

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
July 10, 2000 MEETING
MINUTES

The meeting was called to order by Susan Muehl-Fillmore at 7:10 PM.

Roll was taken. Present in order of roll call: Brown, Eldridge, Gray, Henze, Kettwig, and Muehl-Fillmore. Absent were Billings, Pritchett and Winstead. Guests included Jim Sixta from the Northeast Iowa Regional Library System (NEIRLS) and Steve Trost from AHTS architects.

Muehl-Fillmore introduced and welcomed one of our newest Board members, Jerry Brown and he gave a little background information about himself. Next, the Board members introduced themselves to Brown.

Kettwig/Gray to approve minutes from the June 2000 meeting. Ayes - Six. The motion passed.

June bills were presented and discussion was held on the money that was taken from the Capital Improvements line item and the amendment that was done. Jim Sixta from NEIRLS told the Board what he thought about the amendment of the budget and that he thought the City was in the wrong. He said that the City could legally cut across the board from every department but cannot just go in and cut from the library's budget randomly as per our governing ordinance. Mr. Sixta suggested he come back around budget time to aid the Board in developing their budget. He also agreed to meet with Mayor Mardis, City Clerk Wilson, Muehl-Fillmore and Brown on Tuesday, July 18th at 3:00 PM to discuss this issue and determine whether or not the library gets that money back or not. First, the bills that were generated in June were separated from those generated in July and then it was decided to just to turn them all in. Brown/Gray to approve bills presented. Ayes - Six. Motion passed.

Since this is the first month, there is no treasurer's report and Eldridge will need to see what happens with the money at hand before she can give a concise report.

Surly presented the Circulation report. She said that the numbers went way up and with the downfall in recent youth circulation, to have the patronage increase by 150 people in one month and the numbers for youth circulation to shoot up as it did excited her immensely. Surly mentioned that the book-leasing program was started in June and that she hoped it will keep our circulation up.

Surly presented the Director's report. She noted that there was nothing new to report other than what was in her written report. She said that there were some problems with the computer again and that she had Jerry McClain out to look at it. The problem obviously was with the installation of the new Zip Drive. He said that he might have to revamp the entire system because there were components sharing with others that had no right to be doing so. He thought that was what was the cause of the problem. There will be more discussion about this later.

OLD BUSINESS

Other - Kettwig gave Surly some reading logs that she had picked up from the Waterloo Public Library. Surly noted that the kids in our reading program did have reading logs that they could keep track on and show with pride to their parents and teachers. She also stated that there was no pressure put on the children this year as far as how many books they read; the reading logs were for their own individual record. She said that they all got to participate in all of the activities planned and they all got prizes.

NEW BUSINESS

New Library Site proposal - Before starting discussion, Jim Sixta asked of Mayor Mardis about the acquisition of the entire City Hall building for a library; he said that the library needed the opportunity to discuss and view all options. Mayor Mardis said that wasn't even an option. Next, Muehl-Fillmore handed out a proposal that was

given to her by Marlene Larson, a past Board member and an employee of Becker Realty. She said that this proposal was given to the City Council at their last meeting and it was placed on file. She said that several of them met at Joe's Bar and Grill to look at the place. She asked the Board for their thoughts, questions and input. Brown asked Surly what her thoughts were. She said that she is not good with judging space and that she had no idea the library had the space that it does. She said that we seem to pack a lot into this small area but that we definitely need more space to give the children a place of their own. Kettwig and Eldridge felt that location was very important as far as visibility and accessibility.

Jim Sixta and spatial needs – Mr. Sixta handed out a packet of material to address spatial needs and how to identify those. He said that the first need was to decide what purpose this library was to serve. Next, he said to look at the space that we have and then decide what we need with every issue in hand. He addressed the issue of Joe's Bar and Grill. He said that there would be the issue of handicap accessibility with the basement and an elevator. In addition, he addressed that there would have to be the cost of remodeling and renovation. With the space issue, he said to look at how much space we have now and decide how much space we'd want in 20 years. Next, he briefly discussed a Building committee being made up of residents of the community and the time line of the meetings with the committee, architects, etc. Muehl-Fillmore asked how much regarding Waterloo's library the Board should take into consideration. Mr. Sixta suggested the library decide what they have and can offer that Waterloo can't. He also noted that Evansdale could become a branch library to Waterloo. He then suggested the Board goes and visits other libraries that they like as far as the design and layout. He suggested talking to the library directors about the architects. Then he briefly discussed the architect interviews. Muehl-Fillmore said that for the next meeting she would like the Board members to individually comprise a list of what they would like to offer and then brainstorm.


AHTS Architects – Steve Trost introduced himself from AHTS Architects and explained his position with them. He passed out a brochure for their company and gave a brief detail of their company and history. He extended his help in any way they could with no pay involved with accessing different sites, analyzing the cost involved and making sure the library gets what it needs in a new facility whether taking over an existing building or starting from scratch.

Comments and Questions – Muehl-Fillmore passed around a card of service dedication for Elmonda Fagerlind who was not reappointed to the Board. She noted that Elmonda Fagerlind had been a member of the Library Board for sixteen years. Gray said that she had attended every summer reading program day and said that it was going great and she just wished that there were not more kids involved because a lot of effort was put into it and it was very interesting. Muehl-Fillmore asked the Board members to put together a list of services they think we do offer, services we could offer and what they would like our role to be. She said that would be the main focus of the next meeting.

Date and time of next meeting will be August 07, 2000 at 7:10 PM.

Meeting is adjourned at 9:21 PM.


Shannon Surly
Library Director


Susan Muehl-Fillmore
Library Board President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES

August 07, 2000 MEETING

MINUTES

The meeting was called to order by Susan Muehl-Fillmore at 7:10 PM.

