

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held January 21, 2016, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Brenda Graham, Anne Heitz, Ron Welder, Phil Hecht and Larry Wright (by phone).

Excused Absences: Sharon Groene, Phil Hecht and Linda Beck

Unexcused Absence: None

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

A motion to approve excused absences was made by Heitz; 2nd – Graham. The motion carried unanimously.

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

Public Comments: No public.

Approval of Minutes: Motion to approve the minutes of the November 19 meeting, correcting a wrong name – Hecht; 2nd – Graham. Carried unanimously.

Motion to approve the minutes of the December 17 meeting – Graham; 2nd – Heitz.

Correspondence: No correspondence.

Approval of Bills: The director explained that Zinio is the new e-magazine source we are using. We will be cutting back on print subscriptions based on use and providing devices for patrons to use to access the e-magazines within the library. Motion to approve the January 2016 bills – Hecht; 2nd – Graham.. The motion carried unanimously.

Director's Report: The director corrected her vacation request, stating that she would be gone most of the day Thursday, January 28, not just the morning. Trustee Welder requested that the three newest donor plaques be re-done as they are all gold instead of gold and black and it makes them very hard to read.

New Business:

Budget discussion:

When we discussed the budget request last November, the director stated that she didn't fully comprehend the current economic situation of the city. Recent budget discussions have brought it into very stark light and she would like to ask the boards permission to rescind the library's request for an additional employee. All of the other departments are submitting requests with lower budgets than last year, or very conservative increases. Even with those requests, the preliminary budget requests are about \$150,000 more than anticipated revenue. The city is facing loss in revenue due to the commercial property tax rollback two years ago and the coming change of classification for multi-family housing which was previously taxed at a commercial rate and will now be taxed at a residential rate. The director is requesting that the board amend their budget request, removing the addition of a

new employee based on this information. Instead of a new employee, the director would like to increase part-time employees from 24 hours to 26 hours per week. This won't let us add any hours but it may ease some current staffing stresses and may especially help in the children's area if the children's librarians are re-scheduled so that their two new hours overlap, giving them planning time.

Motion to change budget request – Heitz; 2nd – Hecht. Carried unanimously.

Review Study Room Policy:

We need to review the library's policies every three years and the Study Room Policy has come up in rotation. The only change that is recommended is allowing all three rooms to be reserved in advance, instead of just study room 1 and including language to allow use of reserved rooms if all rooms are full and the person who made the reservation is more than 15 minutes late and hasn't notified the library that they will be late.

Motion to approve changes to study room policy – Hecht; 2nd – Heitz. Carried Unanimously.

Review Meeting Room Policy including discussion of charging for use:

The director would like to make the following minor change to the meeting room policy, changing this sentence:

No materials of any type may be attached to walls or doors.

To

No materials of any type may be attached by any means to the walls, doors, ceiling or windows with the exception of magnets used to hold items to the magnetic white board.

Motion to change this wording in the meeting room policy – Heitz; 2nd – Graham. Carried Unanimously.

It was requested that we discuss charging a nominal fee for use of the meeting room. To help aid that discussion, the director prepared some discussion points and information about what other library's are currently doing. Trustee Welder likes the idea of a fee and feels that if people are renting something they will be more careful with it and we need to reinforce that. The director clarified that the library isn't able to set these funds aside in a special maintenance fund, this money will go back into the general fund. Trustee Heitz, who is a member of one of the groups that uses the room, indicated that her group might not be willing to pay a fee and might find another place to hold their meetings. Trustee Welder indicated that he would like to see the director develop a policy for the board to consider. The director's biggest concern is what's going to happen to the civic groups that aren't non-profits such as the blood drive, church groups, SCC and Lee County Extension community events. Trustee Graham mentioned that looking at other groups, they don't charge non-profit groups. The director pointed out that not all community service organizations are 501(c)(3) groups, such as the blood bank. The director will work on drafting language for the policy with two classes, one paid and one unpaid. Trustee Wright agreed with using two different groups.

Meeting Room Heat:

The director has the estimate from Your Heat and Air Guy for putting in a new unit separate from the current system (\$12,504) and has also received an estimate from Peters for putting in a new unit that is connected to the current system (\$35,988). In her conversation with the representative from Peters he did indicate other units might not be as difficult to replace or service because they are of more standard sizes. This particular unit is not a standard size. The director also spoke with the city manager on Tuesday and got a little more information on these. They both have the same warranty. A wrinkle did arise this afternoon, Councilman Andrews contacted the city manager and requested that the board hold

off on taking any action and talk to Doug Krogmeier and get some feedback from people with more experience in HVAC systems. Councilman Andrews concern is that if we don't use the geothermal, the community will be upset that we aren't using the geothermal. He is also concerned that we're inventorying the integrity of the geothermal system. Trustee Wright asked if this is why there is such a difference in the prices of the two bids and the director replied that yes, the less expensive option is a stand alone heating/cooling unit. Trustee Welder suggested going to the city manager and explaining our situation and seeing what the council would be willing to do. The director will meeting with the city manager and Doug Krogmeier and see if she can get additional guidance on the best way to fix the problem.

Director Leadership Training:

The personnel committee has recommended that the library director participate in leadership training to help her improve her managerial skills. After looking into various options, the personnel committee would recommend training with Donna Panko Allen (in the Chicago area), recommended by Southeast Library Services. Initial session conducted in person for 4 hours, additional session by phone or in person every 2-3 weeks with entire course running 7-9 weeks. The cost would be about \$3,600 and the director would recommend using the Special Projects Endowment Fund to pay for this. In order to use that fund, the project must be presented twice before the board can approve it. Trustee Hecht commented that this is for the benefit of the whole organization and thinks this is a great choice for training as it can be tailored to the directors specific needs. This is the first presentation and no action can be taken at this time.

Tier Standards Review – Section 1 – Boards and Governance:

The library is doing really well on this section. The library is currently meeting all standards in this section. The library is established and maintained according to the provisions of local ordinance and state law. There is a legally appointed and constituted library board governs the operation of the library that hires the director and delegates the active management of the library to her. We have written bylaws consistent with the city ordinance that outline its operational procedures that are reviewed at least every three years. Standard 5 is the only one we may be in danger of not meeting if we don't get a new board member soon because last year we only met ten times and that is the minimum for the standard. However, we do have library staff present and are in compliance with open meeting laws. The library board has adopted and reviews the four required written policies and those policies are consistent with Iowa State law and the principles of intellectual freedom.

Motion to adjourn the meeting until February 18 at 5:30 pm – Hecht; 2nd – Graham. The motion carried unanimously. Meeting adjourned at 6:05 p.m.