

## Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held February 24, 2016, 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 and Fred Winke.

Excused Absences: Linda Beck and Phil Hecht

Unexcused Absence: None

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

A motion to approve excused absences was made by Welder; 2<sup>nd</sup> – Wright. The motion carried unanimously.

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

Public Comments: No public.

Approval of Minutes: Motion to approve the minutes of the January 21 meeting, correcting attendance – Wright; 2<sup>nd</sup> – Winke. Carried unanimously.

Correspondence: No correspondence.

Approval of Bills: Motion to approve the February 2016 bills – Welder; 2<sup>nd</sup> – Graham.. The motion carried unanimously.

Director's Report: In addition to the attached report, the library did receive a second quote from Pen City and it came in about the same as Your Heat and Air guy so we will be using the services of Your Heat and Air Guy. The director also advised that we may be looking at this for other systems down the line. They have been holding up better but are not without their problems. We do have a new board member who will be joining us at the March board meeting. Her name is Anatalia Arends and she works at Holy Trinity.

### Unfinished Business:

Charging for use of the meeting room:

The library director started by sharing some quotes from the February 15 issue of Library Journal editorial about charging for use of the meeting room. One of the troubles with fines and fees is that, “enforcing them costs resources. People, front and back of the house, have to dedicate time to developing and implementing processes, expanding communications, and paying attention to policing. The return on investment is worth examine before instituting a fee or fine”. She goes on to say, “then there are the soft costs, such as how this choice affects the library's relationship with its community, what it signals about the library's mission, and if it undermines an effective alliance between the library and the people it serves.” These thoughts combined with an experience over the weekend where someone told the director that she had held a birthday party at the library and it was nice to have such a great space for free. Trustee Groene shared that she had been thinking about this as well and that her book club that currently uses the meeting room would have to find a new place to meet and it is hard to

find free places to meet in town. Trustee Welder shared that he has had second thoughts since finding out that we cannot keep the money to dedicate to maintain the room. If the city would say we could have the money right back, that would be one thing but as it stands, charging is less attractive. There was no motion to approve the amended policy charging for use of the meeting room. The director would like to keep a few of the changes made in the process of reviewing the policy to charge. She will revise this policy and bring it to the March meeting.

#### New Business:

##### Strategic Planning Results and Goals Discussions:

The director presented the community feedback and was interested that the board's and community's responses to question #5 overlapped significantly and even where the priorities diverged, they were still within the same neighborhood. This is encouraging in that the library board and the community seem to have the same goals. The responses were not a very large sample and are not statistically significant. The director provided last years goals as well as service responses that library's have chosen to focus on. The board does not have to pick new ones but can stay with the same goals as the previous plan and select new objectives and activities. Trustee Groene said that she likes the two we have and the rest of the board was in agreement.

The next step was setting goals. Goals should describe the benefit our community, or a target population in our community, will receive because the library provides a specific service response. Trustee Wright expressed that he has agreement with everything the director presented, his only concern is the lack of statistically significant data. Looking at the dislikes for the library, 6 people said there were no problems, now you have four that come down to hours, four that come down to acces and two that come down to staff. We can't do anything about hours because of finance. Maybe we can't do anything about access. The director jumped in and said that the roadwork scheduled for Avenue E this summer will include a curb cut in front of the library for at least one handicap parking space. Trustee Wright responded that, even with the low number of statistics we have, to see that kind of improvement, I think should help with the dislikes. His big concern is how many people are out there who can't utilize the facility so therefore don't have an input even if they knew about it. The director responded that one thing that was mentioned was people who don't know about access, that did come up on one survey where a respondent didn't think they were eligible for a library card and the director included the information of who could, and could not, use library resources in her January column. Trustee Wright asked if an attempt had been made to send this information out with the city's water bill. The director replied that it is a postcard and the most they could do would maybe be a brief message.

The director asked if there were any goals the board members had thought of that we haven't been addressing? Trustee Welder suggested we do have a goal that people have commented on and that we know will be achieved in the form of the new handicap parking spot. Trustee Winke brought it up two meetings ago and the director mentioned that it also came up at one of the focus groups in the fall. A goal was set that, "Disabilities will not prevent or hinder residents from accessing library resources." Apart from the handicap parking, there are other goals we can set under that.

It was decided to tweak an existing goal to be, "The Public Library will work with area schools."

The board decided to keep two of the existing goals, "Resources in the library will help library users satisfy their entertainment needs." and "The library will provide programming to encourage residents of all ages to learn and explore new interests and ideas."

### Tier Standards Review – Section 2:

This section deals with Administration and speaks a lot to the expectations of the director. The library is meeting all but two of these standards. The library director provides written financial and statistical reports for review at library and follows statutory requirements as to fiscal year, audits, and budgeting. We do have a orientation program for new board members and the director shares information with the board about laws that affect library operations. The library has a written plan, that we are currently working on updating and the director keeps the board informed of pending library legislation. The two standards we are not currently meeting have to do with removing inactive patron records and board education. We have not done a good job of removing inactive borrower registration records but this is an easy one to add, it just needs to be included on a calendar as a reminder. We need to find some better ways of keeping up with continuing education for the board members. Trustee Welder suggested a short presentation on a topic at the end of a board meeting. The director thinks that might cover it as the standard mentions, “Reading and discussion of related articles or books at regularly scheduled board meetings.” The director will look into ways to add this to the calendar.

Motion to adjourn the meeting until March 17 at 5:30 pm – Welder; 2<sup>nd</sup> – Graham. The motion carried unanimously. Meeting adjourned at 6:15 p.m.