Roll was taken. Present in order of roll call: Billings, Brown, Eldridge, Henze, Kettwig, and Muehl-Fillmore and Pritchett. Absent were Gray and Winstead.

Muehl-Fillmore introduced and welcomed one of our newest Board members, Marilyn Billings, and she gave a little background information about herself. Next, the Board members introduced themselves to Billings.

Kettwig/Brown to approve minutes from the July 2000 meeting. Ayes - Seven. The motion passed.

Muehl-Fillmore informed the Board of the meeting held with Mayor Mardis, City Clerk Wilson, Jim Sixta from NEIRLS, Board member Brown and herself. She backtracked for the new members' benefits and told them about the budget amendment. She then went on to explain about the city's system of being on a cash system versus an accrual system and that items ordered have to be in hand before they can be paid for and not just spoken for. She said one way to circumvent that is to change the Board meetings to the third week of the month or hold a special meeting at the end of the year to deal with the end of year bills.

July bills to be paid in August were presented. Brown/Pritchett to approve bills presented. Ayes - Seven. The motion passed.

Eldridge gave the Treasurer's report. She gave the Board members the beginning budget balances for their records. She noted that we currently have \$921.08 in office supplies, \$5247.70 in books/subscriptions, \$200.00 in Minor Equipment and \$100.00 in repairs. Muehl-Fillmore asked Surly to get something official to the Board regarding the budget from the city. She said she would turn over anything she received. Muehl-Fillmore also suggested that Surly replenish her petty cash monthly instead of waiting for it to dwindle down to nothing. Surly said that she had done that this month.

Surly presented the Circulation report. She said she would entertain any questions or concerns the Board might have. Surly did ask of the Board what they felt should be done with the video section. She said at one time the video circulation was outstanding and now it has just sunk. She said it is a problem with the space allotted. She noted that at one time the Board has agreed to purchase 2 new videos per month. The board agreed that 2 per month should be added.

Surly presented the Director's report. Surly said that once again she was going to talk about the computer. She told them that Jerry McClain had looked them over again and quoted her the price of \$40.00 per computer and \$40.00 to reconfigure the networking. Eldridge/Billings to approve the Computer revamp paying the \$120 using \$100 from repairs and \$20 from minor equipment. Ayes - Seven. The motion passed.

OLD BUSINESS

Policy Committee report and approval - Muehl-Fillmore said the Policy Committee has been working on the Internet policy for a couple of months and still has a couple of meetings to go before it is completed. She handed out a copy of the Internet Users agreement to be approved or amended by the Board. Brown/Kettwig to approve the Internet Users agreement. Ayes - Seven. The motion passed.

NEW BUSINESS

Change of meeting time – Muehl-Fillmore said this is what she and Jerry have been hinting around to throughout the meeting. Eldridge asked what that would do as far as the circulation statistics. So much has been focused on the bills that it wasn't even considered how it would effect Surly's statistics. Muehl-Fillmore said one of the Board's most important functions was to oversee the bills of the library so it's more important to focus on that than the statistics. Brown noted it would not be a big deal to get those a month behind. Discussion was held on changing days, which days were most convenient for everyone, etc. It was also pointed out that in the by-laws it says that advanced notice would be given in writing before the change took effect. **Pritchett/Henze motion to move the meeting from the first Monday of each month to the third Monday of each month beginning in October. Ayes – Seven. Motion carried.**

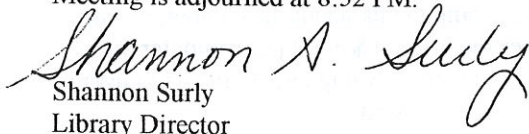
Computer/Shelving Committees – Muehl-Fillmore said that our Capital Improvements money this year was budgeted for shelving units for the youth section and computers. She requested that a committee be formed of Board members to look over the options available and report back to the Board. The computer/shelving committee will consist of Board members Brown, Billings and Kettwig.

Space Needs Workshop – Muehl-Fillmore said she had some figures that she had come up with and the Board as a whole would come up with some numbers that they agreed upon. First, Surly handed out 2 copies of the worksheets that were given at that last meeting by Jim Sixta. One is for the current figures and one for future figures. She read the numbers for the information according to the library's current holdings. Surly finished with the figures and noted that with what we should have with our current collection is 500 square feet less than what we actually have. Next, the Board decided on some figures for our "new" library and what kind of space would be needed to fulfill that. Issues discussed were meeting room spaces, rooms for children's' activities, size of collection, etc. The final figure arrived at with all items added together was a gross area of 7,182.81 sq. feet. Muehl-Fillmore said there was an average given by Jim Sixta at the last meeting by what libraries our size currently have ranging from 5,400 sq. feet up to 11,000 sq. feet.

Comments and Questions – Surly said she has completed both of the Library Management classes and received her certificates for both. She said she has applied for accreditation as well. In addition, she said that she had applied for and received her Notary Public so that is another service that can be provided from the library. She said she is just waiting on her stamps. Muehl-Fillmore congratulated Board member Henze on her 23rd anniversary of marriage.

Due to the Labor Day Holiday, date and time of next meeting will be September 11, 2000 at 7:10 PM.

Meeting is adjourned at 8:52 PM.


Shannon Surly
Library Director

Susan Muehl-Fillmore
Library Board President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
September 11, 2000 MEETING
MINUTES

The meeting was called to order by Susan Muehl-Fillmore at 7:12 PM.

Roll was taken. Present in order of roll call: Billings, Brown, Eldridge, Henze, Kettwig, Muehl-Fillmore, Pritchett and Winstead. Absent was Gray.

Billings/Brown to approve minutes from the August 2000 meeting. Ayes - Eight. The motion passed.

August bills to be paid in September were presented with correction of the addition of Upstart bill. Kettwig/Brown to approve bills as corrected. Ayes - Eight. The motion passed.

