

THE EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING

Held at the Evansdale Public Library
19 July 2004 MEETING MINUTES

1. The meeting was called to order by Board President Kettwig at 7:17
2. Roll call was taken Brown, Epperson, Henze, Kettwig, and Pritchett were present/ Cooksey, Gray, and Smock were absent
3. Pritchett/Brown approved the minutes. Ayes - 5 The motion passed
4. Pritchett/Brown approved the payment of June bills paid in July
Ayes -5 The motion passed
5. No Treasurer's Report given We have not received the budget for this year yet.
6. Shannon Surly presented the Circulation Report,
7. Shannon Surly presented the Director's Report,
8. OLD BUSINESS
 - A. Policy Committee reported the overdue policy was not available yet.
 - B. Epperson/Pritchett to table overdue letter until overdue policy is available.
 - C. The Summer Reading Program had 65 children signed up and had 15 regulars
9. NEW BUSINESS
 - A. Hibben's resignation was read and Amy Deutsch and Amy Schneider will be recommended by the board to replace her.
11. Brown/Henze to move the next meeting to 30 August 2004 at 7:10 P.M.
12. Pritchett/Brown to pay July bills in August
13. Meeting was adjourned at 8:17

Respectfully Submitted;


Henry L. Epperson
Secretary

THE EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING

Held at the Evansdale Public Library
30 August 2004 MEETING MINUTES

1. The meeting was called to order by Board President Kettwig at 7:10
2. Roll call was taken Brown, Cooksey, Epperson, Henze, Kettwig, Schneider, and Smock were present/ Gray, and Pritchett were absent
3. Anne Johnson presented September 11 program to be held in the Library at 2:30 on September 11.
4. Brown/Henze approved the minutes. Ayes - 7 The motion passed
5. July bills were prepared to be paid in August
6. Leeann Cooksey gave the Treasurer's Report. Spent 1,052.89 Remaining 55,612.44
7. Shannon Surly presented the Circulation Report,
8. Shannon Surly presented the Director's Report,
9. Schneider, Kettwig, and Surly were appointed to a Capitol Improvements Committee.
10. OLD BUSINESS
 - A. Over due Notice Tabled until next month
 - B. NEW LIBRARY ADVISORY COMMITTEE
 1. College students to do a telephone survey about new library.
 2. Jons Olsen to talk to the committee about fundraising.
 3. Committee found out that we couldn't put something on the ballot.
11. NEW BUSINESS
 - A. Motion to establish Library Assistants hours at 23 hours per week. Smock/Epperson Ayes - 7 The motion passed
 - B. Discussion of raise in insurance premium for Library Director without notification of her or the Library Board. Motion to have the board secretary to write the Mayor and Council to address this. Schneider/Cooksey Ayes - 7 The motion passed
 - C. Motion to increase Library Directors insurance premium by 5% Cooksey/Schneider Ayes - 6 Brown opposed The motion passed
12. Meeting was adjourned at 8:21
Respectfully Submitted;

Henry L. Epperson

THE EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING

Held at the Evansdale Public Library
20 September 2004 MEETING MINUTES

1. The meeting was called to order by Board President Kettwig at 7:18
2. Roll call was taken Epperson, Gray, Henze, Kettwig, and Schneider, were present/ Brown, Cooksey, Pritchett, and Smock were absent
3. Gray/Henze approved the minutes. Ayes - 5 The motion passed
4. August bills to be paid in September Schneider/Gray Ayes - 5 The motion passed
5. Shanon Surly gave the Treasurer's Report. Spent 637.81 Remaining 54,974.63
6. Shannon Surly presented the Circulation Report,
7. Shannon Surly presented the Director's Report,
8. OLD BUSINESS
 - A. Overdue letter & policy tabled until next month.
 - B NEW LIBRARY ADVISORY COMMITTEE
 1. Waiting for a telephone survey to be completed about new library.
 - C. The child area furniture is ordered the computer is not ordered.
 - D. Kettwig and Schneider to write letter about Library Director's increase in insurance premium.
9. NEW BUSINESS
 - A. Winter Reading Program discussed
 - B. Music CD aquisition was discussed
10. Meeting was adjourned at 8:20

