

## Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held April 16, 2015, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Sharon Groene, Candice Smrt, Brenda Graham, Ron Welder, Anne Heitz, Phil Hecht, Fred Winke and Chad Cargas

Staff Present: Sarah Clendineng (Library Director)

Excused Absences: Larry Wright and Linda Beck

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

Motion to approve the agenda - Welder; 2<sup>nd</sup> - Graham. 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 March 19 meeting correcting typos - Hecht; 2<sup>nd</sup> - Graham. Carried Unanimously.

Corresponding Secretary: There was no correspondence.

Approval of Bills: Motion to approve the April 2015 bills – Welder; 2<sup>nd</sup> – Hecht. Carried Unanimously.

Director's Report: In addition to the attached report, Trustee Greone inquired if there was any programming being done with the Wii system purchased several years ago. There hasn't really been anything, it was tried a couple of times but attendance was not good. The Friends of the Library sale room has been very nicely organized. There was also discussion of the the repairs to the improperly installed roof. We are still waiting to hear back from Bi-State. Trustee Graham inquired about the Iowa Libraries Online Conference. This is an online conference sponsored by the Iowa Library Association. The director attended sessions on marketing, shared IT services between libraries and developing an after school program for at-risk kids.

### Old Business

Amend by-laws to remove Corresponding Secretary position: The description of the corresponding secretary will be left in the by-laws but they will be amended so that the library director will serve as the recording and corresponding secretary. Motion to approve changed by-laws – Heitz; 2<sup>nd</sup> – Winke. Carried Unanimously.

### New Business

Election of Officers: Nominations from last month were Sharon Groene for president and Ron Welder as president pro-tem. Both of these members have agreed to this nomination. Motion to approve officers – Hecht; 2<sup>nd</sup> – Graham. Carried Unanimously.

Budget Amendments: This is mainly for the trust funds. When creating the budget we estimate what we will spend. At the end of the year, we need to amend the budget to reflect expenditures over what was originally budgeted. This does not reflect the balances in any of the trust funds, just what we planned to spend. These expenditures have already been approved by the library board. We just need to have the budget reflect what we spent. The Library Endowment expenditures went up because of purchasing the new server. Remodeling expenditures went up due to the addition of the study rooms, some of which came from the gift fund, as well. The Leland Fehr expenditures went up due to replacing the front sidewalk and one of the automatic door openers that had broken.

| Fund County       |             | Budgeted Expenditures | YTD Actual   | Recommended Amended Budget Amount |
|-------------------|-------------|-----------------------|--------------|-----------------------------------|
|                   | Expenditure | \$7,950.00            | \$6,575.46   | \$10,000.00                       |
| Library Endowment |             |                       |              |                                   |
|                   | Expenditure | \$5,000.00            | \$8,096.78   | \$8,100.00                        |
| Mershon Trust     |             |                       |              |                                   |
|                   | Expenditure | \$5,250.00            | \$1,905.00   | no change                         |
| Leland Fehr       |             |                       |              |                                   |
|                   | Expenditure | \$1,000.00            | \$14,363.01  | \$17,000.00                       |
| Gifts             |             |                       |              |                                   |
|                   | Expenditure | \$6,000.00            | \$27,046.07  | \$33,000.00                       |
| Remodeling        |             |                       |              |                                   |
|                   | Expenditure | \$0.00                | \$48,895.29  | \$50,000.00                       |
| General Fund      |             |                       |              |                                   |
|                   | Expenditure | \$335,310.00          | \$243,646.60 | no change                         |

Motion to approve the budget amendments as proposed – Graham; 2<sup>nd</sup> – Winke. Carried Unanimously.

Change June board meeting to the 2<sup>nd</sup> Thursday, June 11: The director is asking to change the date of the June boarding meeting because she has a conflict on the 18<sup>th</sup> which would be the usual meeting. The ideal date would be the 25<sup>th</sup> because we will be looking at end of the year expenditures but the director will be at the Kiwanis International Convention on that date. This leaves the 11<sup>th</sup> if we want to keep it on a Thursday. Trustee Welder inquired if it would be better to do a different day of the week and move it closer to the end of the year. The director replied that we could do a Tuesday if the board members could make it, but we have to have a quorum in June. The 23<sup>rd</sup> seemed to work well for everyone.

Motion to adjourn - Welder; 2<sup>nd</sup> - Heitz. Carried unanimously. Adjourned at 5:50pm.

Next meeting May 21, 5:30 pm Fort Madison Public Library.