Eldridge gave the Treasurer's report. She noted that we currently have \$169.00 in education, \$879.16 in office supplies, \$4609.04 in books/subscriptions, \$200.00 in Minor Equipment and \$100.00 in repairs.

Surly presented the Circulation report. Muehl-Fillmore was surprised at the high amounts of fines recovered over the course of the month and Surly explained those. Muehl-Fillmore asked Surly the policy on fines. She wanted to know the policy for if the fine at .05/day is larger than the replacement cost of the book. Surly said that policy states the most a person will be fined is the replacement cost of the book. It was also noted how much more patronage was received, about 120 people more than in July. Surly also said that she revamped her circulation report so that she can now track the difference in usage from the Youth Fiction (Chapter books) and the Young Easy (Picture books.) Eldridge asked if anything was done differently with the videos to increase the usage there because there was a significant jump. Surly said that she did not change a thing.

Surly presented the Director's report. Surly said that the computers were fixed and she was going to shoot for the 500 per month goal again. She said that they completed the Large Print section and were still working toward the goal of completing this. Muehl-Fillmore asked if anything was going to be done for Halloween as far as decorations and candy handouts. Surly said that they could do that. She also pointed out the display case and invited the Board members to look at it. She said they hoped to have monthly displays changed out in it but that she was looking for a lock for the back. Brown asked where the money was going to come from for the Halloween decorations and candy. Surly said that we had decorations. A conversation between Pritchett and Eldridge who are members of the Friends of the Library said that the Friends would pick up the cost of the candy for the library.

OLD BUSINESS

Policy Committee report and approval - Two new policies were submitted for Board review and approval. Pritchett/Billings to approve the first policy, *Confidentiality of Library Records*. Ayes - Eight. The motion passed. Pritchett/Muehl-Fillmore to approve the second policy, *Interlibrary Loan Policy and Procedures/Interlibrary Loan request form*. Ayes - Eight. The motion passed.

Computer/Shelving Committee reports and approval - Brown told the Board regarding the shelving that the Committee found and liked. Surly had brought the catalog to the table and passed it around for the members to look at. It was the Committee's recommendation to purchase four of the book trucks specified from Brodart at \$255.00 a piece. Brown/Billings to approve purchase of the four book trucks recommended by Committee. Ayes - Eight. The motion passed.

Next, there was discussion regarding the computer purchases. Surly's recommendation was that the Computer Committee further pursues better options. She said that some of the prices that they were getting were not in the best interest of the library and she thought there were better deals out there. Winstead recommended the Committee calls her friend Joe Wagner and find out what price he can get. Kettwig asked if she has called to find out what other libraries were using. Surly said no but that she could.

Other – Pritchett brought up purchasing a gift for Elmonda Fagerlind who served on the Board for many years. Muehl-Fillmore mentioned that a card had been sent. After discussion, Pritchett to check into purchasing a plaque, possibly from Gibson Specialties, to recognize Elmonda for her years of dedication to the Library Board.

NEW BUSINESS

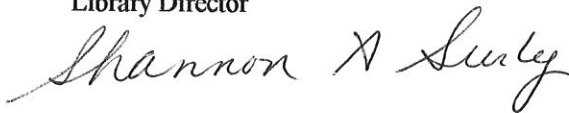
Workshop: Defining the library – Muehl-Fillmore said that if we got a new library and money for everything, the Board has to have a focus on what the library should be like. Pritchett said she would like to see a coffee shop atmosphere. Muehl-Fillmore said she would like to see the library more family oriented; the goal is to get the kids in the library early and get them reading. Surly mentioned the flyer that was going out to the Bunger students and mentioned that one of their after-school activities was book related hosted by the Waterloo Public Library and expressed her disappointment that the Evansdale Public Library hadn't even been contacted. Another goal was to have a closer partnership with the local schools. Muehl-Fillmore said that along with the coffee shop atmosphere, maybe they could provide free coffee and water in the library. Surly was asked to check on the cost of renting a water cooler from Culligan or some such company. Muehl-Fillmore asked how much of this stuff could be implemented right now. There was discussion regarding having Senior Citizen's Day and providing free rolls and coffee to get an onslaught of seniors through the library's door. Surly mentioned some kits that have been put together that are used to provoke discussion and allow for people to reminisce. Brown volunteered to contact the two senior centers to find out their schedules and to determine the best time to hold activities.

Comments and Questions – Discussion was held about traveling to different libraries during our meeting time to speak to the directors and look at the facilities. Kettwig is going to contact Jesup and invite the Mayor to the next meeting. Billings volunteered to contact Hudson for the month of November.

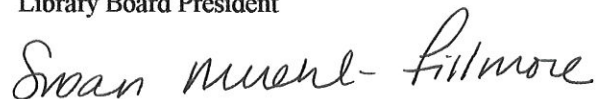
Next meeting to be held at 6:00 PM on Monday, October 16th, beginning at the Evansdale Public Library and traveling to the Jesup Public Library for a tour and discussion and then returning to the Evansdale Public Library.

Meeting is adjourned at 8:35 PM.

Shannon Surly
Library Director



Susan Muehl-Fillmore
Library Board President



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THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
October 16, 2000 MEETING
MINUTES

The meeting was called to order by Susan Muehl-Fillmore at 6:02 PM.

Roll was taken. Present in order of roll call: Billings, Brown, Gray, Henze, Kettwig, Muehl-Fillmore and Pritchett. Muehl-Fillmore noted that Eldridge was gone due to a death in the family and Winstead would be joining the meeting at 7:00 PM.

