

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held February 19, 2015, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Sharon Groene, Brenda Graham, Ron Welder, Anne Heitz, Phil Hecht, Fred Winke.
Staff Present: Sarah Clendineng (Library Director)
Excused Absences: Candice Smrt, Linda Beck.

Meeting was called to order with a quorum present at 5:30.

Motion to approve the agenda - Welder; 2nd - Graham. Carried Unanimously

Public Comments: There were no public comments.

Approval of minutes: Motion to approve the minutes of the January 15 meeting - Welder; 2nd - Graham. Carried Unanimously.

Approval of Bills: There was a question about the bill from Hellige Lawn Care, this is pre-paying for the services they will provide as far as fertilizing and weed treatment through the coming year. Motion to approve the February 2015 bills – Hecht; 2nd – Graham. Carried Unanimously.

Director's Report: In addition to the attached report, there was brief discussion of the budget. The board received Mary Kay Moline's official resignation and will need to start looking for a new board member. Ron Welder suggested Larry Wright and will get in touch with him. The board took donations from their members to purchase books to donate to the library as a thank you for her service to the board. The director also gave an update on the metal part of the roof. According to Dave Schlembach at PBSA, it was not installed correctly and the panels are slipping. This is not a safety issue but could cause problems with leaking and water damage. We are still within the 10 year liability period and he recommends we ask the city attorney to send a letter to the builder asking them to address the problem. Finally, there is a special event about the Albright flags on April 18 and the sponsoring group is looking for some volunteers to help people who come to the library use a paper folding method for creating five pointed stars. Trustees Groene and Heitz agreed to help with this. The library will provide supplies and instructions.

Old Business

Ron Welder inquired if there was any news on discussion of creating a new Book Nook with the Friends of the Library. As far as freeing up space for Spanish books, the adult non-fiction was shifted to free up space for the J/YA non-fiction and then the biographies were moved back by the paperbacks.

New Business

Discussion of what to do if patrons forget to pick up the meeting room key for events held after library hours: This came up over the weekend, Linda Beck and Geri Davis both got calls from a woman who got confused about the library's hours and didn't get the key picked up on Saturday so she could open the building for an event on Sunday. The director did check with the Parks and Rec secretary and they include the non-emergency number for the police on their registration form so that they can call the police and either the police, or the parks employee who is on call that weekend, can let them in. The director is thinking of creating a slip for patrons who plan to use the meeting room that has the library's hours on it and they would have to have the form for the police to let them in. Trustee Welder inquired if this was a common problem and the director informed him that it was not. To her recollection it has happened maybe 6 or 7 times in the last 8 years. So it's not a significant problem but there isn't currently an after hours contact. Trustee Welder indicated that this seems like a good solution to be used rarely but if it becomes a frequently recurring problem then we will need to readdress

the procedure. The other piece that will be put into place is to give patrons using the library after hours or on weekends a courtesy call, reminding them that they need to pick up the key. The director will also look into wording for information to be placed in the meeting room as far as who to call in case of building malfunction. There was discussion of patrons forfeiting their deposit if they forget the key and have to call someone to let them in. As the director reads the union contract, she is the only employee who could come in after hours as she is the only salaried employee. If the director were unable to let someone in, she would contact the police or the on-call parks employee. If the police do not charge us if they have to let someone in the director is not in favor of penalizing patrons who forget the key at this point.

Motion to adjourn - Welder; 2nd - Heitz. Carried unanimously.

Next meeting March 19, 5:30 pm Fort Madison Public Library.