

## Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held July 19, 2012, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Gerri Davis, Jared Reed, Ron Welder, Mary Kay Moline, Russ Savage, Phil Hecht, Jane Sanford and Kevin Rink

Excused Absences: Sharon Groene and Linda Beck

Staff Present: Sarah Clendineng (Library Director)

The meeting was called to order with a quorum present by President Pro Tem Ron Welder at 5:30 pm.

Approval of agenda: Motion to approve the agenda – Hecht; 2<sup>nd</sup> – Davis. Carried Unanimously.

Public Comments: There were no spoken or written public comments.

Approval of minutes: Motion to approve the minutes of the June 21, 2012 – Savage; 2<sup>nd</sup> – Moline. Carried Unanimously.

Corresponding Secretary: No correspondence.

Approval of Bills: In addition to the attached bills, the library did spend funds at the end of June for craft supplies, books, laminate for the laminating machine and printer ink. Motion to approve July 2012 bills – Reed; 2<sup>nd</sup> – Moline. Carried Unanimously.

Director's Report: In addition to the attached report, the friends of the library book sale was closer to \$722. Also, there is a problem with the thermostat in the meeting room that seems to be tied into difficulties with the electric system in the whole building. We may have to contact the original installation company which could be expensive. The library board instructed the director not to leave the budget at approximately \$4500 surplus but to spend as much of that as possible before the end of the year on necessary library supplies such as craft materials and books.

### Committee Reports:

Building Committee: Most of the building issues have been dealt with. The main remaining problem is weeds around the building. We have tried using volunteers to help with this but the sporadic nature of their assistance makes this difficult. It was suggested that the director contact Mike Hellige and work out some sort of arrangement with him..

Program Committee: The next program coming up is the “Remembering Our Fallen” display which will be here during Rodeo weekend. Support and speakers were requested from a couple of service groups but hasn't heard anything back. The director requested possible speakers for an opening reception for this display and was given a couple of people to contact.

### New Business:

#### Review Library Policies

##### 1. Collection Development

1. The main changes in this policy is updating the mission statement and adding Christian fiction as a genre since we have begun collecting that due to significant community interest. Also, under challenges, the library board was officially included in the decision process.

Motion to approve – Reed; 2<sup>nd</sup> – Sanford.

2. Operations

1. The overdue notices was changed to reflect that we only send out two notices and borrowing privileges are suspended after an item is overdue two months to fall in line with the state code. Also, the disaster/emergency closure policy was streamlined into one emergency closing section. The policy had indicated that the library would follow the lead of the city but, due to the nature of the city's activities, they do not close so the recommendation is to change it to the director's discretion. It was also added that in the event that the library should close, staff members would be paid if they were scheduled to work. This is not spelled out in either the union contract or the non-bargaining agreement but it needs to be spelled out one way or another should this situation arise again. Motion to approve – Hecht; 2<sup>nd</sup> – Savage.

3. Laptop

1. The policy was amended to include that laptops must be returned no later than 10 minutes before the library closes. This helps streamline the closing process. Motion to approve – Reed; 2<sup>nd</sup> – Davis.

4. Personnel

1. Since the library employees are members of a union, the board doesn't have control over this policy. However, they were shown a copy to be familiar with what is included in it.

Training:

DVD Episode 1 – Membership: Taking it to the streets – the DVD was watched and discussed.

Meeting adjourned at 6:10 p.m. The next meeting will be August 16, 2012, 5:30 p.m.