

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held September 17, 2020, 5:30 p.m. in person and electronically via Zoom.

Board members present in person: Sharon Groene, Jane Bartlett, Ron Welder, Anne Heitz, Tom Pollpeter, Kathy Burkhardt and Mary Whitcomb.

Board members present online: Phil Hecht.

Others present: Sarah Clendineng, library staff, in person.

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

A motion to amend the agenda, moving excused absences to the last item – Burkhardt; 2nd – Welder. The motion was carried unanimously.

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

Public Comments: There were no public comments.

Approval of Minutes: Motion to approve the minutes of the regular meeting August 20 –Whitcomb; 2nd – Burkhardt. The motion was carried unanimously.

Approval of September 2020 Bills: Trustee Bartlett inquired about the rents and leases line on the general fund budget that is almost completely spent for the year and Trustee Groene inquired about the contract work line which also has a higher spending percentage than other line items. Both of these include one-time purchases. The rents and leases is the cost of our postage machine that is paid annually and contract work included the annual cost of the library automation system. Trustee Bartlett also inquired about the income for the Lee County Trust Fund and the director explained that we receive that amount quarterly. Trustee Groene also asked about the donation under gift fund that was labeled as landscaping and the director explained that this was a donation specifically to help with the landscaping around the library.

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

Correspondence: No Correspondence.

Director's Report: In addition to the attached report, the director reported that there was an additional expense of about \$650 for the security gate upgrade since they had to replace two parts on the gates, themselves. Trustee Welder reported that he spoke with the Mayor after a meeting they were both at the previous evening. They had a discussion of the landscaping and the mayor did offer to help, if he could. The director replied that the landscaping updates around the building should begin within the next week or two.

New Business

Review Operations Policy

First, the director recommended some adjustments to clean-up the policy and offer clarification. The policy implies, but does not specifically state that patrons can get cards beginning at age 14 if they have a photo ID. This was previously approved by the board. Also, the electronic cards are stated as options for Fort Madison and Holy Trinity students and the director would like to add students at Central Lee to this list. The electronic cards provide access to the library's electronic resources but do not permit patrons to check out materials or use

the library computers. The director would also like to include that probationary patrons are not eligible for inter-library loan. Finally, the director recommends specifying that patrons with e-mail address on file will receive an additional electronic notice of overdue materials.

There were two items that the director was looking for additional discussion on before adjusting the policy. Currently, library cards are only available to residents of Iowa at no cost because the library is funded by property taxes. Residents of other states can purchase a non-resident card. The current price is \$35. The director isn't necessarily recommending a change but thinks it should be discussed every time the policy is reviewed. The current cost is very close to what residents are paying per capita. If it was raised, the director would probably recommend going up to \$37 since the current per capita rate, based on library income, is \$37.31. Keokuk charges \$50 for non-resident cards and Burlington charges \$60. Trustee Burkhardt thinks that the cost should stay where it is. If the library can be of use to someone who works here but may live across the river, they should be able to use it. Trustee Welder mentioned that when they visit Door County in Wisconsin, they can get a temporary library card by free since they have a card with their local library. We don't have a lot of people using these cards. There are currently 9 active and 9 that expired in the last 2 months that might still get renewed.

The other topic for discussion was the proctoring fee which is currently \$5 per hour. If someone is taking an online class or a distance learning class, they will sometimes need to take a test that is supervised by a proctor who makes sure that they are abiding by the guidelines of the test rules. We currently provide this, though it isn't used very often. SCC offers this as a service at \$10/exam for non-SCC students. Burlington offers it for \$10/test with a \$5 discount for library card holders. The director very rarely has a test that takes more than 90 minutes and most are an hour or less. We don't have a lot of people taking advantage of this, with only 13 tests proctored in the last 4 years.

Motion to approve the changes to the Operation Policy recommended by the director, leaving the non-resident fee the same, and changing the proctoring fee to \$10/test with a \$5 discount for library card holders – Heitz; 2nd – Whitcomb. The motion was carried unanimously.

Lee County Libraries Advisory Board Meeting Rep

Trustee Welder volunteered to represent the library at the Advisory meeting and asked the director to send him a reminder.

Upcoming Business and Events

Library closed for staff work day October 12.

Lee County Libraries Advisory Board Meeting, Tuesday, September 29

Excused Absences

Motion to excuse the absence of Candice Smrt – Welder; 2nd – Heitz. The motion carried unanimously.

Meeting adjourned at 7:04 pm until Thursday, October 15