

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
July 18, 2011**

Call to Order

President Gary Hansen called the meeting to order at 6:05 p.m.

Roll Call

Present: Burkett, Hansen, K Johnson, Kettwig, Pritchett

Absent: Gray, D Johnson, Nichols, and Rasanen

A quorum was present

Minutes

The June minutes were reviewed. Burkett moved and Kettwig seconded to accept the minutes. Ayes-5. The motion carried.

Gray arrived at 6:10 p.m.

Approval of Bills

Final 2011 Bills to have been paid in June (Pre-authorized). Pritchett moved and Burkett seconded to accept these payments. Ayes-6. The motion carried.

June 2011 bills to be paid in July 2011. Pritchett moved and Burkett seconded to pay the June bills. Ayes-6 Motion carried.

Treasurer's Report

Treasurer Pritchett reviewed the year end expenditures. We were over budget on some line items and under budget on others. Over all we were under budget for the year 7/2010-6/2011.

Circulation Report

Circulation was up from last month, however down from last year.

Old Business

The library renovation was discussed. The renovation committee met, and has contacted Keith Haycraft ordering 16 tall one sided bookcases, 4 tall double sided bookcases and 2 filler panels. We have 3 bids for the circulation desk: Haycraft \$9,394.00; Imperial Cabinets \$8,045.00 and Nichols Inc. with 2 layouts, \$11,001.67 and \$8,263.22. After much discussion, the director was asked to review the different layouts and to modify the most workable plan, then present it at the next board meeting. The director was asked to prepare a list for the renovation committee of items that still need to be completed by the City. The committee will meet again Thursday the 21st at 5:00. The committee will determine the next phase of ordering the short movable bookshelves and possibly the children's section.

New Business

The director had notified Kyle Jennson of the Black Hawk County Election Office in regards to the necessity of rewording our Board's composition. The Council will need to approve and submit the ballot language to the Election Office by September 23rd 2011. It was moved by K Johnson, seconded by Gray to have President Hansen draft a letter to the City Council requesting that the City Attorney prepare the ballot language changing the composition of the library board. This wording will eliminate the library contracting city names of Raymond and Elk Run. The wording will instead state that the Library Board will consist of 9 trustees, one from each contracting city with the remainder from Evansdale. Ayes – 6. The motion carried.

Discussion

Director Jensen stated that she may be subpoenaed for a PERB hearing on Wednesday July 27th. As Anne will be on vacation, the library will have to be closed.

Director Jensen also stated that she has received the State's tier status. The tiers determine the status of the library in regard to state funding and library accreditation. Our library has a tier 2 status which allows state funding but because of our size and book volume, we are not accredited. The library needs to recertify their status by February 2012.

President Hansen stated that it has been brought to his attention that the City of Raymond had not given the Library a 30 day notice of intent to terminate their library service contract. As this is a requirement of the library service contract, the City is requesting direction from the library board regarding the sending of a bill for the 2011 year. As this was not brought to his attention before the meeting agenda was mailed, we can not take action now. President Hansen is therefore calling for a special meeting Monday July 25th at 6 p.m. to discuss this matter. During this time director Jensen will check the wording in the contract again, for us to view at the special meeting.

Trustee Burkett asked the director if she looked into purchasing mature audience new release DVDs. The director stated that she had been reluctant in the past to purchase other than child level DVD's as to not compete with Digital Dog Pound. After discussion, the director was asked to purchase 1 or 2 mature audience DVDs in addition to the children's DVDs each month. This will be on a trial bases for the next two months.

There being no further business the meeting was adjourned at 8:14 p.m.

Respectfully submitted,
By Acting Secretary
Kathleen Johnson
Board Vice President

**Evansdale Public Library
Special Board of Trustees Meeting
Monday July 25, 2011**

Call to Order/Roll Call:

The meeting was call to order by President Gary Hansen at 6:01 p.m.
Trustees present were Burkett, Gray, Hansen, Johnson K, Kettwig and Rasanen.
Trustees absent were Nichols and Pritchett.
A quorum was present.

New Business:

The Raymond breach of contract issue was brought up for discussion. According to our contract with the City of Raymond, they should have given us notice to terminate 30 days prior to the contract year end which was June 30th. It has been brought to the attention of the board that we could bill the City of Raymond for the year 2011-2012. Kettwig moved and Johnson K seconded that we not send a bill to the City of Raymond. Roll call vote was as follows:

Burkett	Nay
Kettwig	Aye
Johnson K	Aye
Hansen	Nay
Rasanen	Aye
Gray	Aye

The motion carried.

