

## Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held August 15, 2013, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Anne Heitz, Phil Hecht, Geri Davis, Linda Beck, Jared Reed, Sharon Groene

Staff Present: Sarah Clendineng (Library Director)

Excused Absences: Ron Welder, Jane Sanford, Mary Kay Moline .

The meeting was called to order with a quorum present by President Sharon Groene at 5:40 pm.

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

New board member Anne Heitz was introduced to the other members present.

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

Approval of minutes: Motion to approve the minutes – Hecht; 2<sup>nd</sup> – Beck.

Corresponding Secretary: There was no correspondence this month.

Approval of Bills: Trustee Davis inquired about the small amount of the MidAmerican Energy bill. During the summer, we use a negligible amount of gas for heating and this is the minimum monthly charge. The scream street books were ordered from Amazon.com to continue a popular series of books. Since they are published in the United Kingdom, they are not available from our regular suppliers. Trustee Beck inquired about the air conditioner motor. That has been replaced and is working well.

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

Director's Report: In addition to the attached report, Trustee Beck asked about the meeting with the architect. Someone had mentioned to her that they were concerned about these rooms adversely affecting the light in the library. The windows that would be blocked are smaller ones that don't contribute much to the light in the library as it is but the director will bring this up with the architect when they meet. Trustee Beck also commented on the success of the summer reading program. Trustee Groene asked about window cleaning. The window washer will be in the week before Rodeo just to do the outside and will then be in later in the fall to do the windows inside and outside before winter. Trustee Hecht asked for clarification on the process of the CDs and the director explained more fully what would be happening with that collection.

The director asked if the board president would be able to attend the Annual Lee County Libraries Meeting on September 24 and she will.

Also, an evaluation form for the director will be sent out to all board members.

### Committee Reports

Building Committee: There was discussion about the weeds in the planter and the director will contact John Luna about asking the prison crews to pull weeds in their when they are mowing the lawn.

Program Committee: No report, haven't met.

### 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

Date of meetings in September and October: The director requested to change the date of the board meeting in September and October by moving them back a week. The director would like to attend a quilting retreat the week of September 19, the usual date of the meeting and the Iowa Library Association Conference will be October 17, the date of the October meeting. It was agreed to change the September meeting to the 26<sup>th</sup> and the October meeting to the 24<sup>th</sup>.

Amend library closing for October due to ILA in Coralville: The board had previously approved closing the library on Columbus Day, October 14, for staff development. Since the Iowa Library Association Conference is in Coralville this year, the director would like to close the Thursday of the conference, October 17, and take three of the library employees with her. The remaining employees could use it as a work day as there would not be sufficient people to be open to the public for the whole day.

Motion to change the dates of the September and October board meeting and close the library on October 17 instead of October 14 – Reed; 2<sup>nd</sup> – Hecht.

Strategic Planning Report: The director presented the results of the strategic planning report. The library is doing well in most areas. There has been some slowing down in seasonal displays and we will need to work on this. Also, circulation did dip 2% this year, not terrible but it also dropped slightly the previous year so we will need to keep an eye on that number. The library has been doing very well in programming for both children and adults. The one main goal that we have not made any progress on is in working with the schools. This is not from any reticence on their part, or ours, but mainly due the need of a good idea for a collaborative project.

Motion to adjourn – Reed; 2<sup>nd</sup> – Davis. Meeting adjourned at 6:15pm until September 26, 2013, 5:30 pm at the Fort Madison Public Library.