Next meeting October 18, 2004

Respectfully Submitted;

Henry L. Epperson
Secretary

THE EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING

Held at the Evansdale Public Library
18 October 2004 MEETING MINUTES

1. The meeting was called to order by Board President Kettwig at 7:10
2. Roll call was taken Brown, Epperson, Gray, Henze, Kettwig, Pritchett, and Smock were present/ Cooksey, and Schneider, were absent
3. Gray/Brown approved the minutes. Ayes - 7 The motion passed
4. September bills to be paid in October Smock/Brown Ayes - 7 The motion passed
5. Shannon Surly gave the Treasurer's Report. Spent \$2,802.61 Remaining \$52,927.89
6. Shannon Surly presented the Circulation Report,
7. Shannon Surly presented the Director's Report,
8. OLD BUSINESS
 - A. Overdue policy Brown /Epperson ayes 7 The motion passed
 - B. NEW LIBRARY ADVISORY COMMITTEE
 1. Talked about telephone survey to be completed about new library.
 2. Talked about grants for new library.
 3. Waiting on possible space changes for library in existing building
 - C. Discussed winter reading program, Smock agreed to be in charge. To be run from last two Saturdays in January and first two Saturdays in February.
 - D. C.D. shelves are ordered
 - E. Discussed problems with credit card, many cites get them through their local banks. Shannon Surly is looking into a new credit card offer.
9. NEW BUSINESS
 - A. Discussed CD players, other libraries use portable players, also discussed playing CD's in the library.
 - B. Software request to purchase \$200.00 in software.
Motion to purchase software out of open access
Brown/Smock ayes 7 The motion passed
 - C. Request for board members to think about adult area furniture purchases
 - D. Discuss letter to the editor from Wilson praising our Web Site

10. Meeting was adjourned at 8:10

Next meeting November 15, 2004

Respectfully Submitted;

A handwritten signature in cursive script, appearing to read "Henry".

Henry L. Epperson
Secretary

THE EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING

Held at the Evansdale Public Library
15 November 2004 MEETING MINUTES

1. The meeting was called to order by Board Vice President Pritchett at 7:25
2. Roll call was taken Brown, Epperson, Gray, Henze, and Pritchett were present/ Kettwig, Schneider, and Smock were absent
3. Pritchett /Henze approved the minutes. Ayes - 5 The motion passed
4. October bills to be paid in November Brown/Gray Ayes - 5 The motion passed
5. Shanon Surly gave the Treasurer's Report. Spent 3812.07 Remaining 51,918.43
6. Shannon Surly presented the Circulation Report,
7. Shannon Surly presented the Director's Report,
8. OLD BUSINESS
 - A. Overdue policy still needs to be copied.
 - B. Overdue letter tabled until next month.
 - C. NEW LIBRARY ADVISORY COMMITTEE
No Meeting this month.
 - D. The child area furniture is on the way.
 - E. No discussion of Reading Promotion.
9. NEW BUSINESS
 - A. East High Art class will make Murals 3 panels/3/4 each we must provide the materials
 - B. Gray/Pritchett motion to allocate funding and authorize patron survey. Ayes - 5 The motion passed *\$2000 Cap to come from Open Access.*
 - C. Workshop on Tax Levy for board members will be held Thursday Nov. 18 from 6:00-8:00 at Hudson Library.
 - D. Discussed Cooksey resignation Doug Faas suggested as replacement
10. Meeting was adjourned at 8:15

Next meeting December 20, 2004

Respectfully Submitted;

