

Fort Madison Public Library Board of Trustees

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

Present: Ron Welder, Anne Heitz, Larry Wright, Phil Hecht, Linda Beck

Staff Present: Sarah Clendineng (Library Director)

Excused Absences: Candice Smrt, Brenda Graham, Fred Winke, Sharon Groene.

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

Motion to approve the agenda - Beck; 2nd - Heitz. Carried Unanimously

Public Comments: There were no public comments.

Members introduced themselves to new board member Larry Wright.

Approval of minutes: Motion to approve the minutes of the February 19 meeting - Heitz; 2nd - Hecht. Carried Unanimously.

Corresponding Secretary: There was no correspondence.

Approval of Bills: Motion to approve the March 2015 bills – Beck; 2nd – Heitz. Carried Unanimously.

Director's Report: In addition to the attached report, there was discussion of the roof situation. Most of the stained tiles are from dripping from problems with the hvac system. The director will talk to Tom Schutlz about possible ways to address this.

Old Business

Discussion of what to do if patrons forget the meeting room key after library hours. There is now a procedure in place. One of the phone lines at the library has been set up to forward to the director's cell phone and this is now included in the library's after hours phone message. Patrons calling in may need to leave a message on the director's cell phone. If library board members receive a call from a patron about the meeting room key, the patron needs to call the library and select the option to talk to someone about issues with the meeting room. The police department does have a key for the front door and meeting room but this will only be used if I am out of town and if we need them to let someone in, I will call the police department and make arrangements based on the availability of police officers. If the police are needed to let them in, the police will only be able to let the patrons in, the building will remain locked and they will be able to get out but not back in. Also, we will be calling patrons who are using the room after hours and on weekends to remind them to pick up the key and we have included a slip on the bottom of the meeting room use form that has this information and the library hours.

Flag event volunteers, just a reminder that the DAR is having a celebration in honor of Rebecca Albright and a couple of board members had volunteered to be at the library helping with a five-pointed paper star craft.

New Business

Nomination of Officers: Officers are nominated in March and then elected in April. Nomination of Sharon Groene as President – Welder; 2nd – Hecht. The director will double check with Sharon and see if she is available to serve. Nomination of Ron Welder as President Pro-Tem – Beck; 2nd – Wright. We will leave the Corresponding Secretary out of the nominations for now.

Library Closings for 2015/2016: The director presented the following list of holidays for the 2015/2016

calendar year:

- i. Friday, July 3
- ii. Saturday, July 4 - 4th of July – Union contract
- iii. Monday, September 7- Labor Day – Union contract
- iv. Monday, October 12 – Columbus Day – Staff Development
- v. Wednesday, November 11 – Veteran's Day – Union Contract
- vi. Thursday, November 26 – Thanksgiving – Union Contract
- vii. Thursday, December 24 – Christmas Eve Day – Union Contract
- viii. Friday, December 25- Christmas Day – Union Contract
- ix. Saturday, December 26
- x. Thursday, December 31 – New Year's Eve Day – Union contract
- xi. Friday, January 1 – New Year's Day – Union contract
- xii. Monday, February 15 – President's Day – Staff Development
- xiii. Friday, March 25 – Good Friday – Union contract
- xiv. Monday, May 30 – Memorial Day – Union contract

There are a couple of tricky weekends this year. First, the fourth of July falls on a Saturday, the director proposes that the library be closed on the 3rd and the 4th. This will also match up with what the city does. With Christmas falling on Friday, the director would like for the library to be closed on the 26th as well. This results in the library being closed four days since we are closed the 24th as well. The director would propose being open on Saturday, January 2 but Christmas is a little different. This schedule includes two staff development days, President's day and Columbus day. Columbus day is one of those days that we get a lot of “are you open?” calls and is a good day to close for staff training. President's day is a city holiday because their contract is slightly different than the library's and it's less complicated we're also closed to the public. Motion to accept the library closings for 2015/2016 – Hecht; 2nd – Heitz. Carried unanimously.

Proposed to amend by-laws to remove Corresponding Secretary position: This is the notice for the next meeting that we modify the by-laws, Article IV Officers to remove “Corresponding Secretary” from the first sentence and change the last sentence to, “The Library Director shall serve as the Recording and Corresponding Secretary.” This would leave Article IV, section 6 in place defining the duties, but assigning them to the library director.

Motion to adjourn - Heitz; 2nd - Hecht. Carried unanimously. Adjourned at 5:50pm.

Next meeting April 16, 5:30 pm Fort Madison Public Library.