

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held September 26, 2013, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Sharon Groene, Jared Reed, Ron Welder, Phil Hecht, Jane Sanford, Linda Beck Anne Heitz

Staff Present: Sarah Clendineng (Library Director)

Excused Absences: Mary Kay Moline, Geri Davis, Travis Seidel.

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

Travis Seidel sent his apologies for missing this meeting and last month's meeting. He had some health issues last month and had a personal conflict come up unexpectedly this evening.

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

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

Approval of minutes: Motion to approve the minutes of the August 15 meeting – Reed; 2nd – Hecht. Carried Unanimously.

Corresponding Secretary: There was no correspondence this month.

Approval of Bills: Trustee Groene asked about The Library Corporation, and PCRES. This is our automation system, computer and printer monitoring as well as the service that allows users to use their library card number to log into databases and electronic resources. Also was curious about what vistafoil is. Vistafoil is somewhat like contact paper and it is used to cover paperback books, to protect the binding and extend their lives. There was also a question about what “Mailbox” listed under petty cash is. This is a magazine that is published monthly with curriculum ideas for teachers. At the end of the year, they are collected into one bound volume and the library purchases this to provide themes and ideas for children's programming.

Motion to approve the September 2013 bills – Welder; 2nd – Beck. Carried Unanimously.

Director's Report: In addition to the attached report, Trustee Groene likes the idea of having LeMaster come by just to remove cobwebs. Trustee Welder also reminded the director that he will also clean gutters. Trustee Beck likes that employees will be given information to help answer questions about the Affordable Care Act.

The director forgot to include the annual report in the board packet and will include that in the director's report for next month.

Trustee Groene and the director attended the annual meeting of the Lee County Libraries on Tuesday night. Trustee Groene was glad she went, it was nice to see the cooperation between the five libraries. It was approved to ask the supervisors for \$2500 increase to help with technology and add funds to the county's rotating collections. There was a really good discussion afterward about challenges facing libraries, in general, including working with the schools and keeping kids reading. Also, how do we promote ourselves in a time when media and tv are so prevalent.

The director was approached by a patron wanting to put out a donation jar for a relative with a severe illness. While the library has collected items for the food pantry and other civic groups, this seemed to fall into a different category. The director told the patron she didn't think this would be possible but would check with the board if they would like to add this to the agenda as a possible policy. The board is not in favor of collecting for individuals at this time. However, patrons can put signs about fundraisers on the library's bulletin board if they wish.

Committee Reports

Building Committee: Trustee Reed had someone comment about the weeds to him. These appear to have been taken care of. Trustee Beck did notice grass coming over the sidewalk previously but not tonight. The director did talk to John Luna about having the inmates pull some of the taller weeds out of the planter by the front door.

Program Committee: No report, haven't met.

Old Business

Possible action on requiring pre-employment drug screen: According to the city policy the board approved, pre-employment drug screening is only required for employees who will be working with or driving large or potentially dangerous equipment. Does the library board want to continue to require pre-employment drug screening for all new hires? In the interim, without a clear directive, the most recently hired employee was required to do this. Trustee Welder said that this was required at the correctional institution for all positions, whether clerical or guard or whatever and some clerical positions did fail and subsequently not get hired. Also, if it's an error, its erring on the side of caution. Trustee Hecht said it was also an indication of a great place to work, where you don't have to be as concerned about co-workers using drugs.

Motion to require post-offer, pre-employment drug screening for all new hires at the Fort Madison Public Library – Welder; 2nd – Sanford. Carried Unanimously.

New Business

Library Director Evaluation: The numbers highlighted in red are the ones that received the most selections. Trustee Groene asked how the director felt seeing all of them. We only received 5 back, one board member was excused because of having only been on the board for one month. The director wasn't surprised by any of the responses. The proposed goals are pulled out from the responses and are what the director would recommend, though they are wide open for discussion if board members have different ideas.

1. Proposed 2013-2014 Goals

1. Programming collaboration with schools, especially middle school and high school
2. Programming that meets the needs and interests of senior citizens
3. Landscaping improvement and maintenance

The board had no suggested changes or additions to these goals.

Trustee Reed inquired about what the board could do to help persuade the city to add a full-time children's librarian. The director replied that the board can contact their city council representatives about this, in fact now is a good time due to the recent turnover. Even more powerful than hearing this from board members would be hearing this from other constituents. So, board members can encourage friends to contact the council about this.

Their was tangential discussion of the wording used for the children's librarian. Trustee Beck is bothered by using the term librarian for someone who does not have a library degree. Trustee Reed wondered about if we hired someone full time would we have the same education requirements we currently do or would we be looking for someone with a library degree. The director informed the board that we would be looking for someone with a library degree or an education degree. Trustee Reed wondered if we could be creative in presenting this as someone who is not just a children's librarian but also as an assistant or 2nd in command to the director. Trustee Hecht wondered if there was merit in using a different title for the person currently in the position so we can say we don't have a children's librarian. The director told the board that the job is advertised as a part-time library assistant to work primarily with children but the people in that position are perceived as children's librarians because of where they work. Maybe the library should get away from using the short hand of calling them children's librarians, possibly children's assistant.

Discussion and possible action on rewording the “Philosophy of the Board of Trustees”: The anti-discrimination language in the Philosophy of the Board of Trustees has not been updated in a while. The suggested change will update the categories we specify as not being discriminated against and will bring this paragraph closer into line with current anti-discrimination employment wording.

Motion to accept rewording of philosophy as highlighted, including “age” only once. – Beck; 2nd – Hecht.

Story Walk: This was something the director heard about a year and a half ago and would like to approach the parks board about putting one of these in at Rodeo Park. The primary initial cost would be for materials. Trustee Welder said that, if we provide the materials, this would make a great Eagle Scout project. The director has found a design that is highly vandalism resistant. The main ongoing expense would be purchasing the books. The library will be doing two books downtown on during the Christmas activities along with Main Street. Trustee Beck inquired about the isolated nature of Rodeo Park and wondered if using one of the downtown parks would be less vandalized and more used. The director was initially thinking Rodeo Park because that is where many people seem to do their walking. The director agreed that it might be fund to do around the perimeter of central park and will be discussing with the parks board where they think the best location would be, if they approve it. The board offered approval for pursuing this with the parks board.

Motion to adjourn until the next meeting October 24, 2013, 5:30 pm Fort Madison Public Library – Welder; 2nd – Reed.