

Fort Madison Public Library Board of Trustees

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

Present: Sharon Groene, Anatalia Arends, Anne Heitz, Phil Hecht, Linda Beck

Excused Absences: Larry Wright, Ron Welder, 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 Beck; 2nd – Heitz. The motion carried unanimously.

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

Public Comments: No public.

Approval of Minutes: Motion to approve the minutes of the March 17 meeting – Beck; 2nd – Arends. Carried unanimously.

Correspondence: The library received a donation from the Merlin and Theresa Hellman fund, part of the North Lee County Community Foundation. A thank you note for this donation was mailed on April 9.

Approval of Bills: The director wanted to discuss the Spanish standing order plan. We have had the standing order for a year but the collection does not get a lot of use. The director recommends dropping the standing order, though purchasing books for the Spanish collection occasionally to keep it current. Motion to approve the April 2016 bills with the exception of the Spanish Standing Order plan from Baker and Taylor – Hecht; 2nd – Beck. The motion carried unanimously.

Director's Report: The director's report is attached.

Unfinished Business:

Amending Library ByLaws:

This amendment would add this paragraph under Article V, Section 5, "However, if a quorum is not present at a meeting, and there are bills that must be paid in a timely manner, the President, Vice President and one other board member can vote to approve to pay the bills for that month, either in person or via e-mail. The bills and a record of the vote must then be presented to the entire board at the next board meeting."

This will allow us to be in compliance with open meeting laws as well as keep the board informed as to what occurred at the next meeting.

Motion to approve the revised Library Board By-Laws – Hecht; 2nd – Heitz. Carried unanimously.

New Business:

Election of Officers:

The slate of officers is:

President – Sharon Groene

Vice-President – Ron Welder

Motion to approve the 2016-2017 slate of officers – Hecht; 2nd – Heitz. Carried unanimously.

Approve Fort Madison Area United Way Statement of Agreement:

As part of the funding we receive from United Way, we need to sign this agreement. We have received notification that we will receive the funding we requested, \$2,300, up \$300 from last year. These funds are used to pay for the summer reading programming including the end of summer pool party, all of the craft supplies and prizes and some of the performers. United Way has been supporting us for at least 10 years.

Motion to approve signing the Fort Madison Area United Way Statement of Agreement– Hecht; 2nd – Heitz. Carried unanimously.

Budget Amendments:

The library did a good job of estimating expenditures for the current fiscal year. The only change that needs to be made is to the Leland Fehr fund due to the repairs to the HVAC system in the meeting room. We had budgeted \$7,000 and actual expenditures will be closer to \$23,000. We have the money in the fund, we just hadn't budgeted to spend it. The Remodeling fund is currently over budget by \$1,450.03 due to engineering costs for the roof repairs that the roof installers should be paying for. The director checked with Peggy and there is nothing we need to do about this at this time.

Motion to approve the 2015-2016 budget amendments – Beck; 2nd – Arends. Carried unanimously.

Tier Standards Review – Section 4 - Staffing:

In Service to Iowa has a very nice introduction to the section on Staffing, beginning with the sentence, "Personnel are the library's most valuable resource...". Without library personnel, all you have is a room full of books. The library is meeting 7 of the 8 standards under this section. The library has a permanent paid director and employs paid staff at the minimum level. The library board adopts written job descriptions. In our case, the board is aware of the union contract. The library has an orientation program for new employees. The library director's performance is evaluated annually. Currently, there is not an evaluation process for other employees but the director is working on this. Finally, the library allows the director and staff at all levels to participate in continuing education and pays for them to take advantage of the CE opportunities.

Motion to adjourn the meeting until May 19 at 5:30 pm – Arends; 2nd – Hecht. The motion carried unanimously. Meeting adjourned at 5:55 p.m.