There was further discussion about notifying the City of Raymond of their breach of contract and our right to bill their City and ban Raymond residents from using the Evansdale library. Rasanen moved and Kettwig seconded that we write a letter informing the City of Raymond of their breach of contract, along with our right to bill them and ban the residents. The letter will then include our decision to terminate said contract with no consequences. Roll Call vote was as follows:

Burkett	Aye
Kettwig	Aye
Johnson K	Aye
Hansen	Nay
Rasanen	Aye
Gray	Aye

The motion carried.

There being no further discussion of business the meeting was adjourned at 6:55 p.m.

Respectfully submitted,
Kathleen Johnson
Vice President/Acting Secretary

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
August 15, 2011**

Board President Hansen called the meeting to order at 6:14 pm

Roll Call

Present: Gray, Hansen, K. Johnson, Nichols, Pritchett, Rasanen

Absent: Burkett, Kettwig

A quorum was present.

Minutes

July minutes were reviewed. Gray moved and Nichols seconded. Ayes – 6. The motion carried. Special Meeting minutes were reviewed. Gray moved and Rasanen seconded. Ayes – 6. The motion carried.

Approval of the May Bills

July bills to be paid in August were reviewed. Nichols moved and K. Johnson seconded. Ayes – 6. The motion carried.

Treasurer's Report

The treasurer's report was reviewed. No questions.

Circulation Report

Circulation was down a little. Director Jensen has put an asterisk by the contracted cities. Question was raised if the contracted cities are encouraging our use. Gilbertville has not picked up any.

Old Business

- Hansen reported that six shelving units have been placed. Director Jensen shared the kick plates on the bottom still need to be installed. Hansen said that he has spoke to the cabinet manufacturer that day and there are 8 shelving units heading to the spray booth, so they will be in soon as well.
Director Jensen said that she and the Asst. Director need to know dates before the shelving arrives, so they have the time to take the books off the old shelves and have them removed.
Hansen said he was at the Library that morning and spoke to the Asst. Director about the short moveable shelving. She did not feel the shelves needed wheels. Director Jensen confirmed they were not often moved, so wheels were not necessary.

- Hansen was asked to attend the PERB hearing which was held to determine if the Library Director was an employee of the City. Hansen was upset and questioned Director Jensen why she answered the question, "Do you work for the Library or the City?" with "The city". Director Jensen said it was because she was given information from the State Library and in the materials it states that Library Directors are employees of the City they work for. Also Director Jensen said that her pay check comes from the City of Evansdale, not the Evansdale Library Board. She explained that is why she answered the question the way she did.

New Business

- Disposal of shelving units. Discussion on if the old shelving units we are taking down are ours to dispose of, or if they belong to the City. Hansen will check with the City to see if they belong to them, since they were purchased with City funds. If so, then it is up to the City to dispose of them, we do not have the right to do so.
- Information included in board packet on Computer monitoring. Decision to table until next month so we have time to review the material.

Discussion

- Hansen asked if he had the authority to make decisions for when shelves are arriving, moving the books, etc. All agreed since he was working with the company that it was fine that he exercised that authority.
- Nichols mentioned that several times during the board meeting Hansen referred to talking to Asst. Director about items for the Library. Nichols suggested that Hansen meet with Director Jensen and allow her the opportunity to make those decisions since she is the director. Rasanen agreed.
- Pritchett shared that memorial monies were received from Bernice's family for the friends of the Library fund. Also monies were received from Pearl Dewaters family in her memory. Donations of \$287.00 have been received.

Adjournment

With no further questions or comments, the library board meeting was adjourned at 7:12pm.

Respectfully Submitted,

Jan Nichols, Board Secretary

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
September 19, 2011**

Call to Order

President Gary Hansen called the meeting to order at 6:13 p.m.

Roll Call

Present: Burkett, Gray, Hansen, Johnson, Kettwig and Pritchett.

Absent: Nichols and Rasanen.

Minutes

The minutes of the August meeting were reviewed. Pritchett moved and Gray seconded that the minutes be accepted. Ayes-6. Motion carried.

Approval of Bills

The August bills to be paid in September were reviewed. Kettwig moved and Pritchett seconded that these bills be paid. Ayes-6. Motion carried.

Treasurer's Report

Pritchett reviewed the current balances from the YTD Budget. There were no questions.

Circulation Report

The circulation report was reviewed showing an increase in E-books use. E-books can be used on PCs and Nooks. Kindles are not compatible at this time. Also we have access to Universal Class for online classes. These classes do satisfy continuing education requirements but do not give college credits. This is free for one year paid for and given to us by the Northeast Iowa Library Service Area.

Old Business

The library renovation is moving along with all the tall bookshelves in place, minus a few missing shelves. The committee will be ordering 15 short bookcases soon. Then the computer area will be planned and ordered.

The computer monitoring software was discussed at length. The board agreed to continue physical monitoring by staff.

