

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held August 20, 2015, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Sharon Groene, Larry Wright, Anne Heitz, Phil Hecht and Linda Beck

Staff Present: Sarah Clendineng (Library Director)

Excused Absences: Brenda Graham, Ron Welder and Fred Winke.

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

Motion to excuse absences of Ron Welder, Brenda Graham and Fred Winke – Heitz; 2<sup>nd</sup> – Hecht. Carried unanimously.

Motion to approve the agenda - Beck; 2<sup>nd</sup> - Wright. Carried unanimously

Public Comments: No public comments

Approval of minutes: Motion to approve the minutes of the June 23 meeting, correcting motion to adjourn - Beck; 2<sup>nd</sup> - Heitz. Carried unanimously.

Corresponding Secretary: No correspondence.

Approval of Bills: Trustee Heitz asked about the damaged interlibrary loan to Kalona and asked if we would be charging that back to the patron. In this case we won't be as it was for the monthly book group and we're not sure which patron had it out. Also, in the director's opinion, it is more a result of cumulative wear and tear on the book than damage and we don't want to damage the relationship with either another library or the patron over this amount. Motion to approve the August 2015 bills – Hecht; 2<sup>nd</sup> – Beck. Carried unanimously.

Director's Report: In addition to the attached report, the director needs to know the affiliations of the board members for the Alliant Energy grant, though it would be nice to also include if you are an officer on any other non-profit boards. This grant is to purchase new laptops for the library initially to start a minecraft program but also, long term to begin creating maker spaces that will involve things like robotics, circuitry, art, etc.

New Business:

Landscaping islands between the parking lot and book drop lane: In addition to comments from board members Councilman Andrews expressed concern about the rocks in the parking lot after his Aunt tripped on one. One option is cementing over them. Trustee Groene expressed dislike for that option because she likes as much greenery as possible, though there are issues with weeds. The director pointed out that, in the winter, cement would be one more surface we would have to shovel and apply ice melt to. Also, if the city is late getting here after a snow or if the walk starts to ice up after it is shoveled, this is just more area that library employees have to clear or spread ice melt on. Another option is grass which would have to be mowed but would cut down on weeds. Trustee Hecht inquired about a combination of grass and stepping stones. Stepping stones could be mowed over but would help prevent bare spots due to foot traffic. The director pointed out that there were a lot of complaints about the stepping stones that were in front of the library before the decorative walk and then you're also back to shoveling. Trustee Heitz wondered if there was a way to create a concave bed for the rocks instead of the existing convex mound. The director mentioned that the problem is that they are coming out when people are walking across them and people would still be walking across them if they were concave and a lip to keep the rocks from getting kicked out would pose a tripping hazard. The director mentioned we could put in all decorative grasses to minimize walking across the rocks but you still have weeds growing in the decorative grass. Trustee Heitz inquired about a combination of cement and part benches. The director mentioned a combination of cement and a decorative fence might help minimize traffic. Trustee Beck

mentioned that we could put in artificial turf, they use it in Arizona, no mowing, no weeds. The consensus seemed to be that grass might be the best way to go. The director will contact Hellige landscaping and ask him about that and also about using the rocks to fill in other landscaping areas around the library. Motion to replace rock with grass and put in curb by handicapped spots – Hecht; 2<sup>nd</sup> – Heitz. Carried unanimously.

Review Strategic Plan: The director presented the report from the plan that was developed in 2012.

Trustee Wright inquired about the goal of “the public library will work with the Fort Madison Community School District” and what the thinking was behind that. This goal is probably the most undefined of the goals that were set but it was something we saw from the board and the community surveys but never had any really concrete ideas as to what it would look like. The director's idea was to find a way to get kids into the library at least once so they can see that there is more to the library than they may think. Trustee Wright responded that he is looking more specifically at the high school side and, from working with the comp plan committee, he has been thinking about ways to connect the high school and local businesses to help high school students with business training, learning skills like book keeping and ordering. Possibly the library could work as a link between the high school and business or SCC or CBIZ or LCEDG to help high school students learn real life business skills. Trustee Heitz mentioned that this sounds like vocational training and job shadowing and we might want to contact the business office at the high school and she thinks Roxanne Puga, the new media specialist at the high school, might have a lot of really good ideas.

Since we try to do this every three years, it is time to revise this and get new community feedback on how the library is doing and what it should be doing. The director passed out a time line and brief survey that can be use in person and will also be available online. Motion to approve the time line and survey for the 2016-2020 annual survey – Beck; 2<sup>nd</sup> – Wright. Carried unanimously.

Approve Annual Report for City Council: City code requires the library to present a report to the city immediately after the end of the year, which usually ends up being the end of August, beginning of September. City code requires that the report include a statements of the condition of the library, the number of books added, the number circulated, the amount of fines collected and the amount of money expended in the maintenance of the library during the year, as well as other information that may be required by the council. To date they haven't asked for anything in particular but the director has included a report on progress in the strategic plan. Trustee Wright inquired if the report the board received was the same format the council would receive and inquired about what their feedback has been in the past. The director replied that it has been included as part of the department head report for the past few years. Trustee Groene said she though it was well written. Trustee Wright suggested adding some charts to help make the data more visually interesting. The board does not need to see the report again before it goes to the council.

Inform of Lee County Advisory Board Meeting time and confirm delegate: Their are five libraries in Lee County that have formed a coalition to make the best possible use of the funds received from the Lee County Board of Supervisors by pooling our resources. From the money we receive from the supervisors, about 1/3 is sent directly to the libraries based on population. This is the money the board sees in the County fund on the trust funds sheet. The rest goes to the joint project budgets. This includes funds for a large print, audiobook and DVD rotating collection. Some of the money under joint projects, we decide how to spend it but the accounts are kept at Keokuk, for example technology and databases. This year, the libraries are asking for an increase in technology so that each library would receive \$2,000 from the county for technology and leaving all the other line items the same. The librarians meet every other month to discuss library issues and plan joint programs, especially performers for the summer reading. The Library Board presidents are the representatives to the Lee County Libraries Advisory Board that will be held in West Point this year on September 29.

Library director evaluations were sent to the board members. Library employees were asked to fill out evaluations that will be mailed directly to you, the director won't see them. The board evaluation of the library director will take place at the September meeting. The director plans to be on vacation on September 17 so

there are two options, either the board can meet and do the evaluation without the director present or we change the date of the meeting. It was decided that the meeting date will be the same and a board member will take notes in place of the director. Rather than the director compiling the board evaluations, board members are asked to bring their evaluations with them for discussion and the preparation of one final evaluation from the board.

Motion to adjourn – Heitz; 2<sup>nd</sup> – Beck. Meeting adjourned at 6:46 pm.

Next meeting Thursday, September 17, 2015, 5:30 pm Fort Madison Public Library.