Meeting adjourned and reconvened at the Jesup Public Library at 6:30 PM. Cindy Lellig, the Jesup Library director, gave the Board members and Surly a tour of the library. She talked about the timeline involved in building their new library and the problems they had with small things such as their fire alarms. She told of the extensive use that the Community Room gets and noted that it had been used most the first year but the numbers have not dropped dramatically. Cindy also gave us many ideas for fundraising that they used. She explained the setup and answered questions. When asked, she stated that this year the library's budget was over 100,000. We talked about their computer network and the lighting in addition to carpeting and the room in back where processing is done, shared with the Director. We also talked about the grant that was written to obtain a lot of the monies used for the library. Cindy was thanked for her time and she offered her assistance at any time. The meeting was adjourned at 7:10 PM and reconvened at 7:32 PM in Evansdale.

Billings/Gray to approve minutes from the September 2000 meeting. Ayes - Eight. The motion passed.

September bills to be paid in October were presented. Kettwig/Brown to approve payment of bills. Ayes - Eight. The motion passed.

Muehl-Fillmore gave the Treasurer's report in Eldridge's absence. She noted that we currently have \$169.00 in education, \$694.19 in office supplies, \$4268.85 in books/subscriptions, \$200.00 in Minor Equipment and \$100.00 in repairs. Surly said she was still waiting on the bill for the work done on the computer that was to be paid from the Minor Equipment and repairs line items.

Surly presented the Circulation report. She offered to entertain any questions and received none.

Surly presented the Director's report. She said the only thing to report since the Director's report was written was that the office chair broke and she needs to get a replacement. She also reiterated that the library received \$973.00 from Enrich Iowa and explained to the new board members about Enrich Iowa. Surly also gave an updated report as to the amount currently sitting in the Open Access fund of \$5585.06. She noted, however, that some of that has been spent but only a small portion of it.

OLD BUSINESS

Policy Committee report and approval - Two new policies were submitted for Board review and approval. Brown/Pritchett to approve the first policy, *Internet Usage Policy*. Ayes - Eight. The motion passed. Billings/Winstead to approve the second policy, *Code of Conduct*. Ayes - Eight. The motion passed.

Computer/Shelving Committee reports and approval - Muehl-Fillmore said she thought the new shelves looked great. Brown asked Surly about her discount. Surly said she received a coupon for a 15% discount on the shelving that were purchased ended up with a total of \$1,042 which was lower than originally priced. Brown said he called around to several places to price computers and that we received faxes from a couple of places. Price quotes were discussed and compared. Kettwig/Pritchett to approve the purchase of the two Dell computers and have Jerry McClain do the set up of the network. Ayes - Eight. The motion passed. Next, Brown went on to discuss the furniture that the committee decided upon that was appropriate. There was also discussion about the old computer

and hutch. The consensus was to list it on the Iowa List serv and see if there were any public libraries in the state that could benefit from and use it as it has no resale value. Fagerlind/Gray to approve purchase of computer table. Ayes – Eight. The motion passed. Gray brought up the Macintosh Apple computers for kids. The computer/furniture committee is to look at and price the Macintosh computer. Pritchett/Henze to approve the Committee to purchase five chairs not to exceed \$700 to come from Capital Improvements. Ayes – Eight. The motion passed.

Newspapers – Surly said she called the Courier and started taking the Courier for the free two week trial period. She said that they had received nine users in that two week period and said that with that number she thought it warranted a further look so she said she re-subscribed for an eight week period for \$20.

Water Cooler Quotes and discussion: Surly reviewed the information that was in her handout with the Board. There was little discussion as the obvious choice was clear. Billings/Brown to approve acquiring a water cooler from Culligan to try for a one year period and the bill to be paid from Open Access. Ayes – Eight. The motion carried.

Other – Brown recapped his discussion with the two senior housing facilities in the Evansdale area. The consensus seems to be that Wednesday mornings between the hour of 10 and 11 seem to work the best. Since the library does not open until 11 AM it was agreed upon to try out Wednesdays for the entire day to see how it ran. Discussion ensued about the coffee pot and a hutch for the coffee pot. Pritchett/Henze to approve the purchase of a Bunn coffee pot and starter kit not to exceed \$100. Ayes – Eight. The motion carried. The hutch was referred to the furniture committee for purchase.

NEW BUSINESS

Comments and Questions – Muehl-Fillmore took a moment to point out the letter that was included in the Board mailing from a patron of the library. She noted that most of the comments received that are brought to the table are negative, it was nice to include something positive that someone had to say about the library and the staff.

Next meeting to be held at 6:00 PM on Monday, November 20th, beginning at the Evansdale Public Library and traveling to the Hudson Public Library for a tour and discussion and then returning to the Evansdale Public Library.

Billings/Brown to adjourn meeting at 8:54 PM. Ayes – Eight. The motion passed.

Shannon Surly
Library Director



Susan Muehl-Fillmore
Library Board President



THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
November 20, 2000 MEETING
MINUTES

The meeting was called to order by Susan Muehl-Fillmore at 6:03 PM.

Roll was taken. Present in order of roll call: Billings, Gray, Henze, Kettwig, Muehl-Fillmore and Pritchett. Absent were Eldridge and Winstead. Brown called to say he would be late and would meet the Board at the library.

Meeting adjourned and reconvened at the Hudson Public Library at 6:24 PM. Mary Bucy, the Director of the Hudson Public Library, did not show for the tour. The gentleman working behind the circulation desk called her and said that she forgotten and would not be coming. He gave us a stack of brochures that were made up for the Hudson Public Library dedication in July of 1999. The Board gave itself its own tour of the library taking in the lighting and structure, the layout and different aspects from our library. Surly took note that there were nine computers available for the public, all in a straight row, separated in two's by a partition, each equipped with headphones. The meeting was adjourned at 6:35 PM and reconvened at 6:56 PM in Evansdale.

Pritchett/Kettwig to approve minutes from the October 2000 meeting. Ayes - Seven. The motion passed.

