

Fort Madison Public Library Board of Trustees

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

Present: Brenda Graham, Anne Heitz, Ron Welder, Larry Wright, Phil Hecht, Fred Winke.

Excused Absences: Sharon Groene, Linda Beck

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

A motion to not approve excused absences was made by Hecht; 2nd – Heitz. The motion carried unanimously.

A motion to approve the agenda was made by Heitz and seconded by Wright. The motion carried unanimously.

Public Comments: There were no public comments.

Approval of minutes: A motion to approve the minutes of the October 15 meeting, correcting one typographical error, was made by Hecht; 2nd – Welder. The motion carried unanimously.

Corresponding Secretary: There was no correspondence.

Approval of Bills: Trustee Winke inquired about how often Service Master comes to the library. The director replied that they are here Monday through Friday but don't do everything every day. For example, they empty the trash and clean the bathrooms every day but only vacuum every other day. Trustee Hecht inquired about the lawnmower. The library owns two push lawnmowers that are used at the library and city hall to be set at a slightly higher mowing height so that they aren't scalping the lawn. Motion to approve the November 2015 bills – Winke; 2nd – Hecht. The motion carried unanimously.

Motion to approve the bill from TLC in the amount of \$12,044 from September. This bill was tabled at the September meeting due to a request for clarification from the board about what it is for. This is the annual cost for our automation system, our book and patron database that allows us to check books in and out and keep a catalog of what we own..

Director's Report: In addition to the attached report, Trustee Winke inquired about the facility. He has heard concerns from the community about getting into the library, especially in bad weather in the winter. He mentioned that the Post Office has a railing up to the door. Suggested looking into a railing along the curved sidewalk, giving patrons something to hang onto. Also the possibility of allowing patrons to use the door on the east side of the building. Trustee Welder mentioned that we had discussed allowing people to use the door on the east side of the building but there are security concerns with people taking books. The director has concerns that the railing might encourage patrons to use the curved sidewalk in the winter when the sidewalk nearer the street might be the safer option because it doesn't get as much sun and is more likely to have slippery spots. Trustee Welder said that we put that sidewalk in because people were walking there anyway and killing the grass.

Committee Reports

Personnel Committee

Trustee Hecht reported that the personnel committee had met twice since the last board meeting and is pleased with the progress on the survey and the evaluation process. The committees work will be ongoing and plans to be active through the spring.

Unfinished Business:

Trustee Heitz inquired if there had been any response to dropping ValueLine and the director responded that she hadn't heard anything. She also inquired if there were any new leaks after the last rain. The director hasn't noticed any.

New Business:

Review Library Operations Policy

Under section A, the director suggested changing the probationary language from 6 months to 3 months. Currently, patrons can only have 5 items out at a time for the first six months they have a card. The director would like to reduce this to 3. Other library employees have indicated that they prefer six months, with the primary concern of minimizing unreturned items. The director is concerned about that but also trying to balance it with convenience for patrons and would rather lean more in the direction of convenience for patrons and 3 months should be enough time, except in the most extreme cases, for patrons to show their reliability. 3 months would be 4 book check out cycles or 12 DVD/CD check out cycles if the item is kept for the maximum period.

The director would also like to add an additional patron type to allow high school students to access the library's e-resources without having a parent come in and sign them up for a library card. E-resources include the e-Books, e-Audiobooks, Learning Express Library and Heritage Quest. They would still need parental permission to access the library's public computers but could come into the library with their own device and use the wireless. The logic being that if they have a wireless device, their parents probably know that they have a wireless device.

In section F, letting the director set the fee limit that will result in patrons being blocked and changing the Lost/Broken laptop amount to match the updated laptop policy.

Finally, adding section K, to cover patrons who declare bankruptcy which has happened once in nine years but, due to bankruptcy laws, we need to be careful how we handle the situation so we are in compliance with the law.

Motion to approve the Operations Policy as amended – Wright; 2nd – Hecht. The motion carried unanimously.

Budget Discussion:

The city will begin its budgeting discussion in the next week or so and the director is looking for direction from the board as she prepares her request. Trustee Welder said that he wants us to present a reasonable budget but the director has mentioned that she could use an additional employee that would allow us to be open more hours. The director said that she didn't ask for it last year and inquired if the board would like for her to ask for it this year. Trustee Welder and Wright replied in the affirmative. Trustee Welder said that he is asked by the public why we aren't open until 9:00 every night and the answer is we don't have the employees to do it. The director will also ask for an increase in library materials.

December Board Meeting:

The director would like for us to use the board meeting night in December for a volunteer appreciation event rather than a regularly scheduled board meeting.

Motion to make the December board meeting an annual volunteer appreciation event – Hecht; 2nd – Winke. The motion carried unanimously.

Discuss handicap spot in curb cut in front of library:

This issue came up at two of the strategic planning sessions and was discussed a few years ago. The idea would be to put a curb cut, similar to what is in front of Lincoln school (though small), in front of the library for one or two handicap parking spots. The city will be redoing Avenue E from 18th to 20th street next year the director inquired if the board was interested in exploring this option. Trustee Wright inquired if it would make more sense to have a handicap spot or a spot for people to drive up and drop someone off. The only difficulty with that is it won't help someone who was driving themselves, while a handicap spot would. The library currently has 2 handicap spots in the west parking lot and 3 in the east. One on each side is van accessible. The last time the board discussed it there was a concern that it might be dangerous for people to be exiting their cars in the road. The director did mention this to Larry Driscoll and he doesn't see a concern with someone getting out in the street there. As wide as Avenue E is, with a curb cut, you'd be exiting the vehicle about where the curb is currently. The two big unknowns at this point is what the cost would be and how it would be paid for. The board indicated that they would like the director to explore the cost and feasibility of this project.

Tier Standards Review Section 11 – Physical Facility:

The tier standards are what we need to meet to receive funding from the state, currently about \$1200. The standards were decided on by a committee of librarians from all sizes and, even without the monetary incentive, are worth striving for to achieve library excellence. There are four different types of standards, general standards, tier one standards, tier two standards and tier three standards. In order for us to be accredited at tier one (the lowest tier), we have to meet all the tier one standards plus about 30 of the general standards. To move up to tier two we would need to meet all the tier one standards, all the tier two standards and the 30 general standards. We currently don't have any problem in meeting the correct number of general standards. In section 11 (see attachment) we are meeting all but two. We are a little short of public reader seating space depending on if we can count the public computer chairs or the seating in the lobby and meeting rooms. Also the director hasn't completed and shared a written space assessment with the board.

Motion to adjourn the meeting until January 21 at 5:30 pm – Heitz; 2nd – Wright. The motion carried unanimously.