

## Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held June 20, 2013, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Gerri Davis, Ron Welder, Mary Kay Moline, Phil Hecht, Jane Sanford and Linda Beck. Travis Seidel, City liaison.

Staff Present: Sarah Clendineng (Library Director)

Excused Absences: Jared Reed, Sharon Groene.

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

The meeting began with introductions as this was city Liaison Travis Seidel's first time in attendance.

Approval of Agenda: Motion to approve the agenda – Sanford; 2<sup>nd</sup> – Hecht.

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

Approval of minutes: Motion to approve the minutes correcting Sharon Groene's name – Moline; 2<sup>nd</sup> – Davis.

Corresponding Secretary: One thank you note was sent this month.

Approval of Bills: Trustee Davis had a question about the five year contract with TLC, wanting to make sure the company had a track record indicating that they would still be in business in five years. The director is not sure how long they have been in business but it is definitely more than 6 years.

With these bills, it is estimated that the library will be \$500 under budget. The director is not comfortable going lower than that because of the way the last pay period of the year will fall. Trustee Welder indicated that he was okay with this amount and none of the other board members disagreed.

Motion to approve the June 2013 bills – Hecht; 2<sup>nd</sup> – Davis.

Director's Report: In addition to the attached report, trustee Beck said she was very excited that we have a volunteer who will be going on to library school in the fall.

Trustee Welder wondered about adding hours to the part-time page position next year. How much would we need to add or be able to add? The director explained that when budgeting for this year, she discussed with the children's librarians how many hours they thought they could definitely use someone. We definitely underestimated, and the page is actually working 12 instead of 10 hours because it was a negligible difference in salary. The director will talk with the children's librarians after the summer program to discuss how many hours to budget for next year. We can go up to 24 hours with a part-time position.

### Committee Reports

Building Committee: The committee has not met, it was mentioned there seem to be weeds in the front planter. The director will contact Mike Hellige about readdressing the weeds.

The plants growing in the gutters were also mentioned. The director has already called Kokjohn about

cleaning the gutters and also the top of the roof. Trustee Welder mentioned that LeMaster, who is currently cleaning the library windows, also does gutter cleaning.

Program Committee: The committee will try to meet in September to discuss future programming. The director is planning a mini barn quilt workshop in the fall, Linda Beck indicated she would be interested in helping.

There were funds left in the Smart Investing grant, allowing the library to offer a program for parents called Raising Money Smart Kids. This program is scheduled at the same time as two Wednesday kids programs, allowing parents to leave their kids for while attending the class.

The director hopes to hear back next week if we have received a grant called Pushing the Limits that is aimed at discussion of science, technology, engineering and math topics using popular fiction.

### Old Business

Quarterly Supplemental Pay Revision: Trustee Hecht asked for clarification about the payroll taxes. This is not to cover the employees portion of state and federal income taxes but, rather to take into account the approximately 7% of taxes that the city is required to provide.

Move to approve the Quarterly Supplemental Pay Policy as modified – Hecht; 2<sup>nd</sup> – Sanford.

### New Business

End of year budget: This was discussed with the bills.

### Study Rooms:

Liaison Seidel asked about the use of the rooms. The director explained that these would be useful for meeting with clients, or counseling sessions, tutoring, discussions where privacy might be needed and tax preparation as well as students studying or working on group projects or just a place for one person to study quietly. Liaison Seidel was wonder about the financial side, if these would raise revenue to offset the cost of construction. The director explained that there wasn't a plan to charge for the rooms so they wouldn't be generating income.

Trustee Sanford explained that she does some adult literacy tutoring and she would look forward to using a space like this.

Trustee Welder asked about the size. Based on the drawing, the director estimates that the small rooms would be 6-7' square and the larger room would be about 6' x 12'.

The next step would be to approvie hiring Poepping, Stone, Back and Associates (PBS) to prepare architectural drawing and bid documents. The director will talk to the city manager about how we will need to conduct the bid process and what we would need to take to the city council for approval.

Motion to approve hiring PBS – Sanford; 2<sup>nd</sup> – Davis.

### Approve 2013-2014 library holidays and closings

- i. Independence Day – Thursday, July 4
- ii. Labor Day – Monday, September 2
- iii. Columbus Day – Monday, October 14 (Staff Development/Work Day)
- iv. Veteran's Day – Monday, November 11

- v. Thanksgiving – Thursday, November 28
- vi. Christmas Eve – Tuesday, December 24
- vii. Christmas Day – Wednesday, December 25
- viii. New Year's Eve – Tuesday, December 31 – shortened hours 9:30-4:00
- ix. New Year's Day – Wednesday, January 1
- x. President's Day – Monday, February 17 (Staff Development/Work Day)
- xi. Good Friday – Friday, April 18
- xii. Memorial Day – Monday, May 26

The only change to this schedule is that instead of being closed on New Year's Eve, the library will use part-time employees to be open shorter hours. The board expressed approval of this decision.

Motion to approve 2013-2014 library holidays and closings – Beck; 2<sup>nd</sup> – Hecht.

Motion to adjourn – Hecht; 2<sup>nd</sup> – Beck. Meeting adjourned at 6:00pm until July 18, 2013, 5:30 pm at the Fort Madison Public Library.