October bills to be paid in November were presented. Brown/Billings to approve payment of bills. Ayes - Seven. The motion passed.

Muehl-Fillmore gave the Treasurer's report in Eldridge's absence. She noted that we currently have \$106.00 in education, \$575.19 in office supplies, \$3760.08 in books/subscriptions, \$153.00 in Minor Equipment, \$0.00 in repairs and \$4.74 in petty cash, which is replenished.

Surly presented the Circulation report. She offered to entertain any questions and received none. She said that as she was automating the videos she looked hard at the circulation and condition of the video. She said she withdrew approximately 40-50 videos from the rack. Muehl-Fillmore suggested selling them for \$.50 a piece. She said she now has room to add new videos. Brown suggested getting "new" stickers to place on the new videos. He said he saw some on videos at Waterloo's Public Library and they jumped out at him.

Surly presented the Director's report. She said the computer table and chairs are here. She said she is still waiting on one chair from Staples. She said she has not ordered the computers yet because she didn't have any place to put them but she did talk to Jerry McClain about the networking and he said he would do that. Gray said she had talked to the bank about money for the coffeepot. She said they requested a letter in writing and that it probably wouldn't be a problem. Surly said she had spoken to Mayor Mardis and City Clerk Wilson the previous week about a budget timeline. She informed the Board that Mayor Mardis said now would be a good time to start discussion. Brown, Muehl-Fillmore and Billings are to make up the Budget Committee. Surly also brought to their attention that there was a conflict with the Christmas holiday with Christmas Eve being a paid holiday but falling on a Sunday. Brown/Muehl-Fillmore to approve for the library's closing on Saturday, December 23rd, Sunday and Monday, December 25th as paid holidays for the Director. Ayes - Seven. The motion passed. Surly said they started the Internet Users agreement. She said the only problem has been two teenage users that come in and fight over who can use the computer when and that she is constantly "babysitting" these two teens.

OLD BUSINESS

Policy Committee report and approval - The Policy Committee reported that they had no new policies to present at this time.

Computer/Shelving Committee reports and approval - Muehl-Fillmore said she thought the Committee has done a very nice job so far. There was nothing new to report at this time. Surly noted that Kettwig had asked what

the total of the chairs and coffee hutch cost and she said the total came to \$647.90, falling within the \$700 allotted. Gray asked about the IMac and Brown said that he thought they were going to have to hold off on waiting for more information and deciding where to put it. Surly made it clear that the table for the computer is very large and spoke of her trials of trying to get the library arranged to accommodate it but everyone thought the set up was nice.

Other – Muehl-Fillmore said that she had spoken to her husband to get coffee cups, mouse pads and possibly water cups free of charge in the library courtesy of Muehl-Fillmore Insurance. The Board was in agreement that this would be OK for her to proceed with.

NEW BUSINESS

New Drop Box - Surly noted that there were a lot of present problems with the drop box that exists in the door of the Water Works office. She said there have been books missing that were said to have been dropped in the drop box as well as problems with payments being lost because the door sticks and does not shut correctly. She said that she had discussed this with Sandy Clemens, the Water Works Office Manager, and she discussed it with the Water Works Board. They agreed to pay for ½ of the cost for a replacement book drop. Billings/Pritchett to approve for paying ½ of the cost not to exceed \$300 and to leave the final determination to the Water Works since it is a part of their office space and they have the manpower for installation purposes. Ayes – Seven. The motion passed. It was discussed and decided to look into a free standing drop box for the future that we could place somewhere in the City like at the grocery store or bank for a place to offer book drop more accessible than just the library's book drop.

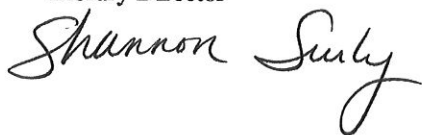
Advertising – Surly said that since they had Enrich Iowa monies at their disposal she wondered if the Board would consider purchasing some items for advertising purposes. Since it seems that so many people say that they don't know the library exists, it would be a good idea to put some money into advertising. Surly suggested purchasing the giant paper clips with the Evansdale Public Library name and address on them to hand out as bookmarks or pens or anything. Billings felt it was important to have some things to hand out to the schools toward the end of the school year. Muehl-Fillmore said she thought we did need to get some advertisement out in the community including more fliers. She thought we should get some of the fliers to the local businesses such as Casey's, Pronto and the Insurance Company. Gray suggested getting some "big" prizes such as the Razor Scooters and the like as giveaways to lure the kids into the library. Brown/Muehl-Fillmore to approve Surly to spend \$400.00 from the Enrich Iowa monies on advertising items for the Library. Ayes – Seven. The motion passed. Billings, Brown and Gray to make up the Committee to look at the Scooters for a future prize. In addition, it was recommended that the Evansdale Public Library sponsor a team for the Evansdale Youth Softball Association to get our name out.

Other - Muehl-Fillmore recommended that we put in a couple additional lights in some of the shadow spots still in the library. She also had received a monthly calendar from the State Library that she was offering to anyone on the Board.

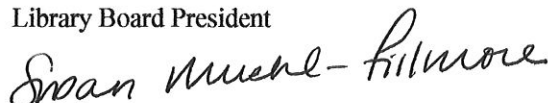
Comments and Questions – Pritchett said she had contacted Elmonda Fagerlind about the receipt of the plaque that had been made in her honor. According to Pritchett, Elmonda felt that the Mayor's rebuff of her position on the Board was harsh and that she had no desire to come to the library or have the Board members come to her residence to receive the plaque. The date and time of the next meeting is to be December 18, 2000 at 7:10 PM.

President Muehl-Fillmore adjourned the meeting at 8:16 PM.

Shannon Surly
Library Director



Susan Muehl-Fillmore
Library Board President



THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
January 15, 2001 MEETING
MINUTES

The meeting was called to order by Susan Muehl-Fillmore at 7:10 PM.