New Business

The November ballot referendum to change the wording of the library board makeup is not necessary, per the City Attorney. This wording of the ordinance can be changed by the City Council.

Iowa Workforce Development approached the library about putting in a Virtual Access Point. Due to our limited computer area, the trustees decided not to participate at this time.

The question of putting in a water fountain or dispenser was brought up for discussion. The Director had looked into different prices but it was decided to have President Hansen talk to the City first.

Discussion

Kettwig brought up the idea that we have a contest to name the small programming room. Pritchett also stated that we should look into using the monies donated by Bernice Green Estate and Pearl Dewater Estate. There was discussion of trying to incorporate the names of these women somehow into the signage or naming. Pritchett said the Friends of the Library would pay for whatever signs needed to be made.

There was also talk of obtaining an addition fire extinguisher.

Director Jensen brought up the subject of the Post Office closing, the inconvenience this will cause with our regular interlibrary loan book lending and stated that there had been mention of libraries selling stamps. Johnson will look into the cost of a postage meter.

Johnson moved and Burkett seconded that the meeting be adjourned at 7:42 p.m.

Acting Secretary
Kathleen Johnson

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
October 17, 2011**

Board President Hansen called the meeting to order at 6:03 pm

Roll Call

Present: Gray, Hansen, K. Johnson, Nichols, Pritchett, Rasanen, Burkett, Kettwig

Absent: None

A quorum was present.

Minutes

September minutes were reviewed. Kettwig moved and Burkett seconded. Ayes – 8. The motion carried.

Approval of the September Bills

September bills to be paid in October were reviewed. Rasanen moved and Pritchett seconded. Ayes – 8. The motion carried.

Treasurer's Report

The treasurer's report was reviewed. Budget Balance thru 9/30/11 is \$78,507.84. Hansen asked about the Open Access monies and Director Jensen shared the amount of \$2,500 is an estimate based on previous years. We will not know the actual dollar amount the State gives us until the monies are received.

Circulation Report

Circulation shows a slight increase. Director Jensen was asked if she felt the increase in traffic correlated with the library renovations and she did not believe it had any bearing. She felt it was due more to the increase of people being inside due to change in weather. Online database usage is up. Director Jensen shared that the NEIBORS database now has electronic books for Kindle users. One great feature of Kindle is that the electronic books can be returned early, unlike other electronic books.

Old Business

- Hansen based out a spreadsheet of the library renovation project. The first section of shelving is close to completion. The large shelving units have all been received and placed in the library. The shorter shelving units are on order. A question arose as to whether there are 14 units or 15 units on order. Hansen will double check.
- Burkett asked if a water fountain would be installed. Hansen shared he had contacted the City and is still waiting for an answer. The Board asked Hansen to check again. If the City does not wish to install a water fountain, then we may seek quotes on a standalone water cooler.

- Pritchett asked how the check list was coming on the library completion projects. Hansen said he had given it to the city. He will follow up. Director Jensen shared there still needed to be trim in the program room and also ceiling tiles need replaced. She had spoken to Rick Reuter and he said he had not been contacted to complete those things. Hansen will double check with the city.
- A question was raised about the postage machine discussed at last month's meeting. Johnson said she was checking on it, but had no answers. Nichols suggested Director Jensen use the internet to print labels and pay for postage that way. Director Jensen was not aware you could do that and will check into it.
- Ordinance 619 was discussed. Hansen said the wording was still wrong and that he had spoken to the City numerous times about it. He was explicit that the wording needed to be, "9 members, 1 from each contracting city and the remaining members should be appointed from Evansdale residents". Hansen said he would contact the City again.
- Disposal of the old shelf units was discussed. It was a group consensus that if they belonged to the City and the money would go to the City that we should not be concerned with the disposal. Hansen will check again with the City.

New Business

- Discussion on forming a Budget committee for the FY2013 budget. Hansen, Pritchett and Burkett volunteered to be on the committee. They will meet on Monday, November 7th at 6pm in the library.

Discussion

- Kettwig shared a library patron contacted her upset that there was a gay/lesbian newspaper out for public viewing. Kettwig spoke with Director Jensen and was told that we do receive a monthly newspaper. Director Jensen shared our mission statement and all board members agreed that the newspaper was appropriate library material. Director Jensen will monitor editions and make sure if any materials have offensive covers that they be placed where children cannot see, in the same manner all other materials are screened.
- Hansen asked Director Jensen if she found any information about accreditation of the library and she reported she was checking on it.
- Hansen said that a grievance has been filed by the Union on behalf of Director Jensen for the pay she did not receive for attendance of the PERB hearing for which she was subpoenaed. Hansen shared he felt he was "in charge" of Director Jensen, so he responded based on the Union contract that Director Jensen cannot be paid. Hansen read the excerpt from the contract. Nichols as well as other Board Members shared their thoughts that Hansen was one vote and not "in charge" of Director Jensen. Director Jensen works under the direction of the Board, not under one person. Since this is not an agenda item, no further action could be taken. Nichols asked that the situation be placed on November's agenda for further discussion.

