

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Monday, February 18, 2019 – 6:00 p.m.**

Call to Order: The meeting was called to order by President Hansen at 6:05 p.m.

Roll Call: Present: Borwig, Clements, Hansen, Johnson, Kettwig
Absent: Pritchett & Rasanen
Director Jensen noted Nichols said that she would be late.
A quorum was present.

Approval of January 09, 2019 Special Budget Meeting Minutes: Kettwig moved and Clements seconded to approve the January 09, 2019 special budget meeting minutes. Ayes – 5. The motion carried.

Approval of January 21, 2019 Monthly Meeting Minutes: Johnson moved and Borwig seconded to approve the monthly meeting minutes from January 21, 2019. Ayes – 5. The motion carried.

Approval of bills to be paid in February: Clements moved and Hansen seconded to approve the bills to be paid in February. Ayes – 5. The motion carried.

Treasurer's Report: Reviewed and no discussion.

Circulation Report: The circulation report was reviewed.

Old Business:

A. Discussion/Action to send out Summer Reading Program donation request

Letters: The budget is not set; therefore, this will be discussed when the budget is complete. The city has until March 15, 2019.

Nichols arrived at 6:18 p.m.

New Business:

A. Review/Revision/Approval of Circulation Policy: Changes are as follows:

- 1. Loan Periods
- Eliminated the following line: "Most Library materials may be checked out for one month. Special items may have a different loan period, as follows. Replaced with See Below Schedule. Removed Cassettes under the Children's books.
- There is a limit of ten (10) books per patron, however there may be a special circumstance that will be at the discretion of the director.
- No changes in this bullet

- Inter-library acquisitions are limited to three (3) pieces at a time per patron with a limit of six (6) per month.

Johnson moved to approve with the updated changes and Nichols seconded. Ayes – 6. The Motion carried.

B. Review/Revision/Approval of Collection Development Policy:

- After review of the collection development policy, there are no changes.

Hansen moved to approve with no changes and Johnson seconded. Ayes – 6. The motion carried.

C. Review/Revision/Approval of Internet Use Policy:

- After review of the internet use policy, there are no changes.

Johnson moved to approve with no changes and Kettwig seconded. Ayes – 6. The motion carried.

D. Review/Revision/Approval of addendum to Personnel Policy:

- After review of the addendum with the personnel policy, there are no changes.

Nichols moved to approve with no changes and Clements seconded. Ayes – 6. The motion carried.

E. Up-to-5 year-Plan for Accreditation:

- Do study of present ratio of electronic vs print media and adjust if necessary.
- Review the quality of service provided by Access 360, which is the electronic online library and take any action(s) necessary.
- Dispose of all unused equipment and unused electronics
- Start education/training/hobby opportunities, such as; Crafting, Smart phone, Tablets, Computer, Painting, Cricket, Download of e-book and/or Audio books.
- Get a new printer that has color and will be able to communicate with the rest of the computers
- Improve puzzle working area, such as taller table & stools.
- Update our website
- Continue to utilize Facebook as a source of communications

Hansen moved to accept the plan with the changes and Clements seconded. Ayes – 6. The motion carried.

F. Director Review:

- Johnson will sit down with Director before the 28th of February. This will be submitted to the board at the next meeting.

G. Review of ADA Checklist for existing facilities, Priority 2:

- Priority 2 (Access to goods and services) for the ADA checklist. The board needs to be aware of this requirement for accreditation and make changes if necessary. Priority 2 was reviewed along with a through discussion.

H. Bridges Renewal: Director informed the board of the following increase to Bridges:

- Current cost with a \$300 base annually is \$.13 per capita – Raised to \$.15 per capita starting in FY 2020. The new total price will be \$1012.65 annually.

Hansen moved to renew the contract and Johnson seconded. Ayes – 6. The motion carried.

Discussion:

- Hansen asked if we are falling behind on the board's training. Director Jensen stated that we are not.
- Director Jensen gave the Library Value Calculator to the city to give them a better understanding of why the library is requesting the amount of money to continue to purchase the newest books, etc for the patrons.
- Hoopla is allowing the board to have a trial period with online access of e-books, audio books, movies, music, cd's & comic related books. Hoopla is used by several surrounding libraries. Hoopla does not have an upfront cost as it is based on a per use basis. Each loan could be between \$2.99 - \$4.99 per use. The board could put a limit on the program per patron. Two (2) patrons could check out the same e-book etc at the same time. Hansen asked if we could review this at the next meeting.
- Director Jensen provided us with the "Print vs Electronic Expenditures as per request of Hansen. Hansen wanted to know what the dollar amount depicts. Director Jensen stated it is how much was spent for each category. Hansen wanted a comparison of the amount of money was spent vs the books, basically where should the money we have in the budget best be utilized. Nichols stated that is what the library value calculator was used for. It shows that we are spending more money on the books than the e-books currently, however we need to provide services for all areas. This is part of the 5-year plan and can be reviewed later.

Adjournment: The meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Jenny Borwig, Secretary