

## Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held June 19, 2014, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

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

Staff Present: Sarah Clendinning (Library Director)

Excused Absences: Ron Welder, Mary Kay Moline, Linda Beck, Mark Lair

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 – Sanford; 2<sup>nd</sup> – Heitz. Carried Unanimously

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

Approval of minutes: Motion to approve the minutes of April 17, 2014 – Hecht; 2<sup>nd</sup> – Reed. Carried Unanimously.

Motion to approve the minutes of May 15, 2014 – Heitz; 2<sup>nd</sup> – Sanford. Carried Unanimously.

Corresponding Secretary: A thank you note was sent for a donation in memory of Helen Baxter.

Approval of Bills: A. Motion to approve the May 2014 bills – Welder; 2<sup>nd</sup> – Reed. Carried Unanimously.

Director's Report: In addition to the attached report, the director reported that the insurance deductible is \$1,000 and the replacement power supply came in under that. Also, three board members are leaving at the end of June. The terms of Gerri Davis and Jane Sanford end at the end of this month and Jared Reed will be moving outside the city limits. Fred Winke will be taking on the county representative vacated by Trustee Sanford. I received an application through the city from Candice Smrt and she seems like a good candidate but we will still need one man.

### Committee Reports

Building Committee: The study rooms are progressing nicely. The weeds around the library are getting high and the director will contact Hellige Lawn Care about taking care of them. There are a number of ceiling tiles that are discolored and need to be replaced. There was discussion of other possible solutions to the planter issue.

### New Business

Presentation of purchasing server using funds from special Projects Endowment Fund: The library needs a new server for its network. Ours is currently 8 years old, running Server 2003 and the latest version is 2012. We would probably go with software for 2008 as all of our software is compatible with that version. We could update to 2012 at a later date if we wanted to. This should also help the system run a bit faster, I know we have had complaints about the speed of our connection at times. The total cost would be \$8,096.77, not including labor. The special endowment fund was initially set up to help support the technology needs of the library. Trustee Hecht inquired about what the director was considering for back up options. At this point, the director is leaning toward cloud backup. While it is more expensive, we have had issues with our tape back up system that we have not been able to resolve. While it is a little more expensive up front, in the long run, I think it would cost about the same, if you consider the cost of someone repairing an on-site back up system.

Bulletin Board Policy: This is a new policy to clarify what should, or should not, be placed on the bulletin board and creates a hierarchy structure for who to ask about what to post or not. It is copied largely from other library policies. The director did ask the city if they had a policy and they do not have a written policy. Motion to

approve Bulletin Board Policy – Sanford; 2<sup>nd</sup> – Heitz. Carried Unanimously.

Dress Code Policy: There were no recommended changes made to this policy, but it still needs to be reviewed. Trustee Hecht mentioned that it seemed that most of it applies to women. The wording specifically mentioning perfumes and colognes was replaced with this sentence, “Please remember that some people are allergic to the chemicals in scented products, so wear these substances with restraint.” Motion to approve the revised Dress Code Policy – Hecht; 2<sup>nd</sup> – Reed. Carried Unanimously.

Unattended Children Policy: There were no recommended changes to this policy. Motion to approve the Unattended Children Policy – Heitz; 2<sup>nd</sup> – Hecht.

Behavior Policy: There were no recommended changes to this policy. The only thing the board might want to look at is item a referring to appropriate dress. Sometimes during the summer we have had kids come in wearing just a swim suit. The director inquired if the board thought we should be more specific as to what appropriate attire is in the library. No changes were recommended. Motion to approve the Behavior Policy – Sanford; 2<sup>nd</sup> – Heitz.

Meeting Room Policy: Several minor changes were recommended to reflect current practice in the meeting room. Specifically increasing the number of tables available, dropping the annual application requirement, tweaking the language about the key return and removing the trash from the meeting room at the end of the event. Motion to approve the Meeting Room Policy – Hecht; 2<sup>nd</sup> – Davis. Carried Unanimously.

Internet/Computer Use Policy: There were no recommended changes to this policy. Motion to approve the Internet/Computer Use Policy – Sanford; 2<sup>nd</sup> – Heitz. Carried Unanimously.

President Groene, and the rest of the board, thank Trustees Davis, Reed and Sanford for their service.

Motion to adjourn until the next meeting July 17, 2014, 5:30 pm Fort Madison Public Library –Sanford; 2<sup>nd</sup> – Reed. Meeting adjourned at 6:10 pm.