

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held October 15, 2020, 5:30 p.m. in person and electronically via Zoom.

Board members present in person: Sharon Groene, Candice Smrt, Ron Welder, Anne Heitz, 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 excuse the absences of Jane Bartlett and Tom Pollpeter was made by Welder; 2nd – Heitz. The motion was carried unanimously.

A motion to approve the amended agenda was made by Burkhardt; 2nd – Whitcomb. 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:

The library received \$1,379.86 in direct state aid this year. The director requested the boards approval to use \$650 of this to pay for new antennas for the security gates and use the remainder to purchase two new computers for library employees. Trustee Burkhardt asked about the expense for the gates since money was approved at the last meeting. The director explained that this was a part that they didn't know they needed to replace until they got here and were updating the gates. Trustee Groene asked where the direct state aid comes from. The director explained that this is money that is allocated to the state library to improve Iowa library services, part of which is sent directly to local libraries based on how they are meeting the State Library "In Service to Iowa" Standards. Trustee Burkhardt asked if this money could be used for these purposes. The director replied that she checked and the report that needs to be filed about how this money is spent includes categories for these items. Motion to approve spending the money this way – Heitz; 2nd – Smrt. The motion was carried unanimously.

Trustee Groene asked about the three lost Interlibrary Loan items. The director thinks it's a fluke due to Covid. They were checked out just before we closed and may have been lost in the ensuing three months. They have been charged to the patrons account and will need to be paid for by that patron.

Motion to approve the October 2020 bills – Burkhardt; 2nd –Smrt. The motion was carried unanimously.

Correspondence: No Correspondence.

Director's Report: In addition to the attached report, Trustee Welder reported that he found the county library advisory board meeting to be very interesting despite some early technical difficulties. The director also added that the library will be trying an interactive on-line program on December 8. The program will be live at 3:30 on December 8 with the option to replay the recording for four weeks so that patrons can watch on their device, or in the library meeting room, in person or later at their own convenience. The director also reported that we

will be needing to look into a new patron counter for the east door.

New Business

Discussion of Library Maintenance for 2021 Budget

The director asked if the board had any suggestions for building maintenance projects for the next budget year. Trustee Welder suggested talking to Darren Eid about a year plan to maintain the landscaping and what the cost for that would be. Also, we need to paint the shed at the southeast corner of the building. Trustee Groene suggested looking at replacing or recovering the soft seating around the library, they are showing their age. Trustee Welder mentioned that there used to be a state site that gave away surplus items. The director will explore that. He also suggested talking to the penitentiary to see if there are any furnishings they left in the administration building that they would be willing to donate. The director mentioned that this might be something we could do, similar to the computers, where we replace a group of two to four at a time, finding something that coordinates, even if it's not an exact match. The director would add to the list exploring the cost of repainting the meeting room and, if we were to repaint it, look into replacing the white board. The director will also get estimates on cleaning the carpet, especially in the meeting room. This might be something that could be contracted to be taken care of annually. If the carpet were to be replaced, Trustee Burkhardt suggested looking into carpet squares, rather than several large pieces.

December Volunteer Appreciation Event

The director wanted input from the board on the December volunteer event. She has concerns about a buffet. Trustee Groene asked if there were a lot of volunteers. The director replied that the library has three volunteers through RSVP as well as the Friends of the Library. Trustee Burkhardt suggested putting together small gift bags if we can't do a get together due to Covid and suggested a mask as an item to include in them. Other suggestions were candy, bookmarks, notepad and pen set, orange, popcorn balls, a bag of popcorn and hot cocoa. Trustee Burkhardt volunteered to help make masks. The director will find either fabric or book themed masks as well as other goodies. The board agreed to get together on December 3 at 5:30 to put goodie bags together. The director will send reminders.

Motion to adjourn the meeting was made by Smrt; 2nd – Welder. Motion carried unanimously.

Meeting adjourned at 6:00 pm until Thursday, November 19