Adjournment

With no further questions or comments, the library board meeting was adjourned at 7:15pm.

Respectfully Submitted,

Jan Nichols, Board Secretary

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
NOVEMBER 21, 2011**

President Gary Hansen called the meeting to order at 6:01 p.m.

Roll Call

Present: Burkett, Hansen, Johnson, Kettwig and Pritchett
A quorum was present.

Absent: Gray, Rasanen and Nichols

Gray arrived at 6:06 p.m.

Minutes

The minutes were reviewed. Pritchett moved, seconded by Burkett, to approve the minutes from the last meeting. Ayes- 6 Nays-0, the motion passed.

President Hansen updated some of the information discussed in the minutes.

President Hansen discussed the water fountain with the City Building Inspector, Rick Reuter. He suggested that a recessed fountain on the east wall of the hallway leading to the bathrooms would be the most direct water hook up.

The check list of library renovations was gone over, revealing that the trim around the window in the small room, the trim around the door in the storage room and an outlet in the training room still need to be finished.

The status of the postage machine was brought up and Director Jensen stated that the expense is in the 2000 to 3000 dollar range. She will go to the post office weekly and do the book mailings.

President Hansen stated that after discussion with the City Office, the Ordinance 619 will remain as posted by the City Council.

It has also been finally decided that the old book shelves are the Friends of the Library's to sell. The City needs them moved. President Hansen has sold two shelves for \$25.00 each. The Director will put an ad in the Evansdale News.

Approval of October bills

Kettwig moved and Gray seconded to approve the October bills to be paid in November. Ayes- 6 Nays-0, the motion passed.

Treasurer's Report

Treasurer Pritchett reviewed the remaining budget balances.

Circulation Report

The report was discussed with interest in the amount of overdue books.

Director's Report

The library received \$962.96 Direct State Aid Check from the State of Iowa to be spent by June 30, 2012 plus an additional check coming, which does not have to be spent on a time line.

Old Business

Library Renovations:

The lower bookshelves are in place and the committee needs to meet and plan the next phase. Hansen, Kettwig and Johnson will meet November 28th at 4:30 p.m.

Shelves:

The missing shelves for the tall bookcases have been delivered. Some of the shelves were too wide. They have been fixed and installed.

New Business

Payment of Director for PERB Hearing:

The Union has filed a grievance, regarding the issue of paying some of the City employees for their time served at the PERB hearing but not the library director. Some discussion was held, but no action taken.

FY 2013 Library Budge Proposal:

Kathy Pritchett and Deb Burkett met and prepared a proposed budget. Gray moved we accept the budget with one change, lowering the computer replacement from \$800 to \$600 per computer and increasing the quality and price of the photocopier to equal the \$7000 asked for in Capital Improvements. Kettwig seconded. Ayes- 6 Nays-0, the motion passed.

Patron complaint:

Patron requested information as to what books her daughter has checked out. No information was given pursuant to our confidentiality policy and a complaint was filed with the city. Our policy is mirrored to the State's recommended policy. Gray volunteered to speak with patron on behalf of the board.

Director's request:

The director requested the board consider a food drive in lieu of fines, with one can equal to \$1.00 of fines. Johnson moved and Pritchett seconded that we run this food drive program through the end of the year. Ayes- 6 Nays-0, the motion passed.

Discussion

The director mentioned that Nichols is absent due to her father passing.

Pritchett stated that she was hosting a Friends of the Library get together at the OP after the meeting. All are invited to attend.

Adjournment

Burkett moved and Johnson seconded to adjourn the meeting at 7:35PM. Ayes- 6 Nays-0, the motion passed.

Acting Secretary
Kathleen Johnson

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
DECEMBER 19, 2011**

President Gary Hansen called the meeting to order at 6:07 pm.

Roll Call

Present: Burkett, Hansen, Johnson, Kettwig and Rasanen.

Absent: Gray, Nichols and Pritchett.

A Quorum was present.

Minutes

After review of the minutes, President Hansen suggested that we needed more details of the discussion regarding the previous agenda item "payment of the Director for Perb hearing. As there was no action taken in regards to this item, Rasanen moved and Kettwig seconded to accept the minutes as written. Ayes - 4, Nays – 1 (Hansen). The motion carried.

Gray arrived for the meeting at 6:22 pm.

