

## Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held July 18, 2013, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Sharon Groene, Gerri Davis, Mary Kay Moline, Phil Hecht, Jane Sanford

Staff Present: Sarah Clendineng (Library Director)

Excused Absences: Linda Beck, Jared Reed, Ron Welder, Travis Seidel, City Liaison.

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 – Sanford; 2<sup>nd</sup> – Davis.

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

Approval of minutes: Motion to approve the minutes correcting typographic errors– Hecht; 2<sup>nd</sup> – Davis.

Corresponding Secretary: There was no correspondence this month.

Approval of Bills: Trustee Groene a question about the vendor TLC. The director explained that this stand for The Library Corporation and that they provide the library's automation system.

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

Director's Report: In addition to the attached report, the library has sent off its collection of yearbooks to Oklahoma to be digitized. The Oklahoma Corrections Institute is offering this service to library's for free and we have decided to take advantage of it. The director has also inquired about the cost of digitizing other materials in the library collection. This would allow us to both preserve the collection and allow access of the materials from other places besides just in the library.

### Committee Reports

Building Committee: There was discussion of the study rooms project. The director will be meeting with the architects in August. The replacement shelving has been ordered. This will be presented to the city council along with the library's annual report since we will need their approval of the contracts.

The flag pole light was vandalized and has been repaired. Also, the grasses in the median between the book drop lane and parking lot have been removed as they were looking kind of scraggly. At some point in the future, we may want to look at replacing the river rock with concrete. We also may want to look at doing something different with the planter by the front entrance.

Trustee Hecht inquired about cigarette litter he has seen on the grounds and inquired about putting out a receptacle for this sort of trash. The director informed the board that it is illegal for people to smoke on library property and, therefore, we can't put out a litter container. There is a sign posted telling people this.

Program Committee:

Old Business

New Board Member: The city has received an application from Anne Heitz. We have spent adequate time looking for a new member to satisfy the gender equality requirement. The board was asked if they would recommend this appointment and they indicated that they would.

### New Business

#### Board member contact info on website

While library board member names are listed on the website, we don't include contact information at this time. The director would like to add at least an e-mail for the public to contact the board with comments or concerns. Board members present will have their e-mail address added. The director will contact members who aren't here about adding their e-mail addresses.

Review Laptop Policy – This policy was changed to reflect the change in laptop prices. The replacement cost was dropped to \$750. Also, we only take driver's licenses or library cards, not credit cards.

Motion to approve the amended laptop policy – Sanford; 2<sup>nd</sup> – Davis. Carried Unanimously.

Review Microfilm Policy – The microfilm policy was changed to reflect the new machines we have added, as well as the fact that genealogy volunteers times are not posted.

Motion to approve the amended microfilm policy – Hecht; 2<sup>nd</sup> – Sanford. Carried Unanimously.

Review Video Projector Loan Policy – The video projector loan policy was changed to reflect that we have had to replace the project so it is no longer donated by the North Lee County Historical Society. Also, we haven't been charging a late fee and the requirement that users be library patrons in good standing was included twice so this was reduced to one.

Motion to approve the amended video projector loan policy – Moline; 2<sup>nd</sup> – Sanford. Carried Unanimously.

Review Volunteer Policy – The volunteer policy was amended to reflect that we can't do background checks on volunteers under 18 years of age.

Motion to approve the amended volunteer policy – Hecht; 2<sup>nd</sup> – Sanford. Carried Unanimously.

Adoption of city personnel manual – The city approved a new personnel manual in June. The library director recommends that the library board adopt this to address issues that are not covered by the Union contract. One nice change is that part-time employees are no longer required to live within 10 miles. The director likes that pre-employment drug screening are no longer required except for employees in safety sensitive functions, such as operating heavy machinery. Trustee Hecht asked if the library could continue requiring this anyway. The director will look into it.

Motion to adopt the city personnel manual – Sanford; 2<sup>nd</sup> – Davis. Carried Unanimously.

Motion to adjourn – Hecht; 2<sup>nd</sup> – Davis. Meeting adjourned at 6:15pm until August 15, 2013, 5:30 pm at the Fort Madison Public Library.