

EVANSDALE PUBLIC LIBRARY  
MONTHLY BOARD OF TRUSTEES MEETING  
Monday, August 19, 2019 – 6:00 p.m.

**Call to Order:** The meeting was called to order by President Nichols at 6:03 p.m.

**Roll Call:** Present: Brown, Clements, Johnson, Nichols and Pritchett

Absent: Borwig, Kettwig and Rasanen

A quorum was present.

**Approval of July 15, 2019 Monthly Meeting Minutes:** Brown moved to approve the monthly meeting minutes for July 15, 2019. Clements seconded the motion. Ayes – 5, Nays – 0. The motion carried.

**Approval of bills to be paid in August:** Clements moved to pay the July 2019 bills in August. Pritchett seconded the motion. Ayes – 5, Nays – 0. The motion carried.

**Treasurer's Report:** Pritchett read the Treasurer's report as presented.

**Circulation Report:** The circulation report was reviewed by the board of trustees.

**Old Business:**

- A. Unused/Obsolete Equipment** – When asked, Director Jensen noted that the library has several old non-working monitors, computers, keyboards, mice, a fax machine and tabletop photocopy machine. Johnson moved to dispose of all of the items, once the hard drives are pulled or erased from the computers. Pritchett seconded the motion. Ayes – 5, Nays – 0. The motion carried. Director Jensen to check with WasteTrac about recycling.
- B. Survey of library patrons** – Board member Brown submitted a sample survey that we could use to find out what people are looking for as far as services. Discussion was held about seeing if we can get it inserted in the Evansdale News, putting questionnaires on the counter and putting questions up on Facebook. Johnson moved to accept the survey with the addition of where they can be returned to at the bottom. Brown seconded the motion. Ayes – 5, Nays – 0. The motion carried.
- C. Hours and benefits committee** – It was noted that the committee did not meet this past month, although Nichols said that Director Jensen did provide the information that had been requested. Johnson stated that she had some issues that came up and suggested that another board member step up to act as an alternate. Brown volunteered to sit as an alternate on the committee. No action taken.
- D. Community Days report** – Director Jensen said that she thought it was a pretty successful day. The weather was cooperative and she said Denise and she did

scratch crafts with the kids and had giveaways of cups, pens and new library bags. They had 204 people stop by their table. No action taken.

***New Business:***

**A. Waterloo Courier renewal** – Director Jensen provided a copy of the offer provided by the Courier for renewal. It was 52 weeks for \$160 which was less than half of what the last offer was, and what had been the deciding factor for dropping the paper. Johnson moved to re-subscribe for the 52 weeks at \$160. Clements seconded the motion. Ayes – 5. The motion carried.

**B. Migration from Concourse to Atrium** – Director Jensen provided a quote and informational sheet about the circulation system and explained her stance on it. She said that the system they use works perfectly fine for our needs now as it has. However, the company is no longer making updates to our particular software, as they are going toward the online database. In speaking with the rep, she noted that they will continue to provide technical support for our system as long as we have it and continue to use it. There just won't be any upgrades to it. Johnson felt that if Director Jensen was okay with the system, we could continue to use what we have until there is an issue or we need to upgrade for additional features. No action taken.

**C. Close for carpet cleaning** – Director Jensen said that she was asked by City Clerk Kobliska to put this on the agenda as they would like to get the carpets cleaned on Friday, August 30<sup>th</sup> over the holiday weekend, and we would need to close on Saturday, August 31<sup>st</sup> for dry time. Director Jensen said typically this is done over Memorial Day weekend but it could not be done this year, and she noted that the carpets have not been cleaned for three years. Brown moved to close the library on Saturday, August 31<sup>st</sup> for carpet cleaning dry time. Nichols seconded the motion. Ayes – 5. Nays – 0. The motion carried.

***Discussion:*** During discussion, Brown said he'd like to see a change in the cost of copies for computer and photocopies. Jensen will put those policies on the next agenda. Nichols spoke of painting classes that she attended at another library with a teacher from Tama where the participant was charged \$25 with a minimum of 10 people needed. She has contact information if this is something we could see doing at our library.

***Adjournment:*** With nothing further, the meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Shannon Jensen; Library Director