November bills to be paid in December

Kettwig moved and Burkett seconded that we approve payment of these bills.

Ayes – 6. The motion carried.

Treasurer's Report

There was discussion on line items Longevity and Dental, since these funds will not be used for such. It was asked if they are available to be used elsewhere. The City Council could review the budget in March and make adjustment removing these line items lowering our budget.

Circulation Report

The online books activity is increasing and there were 46 Raymond patron circulations. Raymond patronage will help to increase the open access funds we receive from the State.

Director's Report

The Director stated that she has received 40 items from 10 patrons with late books and fines. She also stated that there is no Perb decision from the hearing yet. The Director stated that she heard that the Union had filed a grievance but has not received or seen a copy of this to present to the board.

Old Business

Patron complaint:

Gray reported that she had visited the patron that had the complaint about the Confidentiality policy. The patron does not like the policy but understands that we are bound by regulations. She will continue to use the library. There was discussion that the Waterloo library has an online inquiry and warning program for late books.

Gray left the meeting at 6:50 pm.

Library renovation:

Hansen has visited with Keith Haycraft in regards to the height difference between the back to back storage cabinets and the bookshelves. They agreed that the storage cabinet could be raised to match the height of the bookshelves. The committee will meet again to determine the computer area design and handicap accessibility.

Old bookshelves:

Thank you to Dan and Deb Burkett, Gene Walker, Ron and Mary Kettwig for moving the old metal bookshelves out of the City garage. The shelves were moved to the Community Life Center, where they reconstructed and priced them. They would like to price them at \$15.00 and \$25.00. The metal shelves that are on wheels are in the spare room of the library and would be priced at \$45.00. Burkett moved and Kettwig seconded that the shelves be priced as suggested. Ayes - 5. The motion carried.

New Business

Union Negotiations Representative:

Johnson suggested that we select a trustee member to represent the library board during any union negotiations meetings. Burkett moved and Kettwig seconded that we ask Trustee Nichols to represent the board, with Johnson as an alternate. Ayes - 5. The motion carried.

City Holiday Potluck:

Director Jensen stated that she was told by the Deputy City Clerk that the City was going to require that all City offices be closed for the Holiday Potluck but later heard they were bringing someone in to work during those hours. The question arose as to whether or not to close the library as Director Jensen does not want to attend due to dietary restrictions. Rasanen moved and Johnson seconded that if the City office is open the library will stay open and if the City office is closed the library will be closed and Director Jensen will work in the library either way. Ayes – 5. The motion carried.

Renewal of Encyclopedia Britannica:

After discussion Kettwig moved and Rasanen seconded that we renew the online database for the Encyclopedia Britannica. Ayes – 5. The motion carried.

Discussion

President Hansen stated that he purchased trim boards for the spare room window and the top of the new storage room. Rick Reuter will install this trim and hopefully a water fountain in the hallway.

Adjournment

As there was no further business the meeting was adjourned at 7:45 pm.

Respectfully submitted,
Kathleen Johnson
Library Board Vice President

EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
January 16, 2012 - CORRECTED

Board President Hansen called the meeting to order at 6:06 PM.

Roll Call

Present: Gray, Hansen, K. Johnson, Kettwig, Nichols, Pritchett

Absent: Burkett and Rasanen

A quorum was present.

Minutes

December minutes were reviewed and approved. Kettwig moved and Gray seconded. Ayes – 6.
The motion carried.

Approval of the December Bills

December bills to be paid in January were reviewed. K. Johnson moved and Pritchett seconded.
Ayes – 6. The motion carried.

Treasurer's Report

The treasurer's report was reviewed. The amount expended for overtime was questioned. Director Jensen shared it was from hours worked or meetings she had attended beyond normal work hours.

Circulation Report

Discussion on online database uses and E-book uses appears to have increased. Director Jensen felt this was due to the Christmas holiday and the e-books users had received as gifts.

Rasanen arrived at 6:15 PM.

Director's Report

Director Jensen shared a letter she had received from the State of Iowa. Due to recent State budget cuts the amounts we will receive from Open Access has been reduced. This year we received \$630.96. Discussion was also held on the materials included in Board Packets of the FY11 Allocation Distribution from Black Hawk County. Director Jensen shared the breakdown of the allocation percentage and how it is calculated. Evansdale receives the lowest percentage of funds from Black Hawk County compared to the other six cities. Director Jensen also noted that during the fine amnesty 58 lbs was collected and given to the food bank.

Old Business

- Library Update - Hansen shared some Formica samples he had picked up and given to Director Jensen for the countertops for the Library workstation.

- Old Shelving Units removed from Library - Shelving units have been moved and are currently being stored at the old Jewett Elementary site. There has been no interest in them at this time.
- We revisited the payment of the Director for PERB hearing. It was discussed and decided that “no action” meant that the Board would take no action on this request at this time, because she was subpoenaed by the Union, per the Union contract.