Roll was taken. Present in order of roll call: Billings, Brown, Eldridge, Gray, Henze, Kettwig, Muehl-Fillmore and Winstead. Absent was Prichett.

There was no meeting in December due to weather related conditions so there were no minutes to approve.

November bills to be paid in December was approved via a phone survey during December and then presented at the January meeting for a formal approval. Brown/Billings to approve payment of bills. Ayes – Eight. The motion passed.

December bills to be paid in January were presented. Kettwig/Muehl-Fillmore to approve payment of bills. Ayes – Eight. The motion passed.

Eldridge gave the Treasurer's report. She noted that we currently have \$106.00 in education, \$518.08 in office supplies, \$3056.25 in books/subscriptions, \$153.00 in Minor Equipment, and \$100.00 in repairs. Surly noted that the repair line item had been depleted with the computer bill. Surly explained the situation with the chair order and how the library hasn't received all of the chairs yet. She expects that to be resolved soon in her dealings with the manager at Staples.

Surly presented the Circulation report. She offered to entertain any questions and received none. Muehl-Fillmore asked how the automation project was going. Surly said she thought they were over half way done.

Surly presented the Director's report. She said the majority of time is spent on automation, shelf list cards and processing new books. She said they processed 116 books to be shelf ready last month. She noted they cleaned out a lot of the books across the hallway and donated them to the Lion's Club for their book sale. She said that until the books were all automated she didn't imagine that they were going to focus on much else other than the day to day duties.

OLD BUSINESS

Policy Committee report and approval – Henze said they are looking to update the Dress Code in the Library's policy and she passed out a checklist for the Board members to have input on what they felt the staff should be dressed in. She said the policy committee was interested in finding out the Board's opinion. Brown asked if there had been complaints received about this issue and said that he felt the "girls" looked good every time he came into the library. Henze said no, no complaints received, and that this was merely an update to the existing policy.

Computer/Shelving Committee reports and approval – Brown said that he had talked to Jerry McClain with Applewood Computers a couple of times about the delay of computer receipt. He said he also talked to him about the iMac. Jerry McClain said he would do some checking but wasn't sure if the iMac would be compatible with the other IBM computers for networking purposes. Surly explained what had happened with the computers. She said that when she went to order them, the price had increased and since the Board had set the price for the computers at the exact price times two. She said that the computer specifications had changed and the prices had increased. She said that with the price influx, she would have exceeded the money she was authorized to spend. Billings/Brown to adjust the allotted amount to meet the current price of the market to purchase the computers necessary. If the cost exceeds what is in the Capital Improvements, the money is taken out of Open Access. Ayes – Eight. The motion carried.

Drop Box – Surly said she had spoken to Sandy in Water Works about the drop box. Sandy told her that Bennie Johnson, who would install the drop box, didn't want that responsibility, liability, etc. She then said that he agreed to do it. Sandy's concern, however, was the cold, and she did not want it to be installed during the winter months. Brown suggested that Surly get together with Sandy so that they can at least get it ordered and paid for and then it can be installed when the weather warms.

Other – None.

NEW BUSINESS


Budget – Muehl-Fillmore said that her and Brown met the beginning part of December to come up with the budget figures. She read down through the proposed budget. She said the budget presentation was the following night, January 16th, to the City Council. Surly said she had an addition she would like to make. She said she would like the Internet Access to have it's own line item. She said it currently comes out of the books/subscriptions line item and would like to have it separate. Surly said she was going to suggest that the education line item not be kept so high since she has taken the most expensive classes. She noted that her assistant had taken one already as well and is registered for the next one. It was decided to keep it the same for the next fiscal year until it is decided how much is needed. Gray/Kettwig to approve the proposed budget as it is with the addition for Internet access. Ayes – Eight. The motion carried.

Other – Muehl-Fillmore asked how we were doing on the coffeepot and water cooler. Surly said that it is difficult until all of the computers are moved and the computer cart is moved behind the circulation desk. Muehl-Fillmore suggested that Surly contact Winstead as soon as the computers are moved and then she can get the coffeepot.

Comments and Questions –The date and time of the next meeting is February 19, 2001 at 7:10 PM.

President Muehl-Fillmore adjourned the meeting at 7:52 PM.


Shannon Surly
Library Director


Susan Muehl-Fillmore
Library Board President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
February 19, 2001 MEETING
MINUTES

The meeting was called to order by Susan Muehl-Fillmore at 7:11 PM.

Roll was taken. Present in order of roll call: Brown, Gray, Henze, Muehl-Fillmore and Pritchett. Absent were Billings, Eldridge, Kettwig and Winstead. Billings and Kettwig called Muehl-Fillmore. Winstead called Surly.

Muehl-Fillmore/Brown to approve minutes from January Board meeting. Ayes – Five. The motion passed.

Pritchett/Brown to amend previous motion to pay for chairs and hutch from Capital Improvements and to pay for them from Open Access. Ayes – Five. The motion passed.

Brown/Henze to approve payment of January bills to be paid in February. Ayes – Five. The motion passed.

Muehl-Fillmore gave the Treasurer's report in Eldridge's absence. She noted that we currently have \$.00 remaining in repairs, \$330.53 in office supplies, \$2900.79 in books/subscriptions, \$106.00 in Education/Training and \$153.00 in Minor Equipment.

Surly presented the Circulation report. Muehl-Fillmore noted that there were a lot of increases. Muehl-Fillmore asked if Surly has seen a large increase in the number of people that come in. Surly said that no, it may flux from month to month about thirty or forty people but it's not that noticeable. Surly said something she always has a problem with is the form she used to track users. It is broken down in hourly increments and it's hard to determine how to count the people that are considered "users"; especially the people that use the computers for hours at a time. It was decided that the most accurate way is just to count the number of people that come through the door as users despite the length of stay. Surly also discussed how the automation project was going and noted that they reached their goal for the month and how.

