

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held October 15, 2015, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Sharon Groene, Brenda Graham, Ron Welder, Larry Wright, Anne Heitz, Phil Hecht and Linda Beck.

Excused Absences: No excused absences.

Unexcused Absence: Fred Winke

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

A motion to not approve any excused absences was made by Wright; 2nd – Beck. The motion carried unanimously.

A motion to approve the agenda was made by Beck and seconded by Welder. The motion carried unanimously.

Public Comments: There were no public comments.

Approval of minutes: A motion to approve the minutes of the September 17 meeting was made by Wright; 2nd – Heitz. The motion carried unanimously.

Corresponding Secretary: A thank you note was send to the president of the Humanist Society, thanking him for a donation made to the library by a group of prisoners he is working with. He was asked to pass on the thanks of the library to the prisoners who made the donation.

Approval of Bills: Motion to approve the October 2015 bills – Wright; 2nd – Graham. The motion carried unanimously.

Director's Report: In addition to the attached report, the library reported that she has decided to drop the ValueLine Subscription. It costs \$1,000 annually and it is hard to justify that amount considering recent cuts to the library materials budget, though the library will accept donations to continue the subscription. The board asked if this was explained on or near the ValueLine materials. A sign has been placed there but the director will clarify it when she returns to the library. The grass planted between the parking lot and the book drop lane is coming in nicely and is beginning to look really good. The roof repairs are completed. Dave Schlembach was hoping for a really good rain to check for leaks but that doesn't seem likely in the next few weeks.

Unfinished Business:

Library Director Evaluation:

Trustee Wright reported that he met with Dave Varley about the city's process and, while the city has somewhat of a process, it is used sporadically and they are reviewing it. Dave Varley complimented the board for stepping up in this area and said he will work with us in developing an evaluation tool. Especially since the director is accountable primarily to the board and this is the only city position like that.

The first thing appears to be to appoint a committee of three people to look at this and come back to the board. Trustee Welder mentioned that there is a personnel committee composed of Linda Beck and himself and suggested adding Larry Wright.

The director expressed some concerns regarding the documents that Trustee Wright sent out in advance of the meeting. After discussion of a few of the points, Trustee Welder suggested that the discussion of the fine points of the process should be first discussed by the personnel policy and would suggest postponing this discussion, leaving it in the hands of the personnel committee. The board approved adding Larry Wright to the personnel committee. The board agreed to wait on the report of the personnel committee before further discussion.

New Business:

Review Computer and Internet Policy:

The director recommended changing the first sentence under “Software and Saving” to :
Patrons may not load their own software without library permission, or save documents to the hard drive permanently.

This keeps the policy up to date with current usage as some patrons need to install specific programs to access information. The example that comes immediately to mind is some military personnel have a proprietary program for checking their e-mail. These changes to the policy reflect the security currently on the computers as we have software to prevent things being permanently added to the computers.

Motion to approve the amended computer and internet policy – Welder; 2nd – Hecht. The motion carried unanimously.

Review Microfilm Policy:

The director proposed amending the policy to make all microfilm machine copies \$.25 whether they are printed to the microfilm machine or the laser printer by eliminating the last sentence. Trustee Beck proposed replacing the last two sentences with this sentence:
All microfilm copies will be \$.25/page.

Motion to approve the Microfilm policy as amended – Beck; 2nd – Heitz. The motion carried unanimously.

Review Video Projector Policy:

The director proposed amending this policy to remove the phrase “and laptop” as we no longer circulate a laptop with the video projector. Due to program compatibility, we recommend people bring their own device. Trustee Wright pointed out several other occurrences of this phrase that the director had missed.

Motion to approve the Video Projector Policy as amended – Welder; 2nd – Heitz. The motion carried unanimously.

Review Laptop Policy:

The director recommended removing the credit card as a token left for the laptop as the library does not want to be responsible for patrons credit cards. Also, clarifying how printing can be accomplished from the laptops. Trustee Wright asked about stiffening the fine for a laptop left attended. Trustee Welder asked how often that happened and the director informed them that she had never seen it occur.

Trustee Welder asked about when the patron would read the policy and the possibility of having a signed policy on file for use of the laptop. The director suggested making the laptop policy the wallpaper on the laptop screen.

Motion to approve the amended Laptop Policy – Welder; 2nd – Wright. The Motion carried unanimously.

Trustee Beck mentioned that the automatic opener on the front door wasn't working when she came in and the the carpet looks nice after its cleaning.

The director will check on the door opener and see that it is taken care of.

Motion to adjourn the meeting until November 19 at 5:30 pm – Welder; 2nd – Hecht. The motion carried unanimously.