: There were no public comments.

Approval of Minutes: Motion to approve the minutes of the regular meeting June 18 correcting two typographical errors –Welder; 2nd –Heitz. The motion was carried unanimously.

Approval of July 2020 Bills: Trustee Bartlett asked about the transaction from 2015 under the “Capital Projects Library Remodeling” fund, the director explained that that was the last transaction in the fund, which is now depleted. Trustee Bartlett also inquired about the payment to Iowa Western Community College. The director explained that this was our portion of the VISTA worker. Trustee Groene inquired about the DMCA registered agent under petty cash. The Digital Millennium Copyright Act required that Internet Service Providers (ISPs) have a contact person on record in case of copyright infringement issues. The library serves as an ISP, since we allow the public to use the internet service we pay for. Having a designated agent protects us from being accused of copyright infringement and the registration is required to be updated every 3 years.

Motion to approve the July 2020 bills – Bartlett; 2nd –Heitz. The motion was carried unanimously.

Correspondence: No Correspondence.

Director's Report: In addition to the attached report, Sharon Groene wondered if the library was considering going back to CDs. The director replied that we still have the CD collection and, while we haven't been actively adding, we do have the funds to add based on requests. Trustee Bartlett asked if we know how many active cards the library has. The director can find out. Cards are good for two years before they need to be renewed. The director also added under personnel that the Mershon Trust should have gone out this week but there was a question that we needed to take to the city lawyer, specifically if periodic bonuses can be given to city employees, also if it can be given to employees in one department but not in another. Depending on the answer, we may need to review the Mershon Trust policy at the next board meeting.

New Business

Review Current Meeting Room Use Policy

Currently, we only allow use of the meeting room during regular library hours, to allow time for janitorial staff to clean and sanitize tables and other surfaces in the evenings. The director would propose expanding this, slightly, to allow the room to be reserved on weekends outside of library hours. Weekends are a very popular time for use of the library meeting room. While people have been using it on Saturday mornings during library

hours, it is only available for 3 and a half hours. I suspect there are some people who would like to have a longer window of opportunity to use the meeting room or would prefer the afternoon or a Sunday event.

The director has also checked with the city about what they are doing regarding enclosed shelters. The city is renting enclosed shelters to one group each weekend and then they have employees who can sanitize surfaces on Monday morning

The director would recommend allowing reservation of the meeting room to one group per weekend, possibly outside of hours the library is open. The weekend would begin at 8am on Saturday morning and end at 10pm on Sunday evening. This would provide time for library employees to sanitize surfaces on Monday morning before any groups might be in there that day. The director would also recommend waiving the deposit for groups of 10 or less, since we are currently limiting the large study room to just two people.

Motion to approve waiving the registration form and deposit for groups of 10 or less and allowing 1 group per weekend outside of library hours – Smrt; 2nd – Bartlett. Carried unanimously.

Library Volunteers

The director has had a volunteer approach her about returning to the library to continue to work on her project. The director can create a work station in one of the library study rooms that will allow for social distancing. The director wanted to check if the board had any issues or concerns. Other libraries are mixed on what they are doing but it seems to depend largely on their ability to social distance. Trustee Smrt asked if this would take away use of the study room from other patrons. The director doesn't think so. If the study rooms are all full, there are other places the director could find that would work.

Replacing or updating the library security gates

The library has two security gates, one at each of the doors leading from the lobby into the library proper and these gates are nearing end of life. They are 13 years old and, typically, only last about 10 to 15. We need to replace, or upgrade, our library security gates. We especially need to replace the west gate, as it has an increasing tendency to beep randomly. These gates alert library employees if patrons leave the building with materials that have not been checked out.

We have the option of just replacing the controller, rather than the whole gate, which is significantly cheaper. We also have the option of purchasing these and paying for them over several years. An advantage of the new controller is that maintenance can be done remotely, over an internet connection, if needed. However, these gates have not needed maintenance since they were installed.

This was not budgeted for in the 2020/2021 budget.

The cost for replacing the controller for one gate is \$5,450

The cost for replacing the controller for both gates is \$9,975

There is a slight discount for replacing both at the same time. I would like the board to discuss the options of either exploring a 5 year payment plan of about \$2,000 per year. This would mean reducing another line item – for example library materials – by about \$2,000 or, for this year, using technology money in the Lee County Joint Projects Fund. Alternatively, we could pay for this year's portion from the Special Projects Endowment Fund. We would then budget for subsequent payments in future budget years.

Several trustees liked the five year plan. Trustee Welder was also interested in the idea of trying to find donations from local businesses. Although, on the other hand, do we want to hold off on soliciting as we may need it more next year.

The board directed the director to explore the additional cost of financing over several years.

The director also asked if she could cut the cost down a couple thousand more dollars would the board be able to find it in this year's budget. The board encouraged her to explore that.

Upcoming Business and Events

The director will be talking with the state library consultant about what the strategic planning process might look like in the current environment. She will be presenting the options we develop to the board at the next meeting, along with information about the \$.27 levy.

Meeting adjourned at 6:15 pm until Thursday, August 20.