New Business

- The Movie Licensing contract was discussed. This license allows the library to show movies throughout the year, usually focused on the winter and summer months. Johnson moved that we pay the \$175.00 for another year. Nichols seconded it. Ayes – 7. The motion passed.

Discussion

- Hansen shared that he had met with the Mayor on our proposed budget. We have line items which he is looking at reducing because we have not expended the funds, specifically the Programs line item. Discussion took place that the funds are expended each year planning for the Summer Reading program. Much discussion took place on if there would be a budget workshop and if so the budget committee should attend to explain our proposed budget.
- Nichols asked about the online book service and how many can be checked out. She also asked if there was assistance available to help patrons learn how to use our service. Director Jensen shared she had step by step directions in a hand-out to patrons on the Kindle and also she and Anne would help any patron set the program up. Board asked that Director Jensen place something in the Evansdale News and the Courier if possible to promote the NEIBORS e-book service.
- Director Jensen asked about keys. She no longer has access to the Council Chamber, but Pres. Hansen has keys to the outside door. Director Jensen shared some locks were changed and she no longer has access to the meeting area if doors are locked by City Hall.
- President Hansen said the City declined to provide the library with a water fountain, so discussion took place on obtaining a water service for Library patrons as well as a first aid kit. Board agreed we should have both and asked Director Jensen to look into both and purchase accordingly.

Adjournment

With no further questions or comments, the library board meeting was adjourned at 7:12 PM.

Respectfully submitted,

Jan Nichols, Secretary

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
February 20, 2012 - 6:00 PM**

No Quorum.

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
March 19, 2012 - 6:00 PM**

President Gary Hansen called the meeting to order at 6:07 PM.

Roll Call

Present: Gray, Hansen, Johnson, Nichols, Pritchett and Rasansen.

Absent: Burkett and Kettwig.

A quorum was present.

Minutes

Johnson noted a correction to the section about under old business pertaining the payment of the Director for the PERB hearing. The wording about not authorizing payment at this time shall be stricken and it will be left to say that it was discussed and decided that “no action” meant that the Board would take no action on this request at this time, because she was subpoenaed by the Union, per the Union contract. Those changes will be made and corrected minutes will be submitted. Pritchett moved and Gray seconded to approve the January 16, 2012 minutes with said correction. Ayes – 6. Nays – 0. The motion carried.

January bills to be paid in February

Although a phone poll had been done due to lack of quorum for the February meeting, the bills were voted on at the meeting. Nichols moved and Johnson seconded to pay the January bills. Ayes – 6 Nays – 0. The motion carried.

February bills to be paid in March

Rasansen moved and Pritchett seconded to pay the February bills. Ayes – 6 Nays – 0. The motion carried.

Treasurer’s Report

The treasurer’s report was given.

Circulation Report

The circulation report was given.

Old Business

Library Renovations:

No discussion.

Shelves Update:

No change.

New Business

PERB Decision:

The PERB decision came back and it was decided that the library staff is ineligible to be a member of the union, therefore negating the Director's position as well. The decision also said that the library is a complete entity in itself and is entirely governed by the library board with no ruling at all from the city administration.

Wage/Benefit Committee:

A committee to begin discussion on which benefits the board would like to provide the director and part-time staff was established, consisting of board members Nichols, Hansen and K. Johnson. They will decide when they'll first meet after the meeting.

Non-receipt of Black Hawk County FY2011 2nd Half Allocation:

President Hansen said he'd been contacted by the City Clerk regarding a missing payment. Director Jensen said that she too, had been contacted by the City Clerk on January 20, 2012 asking about the 2nd payment from the BHC contracts from the past fiscal year. Director Jensen said she had a copy of the signed voucher that would have been sent in, but because more than a year had passed, she could not say whether it had gotten lost in the shuffle of the remodel, lost in the mail, or never sent and was still sitting somewhere. She said since this was just caught nearly a year later, of course Black Hawk County has closed out its books and was not going to reissue payment. After minimal discussion, it was decided that Director Jensen would start a new spreadsheet to keep track of incoming payments, and when something goes out like a voucher for payment, she is to stay on top of the city to get copies of anything and everything they might receive pertaining to the payment issuance. Director Jensen said she would get that taken care of right away.

Discussion

No discussion was held.

Adjournment

There being no further business the meeting was adjourned at 7:30 PM.

Respectfully submitted,

Shannon Jensen
Library Director

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
April 16, 2012 - 6:00 PM**

President Gary Hansen called the meeting to order at 6:04 PM.

Roll Call

Present: Burkett, Hansen, Johnson, Kettwig and Rasansen.

