

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held March 17, 2016, 5:30 p.m. in the Sheaffer Memorial Meeting Room at the Fort Madison Public Library.

Present: Sharon Groene, Ron Welder, Anne Heitz, Phil Hecht, Linda Beck and Anatalia Arends.

Excused Absences: Larry Wright, Brenda Graham and Fred Winke.

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

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

Introduction of current board members to new board member Anatalia Arends.

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

Public Comments: No public.

Approval of Minutes: Motion to approve the minutes of the February 24 meeting, correcting typographical errors – Welder; 2nd – Hecht. Carried unanimously.

Correspondence: No correspondence.

Approval of Bills: Trustee Groene had a question about the door locks, it seems like we're repairing those a lot. The director pointed out that it is different door locks that are malfunctioning. The director does as much as she can herself before calling the locksmith. Trustee Welder asked if the heat was repaired in the meeting room and asked how it was working. The director replied that the new unit had been installed and seemed to be working well. Motion to approve the March 2016 bills – Beck; 2nd – Hecht. The motion carried unanimously.

Director's Report: In addition to the attached report, the director updated the board on replacing the gift plates on the donor wall. The library gets the gift plates from Bushong Jewelers and their supplier who was etching the plates, rather than engraving, is no longer providing that service so it is uncertain if we will be able to get plates with the black etching in the future. Also, the wireless router was updated and will now allow us to track the number of people using the wireless internet. It also has the capability to include a captive portal that requires the user to indicate that they agree to follow the library's internet policy. This will help us if we get a cease and desist letter from the FCC because of a user doing something illegal on our network, usually downloading bootleg music or video. Trustee Beck inquired if the increase under financial was from the Lee County supervisors. The director was pleased that they did increase the funding and it does reflect a pattern of increases over the last four or five years. Trustee Beck also inquired about the city budget. The director replied that the library received its request so, starting July 1 the part time employees will be working 26, rather than 24 hours per week, and the book budget will go up to \$20,000 from \$15,000. The extra employee hours are not enough for the library to be open more hours but will give us better coverage during the hours we are open. There are still long term concerns as no money was budgeted for maintenance. Due to this, the director may be recommending that the library board explore the option of asking the voters to approve

a special tax levy that is available to libraries. This can only be placed on the ballot in odd numbered years.

Old Business:

Amending Meeting Room Policy:

The director would like to make a few changes to the policy. The first would be that meetings do not have to be open to the public. The director checked and, even though it is a public building, organizations can use the room for private functions. For example, if someone was hosting a birthday party, they don't have to let anyone who walks in the door participate, they can limit it to invited guests. Secondly, the director would like to add language that if people attach anything to the walls, doors or windows or don't clean up after themselves they will lose half of their deposit. Trustee Welder asked if the library got to keep that or if it has to be turned over to the city. It does have to be turned over to the city but will hopefully serve as an incentive for people who use the meeting room to clean up after themselves. Third, the director would like to change the lost key replacement fee to reflect the actual cost of changing the locks. Fourth, the language of "dumpster" needs to be changed to "trash bins" as we no longer have a dumpster. Finally, the director would like to make the meeting room available on a first come, first serve basis, to groups of five (an increase from three) if the room is not being used. As a continuation of the discussion at the last meeting about charging for meeting room use, the director inquired about the board's opinion on including wording on the registration form encouraging donations toward the room's maintenance. The board was in favor of that and the director will talk to Peggy about setting up a separate trust fund for that.

Motion to approve the revised Meeting Room Policy – Hecht; 2nd – Heitz. Carried unanimously.

New Business:

Strategic Planning results and goals discussion:

Based on last month's board discussion and the community feedback, the director developed some objectives for the goals shown on the attached document. Trustee Heitz inquired about ways the library could connect or communicate with the remodeled library at the high school. The director isn't sure, though she has been working with Roxanne Puga. There was discussion of adding a third item to the goal of working with area schools but there were no specific ideas that could be implemented. The director mentioned that the board can always amend this document before the three years are up if they want to add something. Having the larger goal of working with area schools gives the director direction if a project comes up in the meantime.

Motion to approve the 2016-2019 Strategic Plan – Beck; 2nd – Arends. Carried unanimously.

Amending board by-laws to allow for payment of bills in the absence of a quorum:

Amendments to the by-laws need to be sent out at least ten days in advance so the board can vote on this at the next meeting. The director asked the board to consider the two options she presented for Article V, Section 5:

However, if a quorum is not present at a meeting, and there are bills that must be approved so they can be paid in a timely manner, the bills may be approved for payment upon a written statement signed by at least two trustees approving the payment.

Or

However, if a quorum is not present at a meeting, and there are bills that must be approved so they can

be paid in a timely manner, the bills may be paid if approval is received from the President, President Pro Tem and one other board member either in person or via e- mail.

In order to be in compliance with open meetings laws, we will still have to hold the meeting to allow the public to comment but then can vote electronically, if required.

Nomination of officers for the 2016-2017 fiscal year:

The officers are President, Vice-President and Corresponding Secretary. The director was asked to continue to serve as corresponding secretary.

Sharon Groene was nominated for the office of President and is willing to accept the nomination. Ron Welder was nominated for the office of Vice-President and is willing to accept the nomination.

Motion to approve these nominations – Hecht; 2nd – Beck. Carried unanimously.

Approve the holidays for the 2016-2017 fiscal year:

Trustee Groene inquired about Friday, December 23 being labeled as Christmas Eve Day. The Christmas and New Year holidays fall completely on the weekend this year and, due to the union contract, the director is recommending that the library be closed Friday through Monday for both holidays. Therefore, the suggested holiday date list reflects the actual date of the holiday and the date the union contract recognizes as the holiday.

Motion to approve the 2016-2017 holidays recommended by the library director – Beck; 2nd – Welder. Carried unanimously.

Tier Standards Review – Section 3 - Funding:

We are meeting all but one of these four standards. First, the library board has legal authority over the library's budget and over all gifts, bequests, and donations. The board does not get to designate how much money is in the budget but, once the city council sets the budget, the board has control over how that money is spent. The director commended the board on the good job they have been doing in this area and thanked them for helping to build a good working relationship with the council and demonstrating strong fiscal responsibility. Second and third, the library board adopts an annual budget and is funded by its city on a permanent basis. The only standard we are not meeting has to do with receiving funding for service to rural patrons. The standard states that we should receive permanent and equitable funding for services to rural residents from the county. While we do receive permanent funding, in order to be considered equitable, the minimum would have to be \$7.50 per capita and we are currently at \$6.79 per capita (though this is up \$.42 from last year). Trustee Groene inquired what we would have to do to meet this standard. The only way to get there is to get more money from the Lee County Board of Supervisors.

Motion to adjourn the meeting until April 21 at 5:30 pm – Welder; 2nd – Heitz. The motion carried unanimously. Meeting adjourned at 6:05 p.m.