

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held January 17, 2013, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Sharon Groene, Gerri Davis, Jared Reed, Ron Welder, Phil Hecht, Jane Sanford, Kevin Rink
Excused Absences: Mary Kay Moline, Russ Savage, Linda Beck
Staff Present: Sarah Clendineng (Library Director)

The meeting was called to order with a quorum present by President Sharon Groene at 5:30 pm.

Approval of agenda: Motion to approve the agenda – Welder; 2nd – Reed. Carried Unanimously.

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

Approval of minutes: Motion to approve the minutes of the November 15, 2012 – Hecht; 2nd – Reed. Carried Unanimously.

Corresponding Secretary: No report.

Approval of Bills: Question about winter landscape work, this trimmed grasses and treated weeds to get plants ready for spring. Motion to approve January bills – Reed; 2nd – Welder. Carried Unanimously.

Director's Report: See attached report.

Committee Reports:

Building Committee: No report.

Program Committee: No report.

Old Business

Library Director Evaluation: There was discussion of the results of the library director's evaluation. It was determined that the director's objectives for the coming year would be to focus on entertainment and programming for adults and to work with teachers, especially at the middle school level. Motion to approve library director's report – Hecht; 2nd – Sanford. Carried Unanimously.

New Business

Use of funds donated from the Richard and Vivian Mershon Trust: A charitable trust was set up by the estate of Richard and Vivian Mershon. The estate has been settled and the trust is being converted to a private foundation. The library is one of the beneficiaries of this foundation. We have received an initial disbursement of \$25,871.35 that represents our portion of the net income to date. In the future, we will receive approximately \$5,800 each year. Per the letter, “the grantor’s intended that 50% of the amount the library receives annually from this trust be used 'for the acquisition of books, magazines, newspapers, audio and audio-visual materials,' while the other 50% be used to 'improve the salaries of librarians and other library personnel.’” The director made some inquiries and it would be legal for the library to give bonuses. Inquiries were made to other libraries to see anyone else does this but no replies were received.

The board suggested referring to this as supplemental pay rather than bonuses. There was discussion if this could be used to help with salaries to aid with increasing the library hours of operation. The

concern with this is to look at the intent of the trust which seems to be to enhance library employee incomes, not necessarily the hours worked. The board members had additional questions about what would qualify an employee? Would part-time and full-time employees be treated differently? How would it be dispersed? Based on hours worked? Longevity? It was also suggested that this could be structured to encourage employees to continue working at the library, if they know they have to be employed on a certain date to be eligible. The library director will look into these issues and come back with a proposal at the February meeting. Motion to table – Welder; 2nd – Hecht. Carried Unanimously.

Adding section on checks returned for insufficient funds to the operations policy: Due to several recent incidents of having checks returned for insufficient funds, the library director has requested adding the following section to the operations policy:

J. Policy for Returned Checks

1. Reasons that checks are returned include: NSF (not sufficient funds), account closed, refer to maker, and stop payment actions. The Fort Madison public Library, like many businesses, receives an increasing number of checks that are returned for the above reasons. These checks cost the library money, take up staff time, and can create discord between the library and patrons. Individuals will be charged a \$30.00 fee for each check that is returned to our bank. The library will submit the check for payment twice, then send a 10-day letter of payment demand by certified mail, restricted delivery, or deliver the letter of demand by personal service. After 10 days, the library director will contact the Fort Madison Police department to help facilitate payment of the outstanding debt. After a patron has bounced one check, they will no longer be able to pay for services, fines or fee by check but will be required to pay with cash, money order or a certified check.

Motion to approve this addition to the operations policy – Hecht; 2nd – Reed. Carried Unanimously.

United Way Participation Agreement: In order to receive funding from United Way, we need to sign their participation agreement. Motion to approve signing the United Way participation agreement – Sanford; 2nd – Reed. Carried Unanimously.

Meeting adjourned at 6:30 pm. Next meeting February 21, 2013.