Absent: Gray, Nichols and Pritchett.

A quorum was present.

Gray arrived at 6:05 PM.

Minutes

No minutes were available.

March bills to be paid in April

Rasansen moved and Johnson seconded to pay the March bills.

Ayes – 6 Nays – 0. The motion carried.

Treasurer's Report

The budget was reviewed but no verbal report was given in the absence of the Treasurer.

Circulation Report

The circulation report was reviewed noting that the young adult circulation has exceeded the juvenile reading for the first time since separating out the sections.

Old Business

Library Renovations:

President Hansen has not heard from Keith Haycraft since January, regarding a bid for the computer stations. After some discussion it was decided that President Hansen would meet with the Jesup contractor who had also given renovation bids on Tuesday April 17, 2012 since he has already been in contact with him. Trustee Kettwig will also be available for this meeting.

Old Book Shelves:

No bookshelves have been sold since the last meeting. Rasansen will look into setting up an ad in the Swap Sheet and Director Jensen will look into setting up a "Friends of the Library" account on Craig's List.

New Business

NEIBORS renewal:

The NEIBORS letter of agreement was reviewed and discussed. There was some discussion and concern that they are excluding Open Access customers from being eligible for e-books checkout and also the increased cost of the program. Rasansen moved Johnson seconded to renew the NEIBORS enrollment for the contract period. Ayes – 6 Nays – 0. The motion carried.

Summer Reading Donation Letters:

Director Jensen has requested permission to send out the donation letters for this summer's reading program. Johnson moved and Kettwig seconded that the Director send out the donation request.

Ayes – 6 Nays – 0. The motion carried.

Wage/Benefit Committee:

Due to Jan and Tom Nichols's daughter's death, the committee postponed their meeting this past month. Johnson will e-mail Trustee Nichols and see if she wants to remain on the committee, or when she would like to meet. Burkett volunteered to be on the committee if we should need someone.

Discussion

President Hansen asked if the budget for 2012-2013 has been approved, including the funds to purchase new computers for the library. These funds will not be available until after July 1, 2012. If anyone sees a good deal call Director Jensen or Trustee Rasansen. They would like to have all the computers the same as to help with licensing and future updates and maintenance.

Director Jensen stated that her computer went during with the storm this past week. This brought up the question of the need for an outside source for system backup. She said she had spoken to the city clerk of Gilbertville who used an online backup source that ran about \$40 per year. She will look further into it and decide if it's appropriate for the library.

Adjournment

There being no further business the meeting was adjourned at 7:20 PM.

Respectfully submitted,

Kathleen Johnson
Board Vice President/Acting Secretary

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Monday May 21, 2012 – 6:00 PM**

Call to Order

President Gary Hansen called the meeting to order at 6:05 PM.

Roll Call

Present: Hansen, Johnson, Kettwig, Pritchett and Rasansen.

Absent: Burkett, Gray and Nichols.

A quorum was present.

Minutes

The minutes from the April meeting were reviewed. Kettwig moved and Rasansen seconded to accept the minutes.

Ayes – 5, Nays – 0, the motion carried.

April bills to be paid in May

Rasansen moved and Pritchett seconded to pay the April bills.

Ayes – 5, Nays – 0, the motion carried.

Treasurer's Report

Treasurer Pritchett review the remaining budget balances. The Director has increased the number of new book orders to catch up for the renovation delays earlier this year.

Circulation Report

The circulation report was reviewed.

Old Business

Library Renovations

We have received the bid for the computer desk of \$800.00 with a total for all at \$3200.00. We currently have \$3,240.00 of grant money left plus the City's pledged portion to complete our full project.

Shelves

The Director has set up a schedule with Haycraft's to repair and strengthen the shelf backs. This should be completed by Wednesday May 23rd.

The Director stated that she had helped the Friends of the Library post the old mobile bookshelves on Craig's List and they were sold right away.

Wage/Benefits Committee

The committee has met twice but needs one more meeting to finalize a recommendation.

New Business

General Repairs

The Director reported that she had sent a memo to the City about the lights that are out in the library and by the bathrooms. After one week the lights had not been replaced. She asked after them several more times. After the 4th week, she again approached the City, and was advised that it was the Library Board's responsibility to replace the lights. As this had never been an issue in the past, President Hansen will address this with the City.

Expenditure of Open Access Funds

Director Jensen informed us that we have \$962.96 of Open Access funds to spend before June 30th of this year. She said the original plan had been to spend it on new shelving but that it didn't appear that we would get another invoice for any of the current works before the end of the fiscal year. She asked the Board if there was anything they would like for her to purchase. The decision was left up to her and she will check into some ideas and spend the money as required.

