

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held September 18, 2014, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Sharon Groene, Candice Smrt, Ron Welder, Anne Heitz, Phil Hecht and Fred Winke.

Staff Present: Sarah Clendineng (Library Director)

Excused Absences: Brenda Graham, Mary Kay Moline and Linda Beck.

The meeting was called to order with a quorum present by President Sharon Groene at 5:30 pm. Introductions were made for the benefit of new board members.

Approval of Agenda: Motion to approve the agenda – Hecht; 2nd – Welder. 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, correcting the spelling of Candice Smrt's name – Heitz; 2nd – Welder. Carried Unanimously.

Corresponding Secretary: There was no correspondence.

Approval of Bills: There were a few questions about the bills. The \$90 to 3rd Generation Electric was for a problem with the lights in the technical services area while the director was on vacation. The bill for The Library Corporation is for the libraries software, printer support and computer and printer management software. For this annual cost we get 24/7 technical support, help with upgrading software and hardware as well as regular updates to the system. The amount for Quill bill of \$12,158.00 was a typo and should have been \$121.58. This reduced the total expenditures from the general fund by about \$12,000. The signage payment from the building fund was for ADA compliant signs for the new meeting rooms. Motion to approve the amended August 2014 bills – Welder; 2nd – Hecht. Carried Unanimously.

Director's Report: In addition to the attached report. The bushes in the planter will need to be moved. The director would propose putting one on the northeast corner of the building where a tree was removed and using the other two to replace the hydrangeas if there are no objections from the board. There were no objections.

Committee Reports The organization of the committees was discussed. Currently there is a programming and a building committee. Programming was established to assist with planning programming at the library. The building committee grew out of the new library project, working with the architect and designers. Trustee Welder asked if the director needed them. The director replied that she doesn't think we do. We're a small board and all the members are good at expressing their ideas and concerns. The decision was made to disband all committees and continue to use on an as needed basis.

New Business

Review the Operations Policy: The big changes were under items F and G. Moving from the idea of charging fines and instead changing them to rental fees. Trying to change the philosophy from “we are punishing people” to “we are charging for a service”. The amounts of some fees were also adjusted slightly to make the costs more consistent. This will be an increase in the CD and DVD rental fee. Trustee Welder inquired if this had been a problem. The director replied that it was, at \$.10/day with a \$5 maximum, keeping the item for an extra week only costs the patron \$.70. Some amounts were also changed to make amounts more consistent. The amounts for items the Friends of the Library set the cost for were removed. Finally, under item B, the wording was changed to allow for either a photo ID or a library card to match current practice. Motion to approve the revised Operations Policy – Heitz; 2nd – Welder. Carried Unanimously.

Motion to adjourn until the next meeting October 16, 2014, 5:30 pm Fort Madison Public Library –Hecht; 2nd –
Welder. Meeting adjourned at 6:00 pm.