

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held October 16, 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 and Linda Beck

Staff Present: Sarah Clendineng (Library Director)

Excused Absences: Candice Smrt, Ron Welder, Phil Hecht and Fred Winke.

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 September 18 meeting – Beck; 2nd – Graham. Carried Unanimously.

Corresponding Secretary: Thank you notes will be sent to those who have sent in memorials for Connie Fahey. We have also received a number of donations in memory of Jeanne Power but the family has taken care of the sending thank you notes for those.

Approval of Bills: There was a question about Symantec under petty cash. That is for the library's antivirus software. There was also discussion about the gas bill. It was abnormally high, the director called the Heat and Air Guy to come look at it. Motion to approve the amended October 2014 bills – Beck; 2nd – Heitz. Carried Unanimously.

Director's Report: In addition to the attached report. Trustee Groene inquired about the amount of the memorials. The director hasn't calculated a total yet, as some checks are still trickling in. There was also a request for explanation of Enrich Iowa. The State has given the State library a pot of money designed to help equalize library services across the state. There are three parts to the program. The first one is the Interlibrary Loan (ILL) program. Libraries get reimbursed for ILL transactions. It's not close to what the actual mailing costs are but it does help to offset them. The second part is Open Access, through which, if you have a library card at a participating library, you can get a card from any other participating library in Iowa and most public libraries do participate. Additionally, library materials can be returned at any participating library and will be returned to the owning library. The last piece is Direct State Aid and that is based on your accreditation level. There are three levels of accreditation based on meeting certain standards set out by the state library. Right now we are at tier 1, and we meet all the standard for tier 3 but, the hours the library is open keep us from meeting tier 2 standards and we can't increase our hours without adding employees. It is kind of confusing and that is one of the things the evaluation committee is looking at. One correction, the amount for the sidewalk is wrong, it will actually be closer to \$15,000. However, this needs to be taken care of as it causes a tripping hazard during the winter months. We can use funds from the Leland Fehr Memorial to pay for this as it falls solidly in the category of repair and maintenance of the building. This will be taken care of before winter. Trustee Groene mentioned the barrier strip between the book drop drive through and the parking lot. The director will explore the option of replacing the rocks with grass.

Committee Reports: There were no committee reports.

New Business

Library Director Evaluation: The only evaluations that weren't received were from Trustees Smrt and Graham which is understandable as they have only been on the board for a few months. The primary thing that attracted the director's attention was the maintenance of the facilities. There was a comment that it has dropped off

which seems fair and the director is working on it but it is not her strongest area. The director appreciates the feedback. The goals listed are the ones that were mentioned most often, they do also line up with the goals in our strategic plan. Trustee Graham mentioned that she had also included development of a spanish collection.

The director is requested approval of moving her pay rate from step 4 of her current classification to step 5 beginning July 1, 2015. The library director position is classification 36 and currently the director is at step 4. When a new employee is hired, they begin at step 1. After a six month probationary period, they move to the next step. Every subsequent year, they move up a step until you get to step 5 at which point there is longevity that kicks in, in place of additional step increases. When the director was hired, the position was at a lower classification level than the other department heads and so the first major pay change the director made was to move to the same classification level as other department heads, but at step four. That was about 2 or 3 years ago.

Motion to approve the director's salary at classification 36, step 5 effective July 1, 2015 – Heitz; 2nd – Graham. Carried Unanimously.

Other: Trustee Heitz requested education on the budget, trust funds and city reports. This will be scheduled as part of the November meeting.

Motion to adjourn until the next meeting November 20, 2014, 5:30 pm Fort Madison Public Library –Heitz; 2nd – Graham. Meeting adjourned at 6:05 pm.