Pre-approval of purchases for late billing in FY

Pritchett moved and Kettwig seconded to allow Director Jensen to submit for payment any late bills for the current fiscal year.

Ayes – 5 Nays – 0, the motion carried.

Discussion

The Director stated that she has been checking around for online back-p services. She found one that was \$60.00 per year, however it was per computer. After discussion the Director will continue to look around plus she will continue to do daily backups of the most important things on a flash drive.

Rasansen stated that after speaking with her husband who works with computers, he recommended we purchase our new computers with a Core I 7 and 2-6 gigabyte RAM processing power. The circulation computer will have different specifications from the patron's computers, based on need.

Director Jensen stated that the County contracts have been signed and returned, and the library will get \$2,068.00 next year. This is a bi-annual check.

Also, the summer reading program registration is scheduled for May 29th thru June 2nd. The program will run for the four weeks of June.

Adjournment

There being no further business the meeting was adjourned at 6:48 PM.

Respectfully submitted,

Kathleen Johnson
Vice President/Acting Secretary

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
June 18, 2012**

Board President Hansen called the meeting to order at 6:05 PM.

Roll Call

Present: Gray, Hansen, K. Johnson, Nichols, Burkett, Kettwig, Pritchett

Absent: Rasanen

A quorum was present.

Minutes

May minutes were reviewed. K. Johnson moved and Kettwig seconded. Ayes – 7. The motion carried.

Approval of the May Bills

May bills to be paid in June were reviewed. Nichols moved and K. Johnson seconded. Ayes – 7. The motion carried.

Treasurer's Report

The treasurer's report was reviewed. Preauthorization was given to Director Jensen to spend all the advertising monies prior to fiscal year end. Also, Director Jensen shared the City Clerk told her that the grant monies left will carryover to next fiscal year.

Circulation Report

Electronic books are up. Director Jensen shared with everyone using Kindles and Nooks she anticipates this number to continue to rise.

Old Business

- Library renovations are almost complete. Still waiting on quote from Haycraft for the computer desks. Nichols asked if Nichols Home Improvement had been contacted for a quote. She shared they did the majority of computer desks for the Waterloo Community Schools. Gary said he had not contacted them, but would. Hansen attempted to contact Keith at Haycraft during the meeting with no answer.
- Benefits: At 6:30 PM we discussed the Director and Assistant benefits. Director Jensen was asked to leave at this time. At 7:00 PM Director Jensen was asked to return. A vote was taken but because of confusion regarding the status of the meeting, no detailed notes were taken. A revote will be taken at a future meeting for an official decision.

New Business

- Program policy was discussed briefly. Director Jensen was asked to get copies of some existing policies and bring to the next meeting.
- Election of Officers was held for 2012-2013. New Officers are as follows:
 - President ~ K. Johnson
 - Vice-President ~ J. Nichols
 - Secretary ~ M. Rasanen
 - Treasurer ~ D. Burkett

Kettwig moved and Pritchett seconded the slate of nominated officers. Ayes – 7. The motion carried.

- Director Jensen explained that the city had given her the contracts for the contracting cities and that they needed to be approved because the wording has them for only one year at a time even though they were approved for a three year term. Everything else appears to be okay with the contracts. The board asked Director Jensen to have the city change the three year statement in the contract to ending June 30, 2013. Burkett moved and Pritchett seconded. Ayes – 7. The motion carried.
- Monitor Productions proposal: Director Jensen had information about proposed monitors either offsite at the YMCA with advertising for the library or in-house at the library and presented costs for both. After discussion, Hansen moved and Burkett seconded to say no to the Y monitor. Ayes – 6. Nays – Nichols. The monitors in the library idea will be tabled until after the new computers are installed.
- Set date for July 2012 meeting: Director Jensen explained that her assistant would be on vacation the third week of July and that she would need to be in the library until 7PM. She asked that they decide to have the meeting without her, change the meeting date or time. Nichols moved to set the meeting date for the following Monday, July 23rd at 6PM. Johnson seconded. Ayes – 7. The motion carried.

Discussion

- Creative Impact donated the plaque for Pearl Dewater to be placed by the water cooler. Director Jensen was asked to send a thank you note to them for their donation.
- Burkett shared there will be a 'Friends of the Library' Book Sale on September 8, 2012 from 8 am to 3pm at Jewett School. They are looking for donations of videos, CD, Audio's, Games, Puzzles and Magazines.
- Nichols shared that they are in the planning stages of a 5K Run/Walk Event to be held on September 22 in the memory of Kelsey Lee and her daughter Lindsay. More information will be forthcoming.

Adjournment

With no further questions or comments, the library board meeting was adjourned at 7:45pm.

Respectfully Submitted,

Jan Nichols, Board Secretary