

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held December 19, 2013, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

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

Staff Present: Sarah Clendineng (Library Director)

Excused Absences: Gerri Davis, Ron Welder, Mary Kay Moline 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 – Reed. Carried Unanimously

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

Approval of minutes: Motion to approve the minutes of the November 21 meeting correcting various typographical errors– Beck; 2nd – Reed. Carried Unanimously.

Corresponding Secretary: A thank you was sent to the patron who donated the scanner. Also, notification was sent to Tom Hoffman that a donation had been made in memory of his mother. Trustee Sanford suggested sending a thank you note to Imagine That Toy Store for the little green train.

Approval of Bills: President Groene asked if the ice guards were connected to the roof issue. It was explained that they are not connected but their replacement is when the issue was discovered. Trustee Sanford inquired about the “Books for Program”. These are the books for the “Pushing the Limits” program coming up in the next four months. 25 copies of each book were purchased and 20 will be given to the first patrons to sign up.

Motion to approve the November 2013 bills – Hecht; 2nd – Reed.. Carried Unanimously.

Director’s Report: In addition to the attached report, the director asked for suggestion of people to contact to help facilitate discussion at the “Pushing the Limits” programs.

Committee Reports

Building Committee: Exterior light bulbs were replaced after it was noticed that several had burned out, leaving the building exterior somewhat dark.

Program Committee: No report.

Old Business

Update on 2014-2015 Budget Request: The director informed the board that the city manager will be recommending funding for the year round page but is not recommending either new full-time position. The city council will still see that it was requested and will have the discretion to put it back in, if they choose. The director also asked the board for their opinion on minimum staffing in the evenings as that would affect how much the library can expand their hours with new employees. The board indicated that for patron and employee safety, there should be three employees scheduled to close the library in the evening on a regular basis.

New Business:

Preliminary discussion of study room poicy: The director presented an initial policy for use of the study rooms based on other library's policies and feedback from library employees. The board had no recommended changes. The director will bring back a final policy at the next board meeting.

Fort Madison Area United Way Statement of Agreement: In order to receive funding from the Fort Madison Area United Way, we need to sign a statement of agreement on an annual basis. Motion to approve signing the Fort Madison Area Untied Way Statement of Agreement – Beck; 2nd – Reed. Carried Unanimously.

Change Date of January meeting due to study room bid opening: The bids for the study room construction will be on Wednesday, January 15. In order to get on the city council agenda for the next Tuesday, a recommendation needs to be made by Thursday afternoon, before the regularly scheduled board meeting. The director suggested changing the date of the January meeting. However, due to probably lack of a quorum, it was decided to hold an electronic vote to recommend a contractor to the city council.

Other Business:

Trustee Sanrford commented that she is very impressed with the new books in the children's area. This is mostly the result of work by Amy Morris and Chloe Rempe.

Motion to adjourn until the next meeting January 16, 2013, 5:30 pm Fort Madison Public Library – Reed; 2nd – Heitz.