Henry L. Epperson
Henry L. Epperson
Secretary

THE EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING

Held at the Evansdale Public Library
20 December 2004 MEETING MINUTES

1. The meeting was called to order by Board President Kettwig at 7:25
2. Roll call was taken Brown, Epperson, Gray, Henze, and Kettwig were present/ Pritchett, Schneider, and Smock were absent
3. Brown/Henze approved the minutes. Ayes - 5 The motion passed
4. November bills to be paid in December Brown/Gray Ayes - 5 The motion passed
5. Shannon Surly gave the Treasurer's Report. Spent \$5,807.77 Remaining \$49,927.73
6. Shannon Surly presented the Circulation Report,
7. Shannon Surly presented the Director's Report,
8. OLD BUSINESS
 - A. Overdue letter & policy
 1. Letter Brown/Gray approved Adult Patron Letter.
 2. Letter Gray/Henze approved Minor Patron Letter.
 - B. NEW LIBRARY ADVISORY COMMITTEE
Did not meet.
 - C. The child area furniture is in and the computers are being priced.
 - D. The East High Art class will be contacted in the middle of January to start Murals
 - E. No Action taken on Winter Reading Program
9. NEW BUSINESS
 - A. Motion to elect Sarah Gray new treasurer, Epperson/Brown Ayes 5 motion
 - B. Motion to purchase advertisement items Brown/Gray Ayes - 5 The motion passed carried
 - C. Motion to purchase digital camera for \$169.99 from Open Access Brown/Gray Ayes - 5 The motion passed carried
 - D. Motion to purchase LABEL MAKER from Capitol Improvements Brown/Gray Ayes - 5 The motion passed carried
 - E. Motion to table Holiday Policy until next month Brown/Gray Ayes - 5 The motion passed carried

10. Meeting was adjourned at 8:26

Next meeting January 17, 2004-7:10

Respectfully Submitted;

Henry L. Epperson
Henry L. Epperson

Secretary

THE EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING

Held at the Evansdale Public Library
17 JANUARY 2005 MEETING MINUTES

1. The meeting was called to order by Board President Kettwig at 7:10
2. Roll call was taken Epperson, Gray, Henze, Kettwig, Pritchett, Schneider, Smock and Shea were present/ Brown was absent
3. Motion to amend agenda to review and take action on electrical bids to make improvements for new computers.
Epperson/ Pritchett ayes 8 motion passed
4. Motion to approve minutes for December 20 meeting. Gray/Epperson ayes 8 motion passed
5. Motion to pay December bills due in January. Smock/Gray ayes 8 motion passed
6. Shannon Surly gave the Treasurer's Report. Spent \$6735.99 Remaining \$48,994.51
7. Shannon Surly presented the Circulation Report,
8. Shannon Surly presented the Director's Report,
- . OLD BUSINESS
9.
 - A. Overdue policy
Tabled until next meeting
 - B NEW LIBRARY ADVISORY COMMITTEE
712 surveys returned 35% were over 65
some of the committee will go to Ankeny to view Public Library in a school.
 - C. Two new computers will be coming in soon.
 - D. Three 30 by 40 mural canvases were purchased for the East High Art class to paint on
 - E. The budget meeting for the City Council will be January 25 at 6:00.
 - F. Motion to make Library Directors holidays equal to other city employees
Epperson/ Motion died for a lack of a second
10. NEW BUSINESS
 - A. Motion to change hours for employees to accommodate the the Winter Reading Program Schneider/Shea ayes 8 motion passed
 - B. Bids were read for electrical improvements for the two new computers

10. Motion to accept bid black Hawk Electric Schneider/Pritchett ayes 8
motion passed

11. Meeting was adjourned at 9.10

Next meeting February 21, 2005-7:10

Respectfully Submitted;

