

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held November 21, 2013, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Sharon Groene, Ron Welder, Mary Kay Moline, Anne Heitz, Phil Hecht, Jane Sanford and Linda Beck

Staff Present: Sarah Clendineng (Library Director)

Excused Absences: Gerri Davis, Jared Reed and Travis Seidel.

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 – Beck; 2nd – Sanford. Carried Unanimously

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

Approval of minutes: President Groene inquired if the employees and volunteers were wearing name tags yet. The director informed them that we are still waiting on receiving the name tags. Motion to approve the minutes of the October 24 meeting – Beck; 2nd – Hecht. Carried Unanimously.

Corresponding Secretary: There was no correspondence this month.

Approval of Bills:

Motion to approve the October 2013 bills – Hecht; 2nd – Welder. Carried Unanimously.

Director's Report: Chloe Rempe, the part-time library assistant hired to fill the vacancy left by Maggie Guzman was introduced to the board. President Groene inquired about the leak in the roof, the director hasn't heard back from the roofing company yet. Trustee Welder inquired if other people have objected to cell phones. The director replied that they have but this is not a silent library and we do allow cell phone conversations to the same extent that we allow people to converse with one another in person, as long as they don't violate our behavior policy by getting too loud. This was put in the director's report in case the board wanted to address the issue. Trustee Sanford inquired about a letter she received from the Lee County Community Foundation that listed the library as a group they could donate to. The director explained that the library is a beneficiary of the foundation in two ways. The Library Foundation has a fund with the Community Foundation and donations to that will come directly back to the library foundation, there is also a fund that was set up to benefit seven organizations in Fort Madison of which the Public Library is one. See the attached report for more information.

Committee Reports

Building Committee: Trustee Sanford commented that the lawn is looking very nice. Trustee Heitz commented that she had noticed it was very dark along the building. The director will check the exterior lights and see if any bulbs need to be replaced.

Program Committee: Trustee Beck said that the committee threw around some ideas. Next fall we're thinking of starting a "Reminisce" club, presenting topics of historical interest such as the penitentiary, underground railroad in Denmark, the railroad itself, African American history, etc, and hold it in the afternoon. We currently have a special program January through May with the book discussions on science topics.

New Business:

Preliminary Study Room Plans: The director handed out the preliminary plans for the study rooms to give a rough idea of what the finished project will look like. The director did ask to move a couple of outlets. The anticipated start date is the end of February, bids will be opened before the January board meeting and there will be about a month lead time before the start date. The estimated cost is \$75,000 including architectural design, not including furniture and shelving. Trustee Welder recommended using the current meeting room tables in the study rooms and getting new tables for the meeting room, due to the current tables being difficult to take up and down. Trustee Welder recommended looking at the tables at the pavilion. The director will be sending out a story to the newspaper closer to the time the bids are announced.

2014-2015 Budget Requests: The director will be requesting a year round page which will work out to about 368 hours, 6 hours a week during the school year and 10 hours a week during the summer. There is also a request to increase the book budget from \$25,000 to \$30,000 and for a new full time position for the children's library. A new full-time children's librarian, with family insurance, is about \$50,000. This position would be filled by someone with either a library degree or an education degree. Trustee Welder suggested asking for another library clerk in addition to this. The director informed the board that a full-time library assistant II would be about \$46,000. In order to extend hours, we really need another full-time employee, another part-time employee wouldn't add to the hours that much and would make scheduling more complicated. To have another full-time person whose only job would be adult programming. Trustee Welder said that, since he's been on the board, the one issue he's heard repeatedly is to increase the library hours and this additional person would allow us to do that. The director did mention to the board that, as in past years, department heads have been asked to be conservative with their budget requests because the city is unsure what the property tax changes that have come down from the state level will do to the city's tax base. Trustee Beck suggested maybe just going with the children's librarian. Trustee Welder pointed out that those are kind of two different things and, as a board member, additional employees would address the issue he has heard about most frequently from the general public. Trustee Moline affirmed that the city does always ask for budget requests to be conservative.

Other Business:

World Book Night: Trustee Moline brought this up to the board. The director is interested but wasn't sure where to hand out books and it falls in the middle of the week. The director doesn't want to hold it at the library because part of the goal is to get books into the hands of people who aren't heavy readers. There are a wide selection of books to choose from. Trustee Welder suggested maybe contacting the YMCA . The director will go ahead and apply and then contact YMCA. As a fall back, we could maybe contact the hospital or the historical society.

Motion to adjourn until the next meeting December 19, 2013, 5:30 pm Fort Madison Public Library – Welder; 2nd – Heitz.