

EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING (BOT)
Monday, November 18, 2019 – 6:00 p.m.

Call to Order: The meeting was called to order by President Nichols at 6:00 p.m.

Roll Call: Present: Borwig, Brown, Clements, Johnson, Kettwig, Nichols and Pritchett
Absent:, Rasanen
A quorum was present.

Approval of October 21, 2019 Monthly Meeting Minutes: Pritchett moved to make a motion and Brown seconded to approve the Monthly Meeting Minutes for October 21, 2019. Ayes – 7, Nays – 0. The motion carried.

Approval of bills to be paid in November: Johnson moved to make a motion and Nichols seconded to approve the bills to be paid in November. Ayes – 7, Nays – 0. The motion carried.

Treasurer's Report: Pritchett read the treasurer's report.

Circulation Report: Reviewed by Board of Trustees (BOT) – Director Jensen pointed out that the Wi-Fi is being tracked as of October 9, 2019 by the company WhoFi. The state library is paying for this for all the libraries in the state. They are tracking the users for all hours of the library, including those before and after hours. The library tracked 9 during the month, but WhoFi tracked 75 because of users who have the password but don't come in to the library. The company WhoFi purchased a tablet to give to the library so they can continue to track the afterhour's usage activity. BOT was also notified that the Bridges price is going to increase \$.15 per capita, a total of \$1155.18 for the next fiscal year.

Old Business:

- A. Relocation of building sign** – The bush that was covering the Library sign has now been trimmed down and that on a warmer day the public works will be able to move the sign.
- B. Update on library survey** – It was submitted to Evansdale News. The library has received 5 back as of this meeting. There is a place in the library at the front counter to allow the citizens of Evansdale to drop them there and Director Jensen also placed surveys next to it, having a water mark on the survey to identify that it came from the library. There is a deadline of December 31, 2019 on the survey.
- C. Review/Revision/Approval of changes to library hours** – Hours of operation will begin January 1, 2020. Monday – 10:00 a.m. to 6:00 p.m., Tuesday – 10:00 a.m. to 5:00 p.m., Wednesday – 10:00 a.m. to 5:00 p.m., Thursday 10:00 a.m. to 6:00 p.m., Friday – 10:00 a.m. to 5:00 p.m., Saturday – 10:00 a.m. to 3:00 p.m. Johnson moved to make a motion and Brown seconded the motion to approve the operation hours of the Evansdale library. Discussion: The Director will adjust work

schedules as needed to fit the proposed changes. In addition, work schedules will be rotated with both the Director and the Assistant Librarian working every other Monday and Thursday. This change will afford both positions holiday pay for all paid holidays. This will also become effective January 1, 2020. Ayes – 7, Nays – 0. The motion carried.

- D. Review/Revision/Approval of changes in Employee benefits** – Effective immediately, the holidays will increase from 7 to 8 holidays for the Director and Assistant Librarian. The 7 holidays are: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day, adding the day after Christmas for the eighth holiday, and will be paid if they fall on a Monday thru Saturday.

Casual Day – if no sick days are used for the quarter (Jan – Mar, Apr – June, July – Sept and Oct thru Dec) one casual day may be earned. It will be at the normal hourly rate and must be used in the following quarter.

Insurance – This became effective October 1, 2019 – Employee health insurance is provided in accordance with policies of other City of Evansdale employees. It is at the employee’s discretion if they wish to have single or family coverage. Any premium associated with such coverage is passed on to the Director in accordance with the policies for all other City of Evansdale employees. Kettwig moved to make a motion, Johnson seconded the motion to approve the Director and Assistant Librarian Employee Benefit changes. Ayes – 7, Nays 0. The motion carried.

New Business:

- A. New library wayfinding signs** – Director Jensen drove around to find where the current signs are located and where signs are needed. She noted there is no longer a sign coming off the interstate although there once was. She said we could also use signs coming into the city from Waterloo on Lafayette, on Evans from Dubuque Road and she asked Mayor Faas if signs could be put on Dubuque Road. The answer was yes. Director Jensen received a quote from Tap Co, which came back at \$687.20 and another quote from Prison Industries, which came back at \$685.50 before shipping. The funds will come from Open Access. Nichols made a motion and Brown seconded the motion to purchase a number of 10 set of signs (30 total) to put up and any that need to be replaced from Tap Co. Also, the poles are being provided by the City of Evansdale. Ayes – 7, Nays 0. The motion carried.
- B. Budget committee** – Rather than have a separate budget committee, the BOT will hold a budget workshop during the next board meeting.
- C. Mitten and scarf drive @ the library** – The library will have a giving tree in the library through the month of December to collect mittens, hats and scarves for the kids at the elementary school and middle school in town with a deadline of January 4th. All of the mittens, hats and scarfs received will be divided and given to Poyner & Bunger.

D. Annual Survey – Review/Approve – This is an annual report. Pritchett moved to make a motion and Nichols seconded the motion to approve the 2019 General Information Survey. Ayes – 7, Nays – 0. The motion carried.

Discussion: Nichols noted that going on to the City's web page to review the library agenda, the minutes are coming up incorrectly. March 18th agenda has February 18th attached to it. Director Jensen stated the city posts to the city's web page; she no longer has access to it. Also, there was no July agenda posted. Jensen will let the city clerk know. With regards to the budget, per Mayor Faas, the legislature changed the law that there has to be a public hearing towards the end of January for expenses only. Then there has to be the normal public hearing in March to finalize the budget. We need to have our budget request finalized, so they can have a public hearing which requires the first meeting in January to notify the public hearing to be published in January so we must have a budget in January to turn in to DeAnne Kobliska, city clerk. The next monthly meeting will be moved to December 9, 2019 so that the budget can be discussed and submitted to the city.

Adjournment: 7:09 p.m.

Respectfully submitted,

Jenny Borwig, Secretary