Henry L. Epperson
Secretary

THE EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING

Held at the Evansdale Public Library
21 FEBRUARY 2005 MEETING MINUTES

1. The meeting was called to order by Board President Kettwig at 6:10 7:10
2. Roll call was taken Brown, Epperson, Gray, Henze, Kettwig, and Schneider were present, / Pritchett, Shea, and Smock were absent
3. Schneider/Brown approved the minutes. Ayes - 6 The motion passed
4. Brown/ Henze motion to approve January bills paid in February Ayes - 6 The motion passed
5. Gray gave the Treasurer's Report. Spent
6. Shannon Surly presented the Circulation Report,
7. Shannon Surly presented the Director's Report,
8. OLD BUSINESS
 - A. Overdue policy tabled
 - B. New Library Advisory Committee
 1. List of options Expansion in City Hall, Jewett School, New Building
 - C. Children's area update
 1. Headphones & screen protectors ordered
 - D. Murals
 1. Materials are purchased and looking forward to having them completed soon.
 - E. Winter Reading Program had 12 to 40 kids
 - F. Budget update was given
 - G. Holiday Policy died las month for lack of a second no further discussion.
9. NEW BUSINESS
None
10. Meeting was adjourned at 8:12

Next meeting March 21, 2005

Respectfully Submitted;



Henry L. Epperson
Secretary

THE EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING

Held at the Evansdale Public Library
21 MARCH 2005 MEETING MINUTES

1. The meeting was called to order by Board President Kettwig at 7:10
2. Roll call was taken Epperson, Gray, Henze, Kettwig, Smock, and Schneider were present, / Brown,, Pritchett, Shea, and were absent
3. Schneider/Gray approved the minutes. Ayes - 6 The motion passed
4. Smock/Henze motion to approve January bills paid in February Ayes - 6 The motion passed
5. Gray gave the Treasurer's Report.
6. Shannon Surly presented the Circulation Report,
7. Shannon Surly presented the Director's Report,
8. OLD BUSINESS
 - A. Overdue policy tabled
 - B. New Library Advisory Committee
 1. At the April 5th Council Meeting (6:00) the committee will tell the City Council their choice for Library expansion is the use of the Jewett School Location.
 - C. Children's area update
 1. New shelving has been ordered
 - D. Murals
 1. Are still in progress
 - E. Bags for the Library are still in process,
9. NEW BUSINESS
 - A. Shannon Surly will send Thank You letter to the City Council
 - B. Gray & Kettwig will look into Library arrangement.
Need help on April 26 at 4:00 P.M. to move things.
 - C. Smock/Gray Motion to purchase DVD's and rack to hold them. Money to come from Capital improvements and Open Access
 - D. Smock informed the Library Board she will be resigning

Meeting was adjourned at 8:25

Next meeting April 18, 2005 at 7:10

Respectfully Submitted;

Henry L. Epperson
Secretary

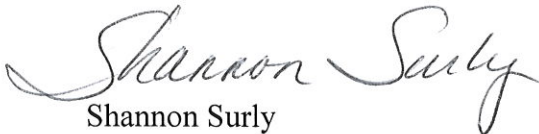
THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
April 18, 2005 MEETING
MINUTES

Library board members present were Kettwig, Gray, Henze and Epperson.

No quorum present.

Bills passed with consent by Kettwig, Gray, Henze and Epperson. A phone poll was conducted by Director Surly of Amy Schneider in order to reach a quorum to pass the bills. The bills passed. A formal motion will be held at the May meeting.

The board members present left at 7:25 PM.

A handwritten signature in cursive script that reads "Shannon Surly".

