

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held August 21, 2014, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Sharon Groene, Brenda Graham, Mary Kay Moline, Anne Heitz, Linda Beck.

Staff Present: Sarah Clendineng (Library Director)

Excused Absences: Candice Smrt, Ron Welder, Phil Hecht, Fred Winke, 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 – Beck; 2nd – Moline. Carried Unanimously

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

Approval of minutes: Motion to approve the minutes of the June 19 meeting as amended – Heitz; 2nd – Beck. Carried Unanimously.

Corresponding Secretary: There was no correspondence.

Approval of Bills: The director handed out amended bills sheets. There were a few items that came in at the last minute that needed to be taken care of. Motion to approve the amended August 2014 bills – Beck; 2nd – Heitz. Carried Unanimously.

Director's Report: A correction to the attached report, the director's plans changed and she will not be taking vacation in September. In addition to the attached report, the director will be adding board contact information to the website. She will create a generic contact email so that the board members addresses are not made public. This e-mail will also be able to be updated as board members change. Trustee Groene requested an updated list of the board members and their contact information.

Committee Reports There were no committee reports. We will reorganize the committees at the September board meeting.

Old Business

Presentation of purchasing server using funds from special Projects Endowment Fund: This is the second presentation to approve a purchase using money from the 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. There is currently \$25,068.78 in the special projects endowment fund, though that fund doesn't grow. 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. The director recommend using a cloud backup system. 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.

Motion to approve purchasing server using funds form the Special Projects Endowment Fund – Beck; 2nd – Heitz. Carried Unanimously.

New Business

Amend library closed days: The board had originally approved the library being closed on Monday, October 13 for a staff work and training day. We are working on organizing a county wide training day, using employees from the state library. Since they are state employees, October 13, Columbus Day, is a holiday for them.

Friday, October 3, works for all the libraries so that is the day we are planning to hold it. Motion to approve closing the library on Friday October 3 for staff training and being open on October 13 – Heitz; 2nd – Graham. Carried Unanimously.

Review Strategic Plan: Next year will be time to go through the planning process again. We are doing very well on our goals and objectives. Staff training is going very well. The biggest challenge is finding self guided training. The director is looking forward to using LibraryAware to help with publicity and in-house displays. Our circulation went up and were' doing a good job of keeping the collection current. Also, there has been an increase in children's attendance, even though we offered fewer programs. The most challenging goal has been finding ways to work collaboratively with the school district. IPTV has selected us for their second year of the Reading Road to Success program. This program is to bring everybody in the community who works with kids together to provide them with resources. The one children's program we may be re-evaluating is Anime Club. Attendance at this has been spotty so we'll be looking at that come December to see how it is going. A teen program was added to this years summer reading program and it went very well. We're doing fine with the adult evening programs. We'll also be adding a daytime “Reminisce” program for older residents, looking at local and Iowa history.

Trustee Graham inquired about ideas for collaborative programs with the school and asked if any libraries had ideas. One thing the director has heard of is a Guys Read program, where fathers and men from the community come in to the school and read with the boys during lunch. Trustee Graham also mentioned the idea of a battle of the books program at the middle school/high school level. Currently it is only offered for elementary age students.

Motion to adjourn until the next meeting September 18, 2014, 5:30 pm Fort Madison Public Library –Heitz; 2nd – Moline. Meeting adjourned at 6:10 pm.