

## Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held January 16, 2014, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Sharon Groene, Gerri Davis, Jared Reed, Ron Welder, Anne Heitz, Phil Hecht, Jane Sanford.

Staff Present: Sarah Clendineng (Library Director)

Excused Absences: Linda Beck, 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 – Welder; 2<sup>nd</sup> – Reed. Carried Unanimously

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

Approval of minutes: Motion to approve the minutes of the December 19 meeting – Hecht; 2<sup>nd</sup> – Davis. Carried Unanimously.

Corresponding Secretary: The director shared that she sent a letter in response to the resignation of the library liaison from the Old Fort Genealogical Society. The liaison indicated that she is not happy about the changes being made in the genealogy room. Trustee Hecht asked if this could have been prevented by sharing information with the society better. The director replied that, while that may be the case with some members, this particular member was part of the discussion and there are some items that were kept in the genealogy room, rather than being placed in the Special Collection, because of her input.

Approval of Bills: Motion to approve the December 2013 bills – Welder; 2<sup>nd</sup> – Reed. Carried Unanimously.

Director's Report: In addition to the attached report, the director informed the board that, if the council does not approve changing the current tax on utilities to a franchise fee, the general fund budget may face an approximately \$200,000 shortfall. If that is the case, the various departments will be asked to look at where they can cut their budgets. The director reported on a few ways the library might be able to cut back. However, any significant cuts would have serious impact on the library's ability to serve the community and the director strongly encourages the board to educate community members about this if they heard discussion of the franchise fee.

Also, the city's drug testing policy was approved without including library personnel as safety sensitive employees who would be required to take a pre-employment drug test. Based on correspondence between the City Manager and Pat O'Connell, who helped him draft the policy, municipalities do not have the same rights as private corporations in this case to implement a city-wide drug testing policy irrespective of the "safety sensitive" status of the employees involved, or in the absence of a "special need". Employees will still have to abide by the overall drug policy and, if substance abuse is suspected, can be tested if the circumstances are documented and warrant it.

### Committee Reports

Building Committee: The bathroom doors are thudding again and need to be cushioned, also, the doors in the women's room are squeaking and need to be looked at.

Program Committee: Jenny Jenkins, the marketing coordinator for Sunnybrook, approached the director about possible senior programming. The director told her about the planned “Reminisce” program beginning in the fall and she is interested in possibly providing light refreshments. Also, she asked about a rotating collection of large print books to be kept at Sunnybrook, possibly combined with a book talk by someone from the library when the books are changed out.

Old Business

None

New Business:

None

Motion to adjourn until the next meeting February 20, 2014, 5:30 pm Fort Madison Public Library – Welder; 2<sup>nd</sup> – Reed. Meeting adjourned at 6:00 pm.