Shannon Surly
Library Director and Secretary

THE EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING

Held at the Evansdale City Hall
16 MAY 2005 MEETING MINUTES

1. The meeting was called to order by Board President Kettwig at 7:10
2. Roll call was taken Brown, Epperson, Henze, Kettwig, and ^{Murray} Pritchett were present, / Gray, Schneider, and Shea, were absent
Discussed putting absent members on agenda for next meeting
3. Brown/Henze moved to approve the minutes for March. Ayes - ~~6~~ The motion passed
Brown/Pritchett moved to approve the minutes for April. Ayes - ~~6~~ The motion passed
4. Pritchett/Brown moved to approve February bills paid in March Ayes - ~~6~~ The motion passed
Brown/Pritchett moved to approve March bills paid in May Ayes - ~~6~~ The motion passed
5. Shannon Surly gave the Treasurer's Report.
6. Shannon Surly presented the Circulation Report,
7. Shannon Surly presented the Director's Report
 1. New furniture is in
 2. Shannon Surly will be attending 3 workshops in West Union.
8. OLD BUSINESS
 - A. Overdue policy tabled
 - B. New Library Advisory Committee
 1. The new library committee discussed the Jewett School location.
 - C. Library has been rearranged
 - D. Library bag prices were discussed.
Brown/Pritchett moved to purchase bags Ayes - ~~6~~ The motion *passed*.
 - E. Thank You was sent to Mayor and City Council for additional space
9. NEW BUSINESS
 - A. Epperson/Murray Motion to purchase Encyclopedia set for \$879.00 Ayes - *Six*.
The motion carried
 - B. Epperson/Brown Motion to close library and have both employees work at a display table for the library during The Good Old Days Celebration on August 4th and 5th. Ayes - ~~6~~ The motion carried
 - C. Kettwig and Epperson need to sign County Contract
 - D. Benefits for part time employee were discussed an decided to put these benefits in next years budget request.

Meeting was adjourned at 9:00

Next meeting June 20, 2005 at 7:10

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
June 20, 2005 MEETING
MINUTES

The meeting was called to order by Board President Mary Kettwig at 7:17 PM.

Roll was taken. Present in order of roll call: Henze, Kettwig, Murray, Pritchett, and Schneider. Absent were Brown, Epperson, Gray and Shea.

Pritchett/Henze to approve the minutes from the May 2005 Board meeting, amending them by adding Murray into the Roll Call, changing all of the Ayes from Five to Six to include her, under the old business of the bag purchases it ended with the motion...should have read the motion passed. Also under new business about the encyclopedias, it ended with Ayes-...should read Ayes-6. The motion carried. Ayes – Five. The motion passed.

Brown arrived at 7:22 PM.

Schneider/Brown to approve the payment of May bills to be paid in June. Ayes – Six. The motion passed.

Surly gave the Treasurer's report. She noted we have (\$829.20) remaining in office supplies, \$33.34 in books and subscriptions, minor equipment \$31.07, advertising \$103.28, \$21.55 in education, \$133.16 in repairs and in Open Access \$4,154.16 remaining. Surly said that the overages left in each of the line items should make up for the deficit in the office supplies line item. Surly said she didn't think they would go over budget but with the salaries still yet to be paid she didn't know where they would end up but she didn't expect us to go over budget, and if we did, it wouldn't be by much.

Kettwig made an aside about how three of the new library committee had visited the Blairstown Public Library and discussed with them some of the things they do. She said that they told her that they take groups of teens to the local Barnes and Noble on a shopping trip and let the teens pick out the books they were interested. Surly said she thought that was a neat idea and she said she thought that would be a good idea for all ages of youth.

Surly presented the Circulation report. It was noted that most areas the circulation was up from the previous year. She noted a spot that she had forgotten to fill out in the report at the bottom. She noted that the average number of users per day should read up four per day. She said Pritchett had an area that needed to be discussed pertaining to the monies received.

AMENDMENT: Pritchett said when she went to deposit the Friends of the Library money, it was for March and April and the envelopes had read a total of \$163.22 and the bank only had a balance of \$144.15 leaving a difference of \$19.07. Pritchett had come back to the library and discussed it with Surly and Surly pointed out that one of the coin envelopes was for that exact amount. Pritchett had then gone back to the bank, but they had counted their drawer and their balance would stand with the difference. Pritchett felt it was necessary to note it in the minutes for the auditors. Kettwig asked if the envelopes were sealed and Surly said they were. Pritchett said Surly's count had always been really good and she thinks the bank made the error but there was no way to tell.

Gray arrived at 7:36 PM.

Surly presented the Director's report. She said the photocopier was on its last leg and the copy quality was terrible. She said she would get some quotes for the next meeting so we could get a new one in July. Brown asked how much we set aside for a photocopier in our Capital Improvements; he thought \$6,000. Surly thought \$3,000-4,000. Murray asked who we went with and Surly said she would get quotes comparing apples to apples. Surly said the only other thing she could think to discuss was the \$250 donation from Mid-American Energy. She asked if they had any ideas on what to request. She said she thought she would ask them to help aid in the cost of the new encyclopedias they would be ordering unless other ideas were presented.