Surly presented the Director's report. She said she received a letter from Cedar Falls regarding the County allocation. She said that the Evansdale Public Library will receive \$1,034 for the FY2002. She said that she received an interesting worksheet that accompanied the letter. She noted that they are receiving the \$1,034 of a total \$100,000 split between the seven libraries in Black Hawk County. Surly read off the totals received by the other libraries. She said the deciding factors were a percentage of the library's materials budget allocated by their city and the County borrower's circulation. She said it is based on the previous fiscal year's budget and she thought it was interesting that per capita we are the lowest provided for city. Surly also informed the Board that they had a new thermostat installed. She said that the City Council had decided to have these installed and that the library was charged for it from the Buildings/Ground maintenance. She also noted that the thermostat is locked, they were not given a key and that the City Clerk has control of the keys. Brown said he didn't understand. He noted that if the thermostat is set to control both the library and the Water Works, the difference in size between the two rooms will afford the Water Works a little more warmth in the winter and a little more coolness in the summer. Surly said that she has complained a couple of times to the City Clerk and had even blown a circuit and had to have it reset by the City Clerk. She said her main concern is that the library is right next to a door that is used for the majority of traffic in the building. Also, with the library being the largest building in the room, the displacement of air is different than in any other room in the building that is set at the same temperature. Brown felt that since there is a controlling unit in this room, there should be a key in this room. Muehl-Fillmore agreed. Surly also noted that the computers are all up and running since the 1st of February.

OLD BUSINESS

Policy Committee report and approval – Pritchett said they are still working on the Dress Code Policy but were waiting until all of the opinions were in. She said that they were leaning towards a semi-professional look with a casual day.

Computer/Shelving Committee reports and approval – Surly said that they have received all of their chairs and everything is in and up and running.

Drop Box – Surly said she had spoken to Sandy in Water Works about the drop box. She said that Bennie agreed that he would install the drop box in the spring. She said that trying to arrange their schedules to confer is crazy but we will have one decided upon and ready to order by the next meeting.

Other – Brown asked about the advertising promotional items. Surly said she is still working on getting quotes and that the computers and chairs became more of a priority. He also asked about the scooters. Henze said she bought two of them from her son at a good price. Muehl-Fillmore said she needed to get a bill turned into Surly for the cost of those for reimbursement. Pritchett asked about the old computer hutch and if it had a plaque on it that said "Donated by". Pritchett said someone had complained about it being gone. Surly said that she had donated it along with the computer to the library in St. Charles.

NEW BUSINESS

Book leasing renewal – Surly said that the Book Leasing program was going to be coming up for renewal. She said that the cost would be \$1830.00. She said it figures out to \$15.15 per book and of every 5 books returned one can be kept for free. She told them they also run specials like one she is taking advantage of where everything can be purchased for \$3.00 a piece. She said the program has been really well accepted, it is easy for her and she likes that they come in and they are shelf-ready. She said that the program ends in May. Muehl-Fillmore asked if she wanted to bring it up at the next meeting. Pritchett suggested discussing this at the next meeting when there may be more Board members present.

Donation by MidAmerican Energy – Surly said Gene Knief said that MidAmerican Energy would like to donate \$250.00 to the library. She said that the Board needs to decide what the money is going to be spent on and Surly needs to write a letter to MidAmerican Energy. Surly said they are in need of a new printer for the computer because the one that they have now is doing a really poor job of printing. Brown asked if we had a scanner and Surly said no. Brown asked if they could have the printer serviced. Muehl-Fillmore said that you can purchase one for the cost of what you would pay for repair. Surly also suggested using the money to purchase Accelerated Reader program books. Muehl-Fillmore suggested purchasing one of the all-in-one machines that has a printer/scanner/fax machine and having the Friends of the Library picking up the remainder of the cost. Pritchett agreed that that was a good idea. Muehl-Fillmore asked if she knew when the money would be donated. Muehl-Fillmore/Gray to accept donation to go into Memorial/Open Access fund. Ayes – Five. The motion carried.


New Ideas? – Muehl-Fillmore said that the library had done some major improvements to the library from the painting of shelves to the new ceiling to the addition of new computers. She said the next thing to move onto is the new library and we will need to form a fund-raising committee to start work on that.

Other – Muehl-Fillmore said to remember and keep in mind about elections coming up for officers. She said that with her father being terminally ill, she is putting her foot down and does not want to be President again. There was some discussion about the coffee pot and the confusion about receiving the money from the bank. Surly was asked to write a letter to the Board of Directors of the bank.

Comments and Questions – The date and time of the next meeting is March 19, 2001 at 7:10 PM.

President Muehl-Fillmore adjourned the meeting at 8:10 PM.


Shannon Surly
Library Director


Susan Muehl-Fillmore
Library Board President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
March 19, 2001 MEETING
MINUTES

The meeting was called to order by Susan Muehl-Fillmore at 7:12 PM.

Roll was taken. Present in order of roll call: Eldridge, Gray, Henze, Kettwig, Muehl-Fillmore and Pritchett. Absent were Billings (Sick), Brown and Winstead. Billing and Winstead called Surly.

Muehl-Fillmore/Gray to approve minutes from February Board meeting. Ayes – Six. The motion passed.

Brown arrived at 7:15 PM.

Pritchett/Brown to approve payment of February bills to be paid in March. Pritchett noted that Surly renewed the Courier. She said she was going to renew it for another 13 weeks because she had received a positive response. She said she has checked some out but the majority of it is read in the library. Ayes – Seven. The motion passed.