OLD BUSINESS

Overdue Policy Update – Pritchett said she talked to Lisa Smock and that she told her she had brought in a disk to Surly. Surly said she did have it but could not access the information stored on the disk. She said they had not started the policy for the photocopier. There was discussion and they decided they would continue to work on this to resolve it and have it for the next meeting.

New Library Update – Kettwig said the new library committee was very busy. She said she had been in touch with INRCOG and had discussed grants and they informed her of the CAT grant with Vision Iowa. She said three of them went to the new Blairstown Public Library and they had gotten the CAT grant and had originally wanted \$600,000 but only got \$350,000. She

said they were now thinking of using part of Jewett as apartments. She said they were doing task forces; they had talked to the Jewett PTO, police department and council of Prince of Peace Church. Next up would be the Exchange Club and Fire Department. She said they were getting lots of ideas from these talks like a kid's café, playgrounds, public restrooms along the bike trails and a lot of people felt keeping the school for historic purposes was important. She said she had spoken to Tom Little and he told her money was available from the County and the board of supervisors. Pritchett asked about bonds. Kettwig said she had talked to Mayor Mardis about these. Surly said she thought that they were not going to ask the residents to approve a bond since we had told them we would not ask the taxpayers to pay. Kettwig said that we can build the library/community center with grants. She said the bond would be to help fund the other parts; the apartments and other options. Kettwig said they got the report on Jewett and were reviewing it now. Kettwig said her and Sue Muehl were going to a grant writing symposium in Des Moines on August 18th. She said she had the information if anyone else was interested in going. Kettwig discussed taking flyers to surrounding towns for the Garden Walk for the Garden Club. All proceeds are going to the new library project. Surly asked if they had renamed the group since the original group was disbanded. She said they thought they would be called the Evansdale Economic Development Corporation once they received the 501-3(C) status. Kettwig asked Surly to get flyers about the project for all the board members from the library.

Library Arrangement – Kettwig asked if the arrangement had been completed. Surly said yes, unless they got new shelves for up in the non-fiction section. She said they had received a few compliments on the setup. She said they liked the closed off area and that they can sit down on the floor and not be seen. They discussed Henze's contact for shelves and she said he was interested but didn't know if he could commit.

Summer Reading Program – Surly said the registration began today. She said she also put info on the library's webpage and a link from the city's website as well. She said there would be a castle building contest and a storyteller coming in costume to tell tales. She said we had gotten donations and she had been in touch with the Friends of the Library for money. She explained the different levels of the program and touched on the teen program and program for the adults. Kettwig said she noticed mention had been in the paper three times.

Good Ol' Days – Kettwig said the library would have a table with children's activities and the Community Expansion Project would have a table as well.

Encyclopedias – Surly said the encyclopedias had been ordered but not yet received.

Other – None.

NEW BUSINESS

Removal of Dennis Shea from Library Board (per bylaws: Attendance) – Kettwig asked how many meetings Shea had missed. Referring to her attendance sheet, she noted five out of six meetings were missed although one of the meetings had been cancelled due to lack of quorum.

Pritchett/Brown to remove him from the Board because of attendance issues. Ayes – Seven. The motion passed.

Surly said she had spoken to Dennis Shea and suggested he write a letter of resignation but she had received nothing from him. Kettwig said she had a couple of names that she had turned into the Mayor for replacements and suggested the rest of the Board do the same if they had any suggestions.

Officer Elections – Discussion was held amongst the board relating to who was willing to be officers. Brown/Pritchett to reappoint Kettwig as President, Brown as Vice-President, Gray as Treasurer and Epperson as Secretary. Ayes – Seven. The motion passed.

Other – None.

Comments and Questions – None.

Kettwig announced that the date and time of the next meeting will be July 18, 2005 at 7:10 PM.

Board President Kettwig adjourned the meeting at 8:40 PM.

Respectfully submitted,

Shannon Surly
Library Director