Eldridge gave the Treasurer's report. She noted that we currently have \$217.62 in office supplies, \$1976.33 in books/subscriptions, \$106.00 in Education/Training.

Surly presented the Circulation report. Pritchett noted that there were many increases again so she thought something was going right. Muehl-Fillmore said she liked the number of Internet users but would like to see it increase. Surly said she really liked having more than one computer in use at one time. She felt a great sense of accomplishment by being able to provide that to the patrons. She said she really didn't realize what a hassle it was when there was only one computer until she no longer had to switch people off and on the terminals and make people wait. Muehl-Fillmore said she noticed Surly made her monthly goal for the automation and that there were a substantial amount of fines collected.

Surly presented the Director's report. Surly noted that she is still looking into the promotional items because she had received a catalog that appeared to have lower prices. She said she sent letters to both MidAmerican Energy and the bank in Evansdale requesting the money available from MidAmerican and the coffee pot request. She said she had not received a response back yet. She told them that Muehl-Fillmore and she had looked at the all-in-one units to purchase with the MidAmerican donation and they were pricey. Muehl-Fillmore said something else to consider is how the machine responds if one part breaks down, how does the rest of the unit respond. Brown felt that you get what you pay for so to look at this wisely. She said she spoke to Sandy in Water Works about the book drop. She said measurements were taken and with the window in the door, the options were limited. She said she then talked to the distributor about the book drops available and found that the weight of a payment to Water Works would not activate the book drop. She said they are exploring further options.

OLD BUSINESS

Policy Committee report and approval – Eldridge said there was nothing new to report at this time.

Other – The Board discussed the Senior Day. It was decided to hold it on the 3rd Wednesday of every month from 1-5 PM starting April 18, 2001. Coffee and cookies will be served. Eldridge said she would make the first batch of cookies (five dozen). Brown said he thought it would be a good idea if the Board members took turns making cookies each month. Surly said she would make up a flyer that can be distributed and hung up at places like the churches, the Senior homes, the bank, Food Pride and Wellington Apartments. Pritchett and Gray volunteered to be there as a welcoming committee to greet the seniors as they arrive. Henze will provide games. Pritchett said that the Friends of the Library would purchase the coffee, sugar and cream. Eldridge is going to buy it. Brown asked about the water cooler and Muehl-Fillmore asked Surly to get that. She said she would. In addition we discussed having some kind of contest to get kids into the library to win the scooter and get them in before the

summer reading program, then using the second scooter in conjunction with the summer reading program. Muehl-Fillmore discussed having a contest with adults for gas coupons/vouchers for maybe four or five weeks.


NEW BUSINESS


Book leasing renewal – Surly recapped that the Book Leasing program was going to be coming up for renewal in May. She said that the cost would be \$1830.00. She said it figures out to \$15.15 per book and of every 5 books returned one can be kept for free. She told them they also run specials like one she is taking advantage of where everything can be purchased for \$3.00 a piece. She said the program has been really well accepted, it is easy for her and she likes that they come in and they are shelf-ready. Brown/Kettwig to approve the renewal of the Book Lease program for an additional year at the cost of \$1830 with July 1st billing, ½ to come from the Books/Subscription line item, ½ to come from Open Access. Ayes – Seven. The motion passed.

Other- Muehl-Fillmore asked about the theme of the summer reading program. Surly said it was Road Trip USA and that they have received the promotional items. She said her assistant Anne Johnson did such a wonderful job with it last year that she assigned her the program again this year. She also noted that they have started compiling a list of businesses to send letters to for support. Surly said she just wanted to point out the articles that she included in the packet. They were photocopies of articles from the old Evansdale Sun paper pertaining to the library back in the 1960's and 1970's. She also pointed out the photocopies for the ISLA membership for trustees that she included. She noted that dues are free for the first year and \$10 per year for additional years.

Comments and Questions –The date and time of the next meeting is April 16, 2001 at 7:10 PM.

President Muehl-Fillmore adjourned the meeting at 8:04 PM.


Shannon Surly
Library Director


Susan Muehl-Fillmore
Library Board President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
April 16, 2001 MEETING
MINUTES

The meeting was called to order by Susan Muehl-Fillmore at 7:10 PM.

Roll was taken. Present in order of roll call: Brown, Eldridge, Gray, Henze, Kettwig, Muehl-Fillmore and Winstead. Absent were Billings (Sick) and Pritchett.

Kettwig/Brown to approve minutes from March Board meeting. Ayes – Seven. The motion passed.

Brown/Henze to approve payment of March bills to be paid in April. Ayes – Seven. The motion passed.

Eldridge gave the Treasurer's report. She noted that we currently have \$131.00 in office supplies, \$1478.11 in books/subscriptions, \$71.00 in Education/Training and \$153.00 in minor equipment.

Surly presented the Circulation report. Surly said that again our circulation was up on everything, asked if there were any questions and if there were any statistics that the Board would be interested in seeing added onto the Circulation report. Brown said he would like to see the number of minutes/hours that the computers are actually getting used. Surly said she could break that down monthly for them. Surly said that with the Head Start group coming in, the youth circulation has increased dramatically. However, she noted, that overall in the youth section, it is the younger children with the picture books that have had the larger circulation, versus the older young adult books.

Surly presented the Director's report. She said that she didn't have a real report to give. She noted that she is just keeping up with the day-to-day business, automation of books and the processing of new books. Muehl-Fillmore asked how Surly's assistant, Anne, was coming along with her PLM classes. Surly said good, that she was half way through with these sessions and was learning some new things. Surly spoke of weeding and the amount that they were doing. She talked to the Board about the CREW method and how sometimes less is more. Muehl-Fillmore asked if she was planning on replacing. Surly said that they were looking to fill in the gaps with books that they have no information on and updating some sections with newer materials. Surly said she had the coffeepot up and that she has all of the supplies for the Senior Shindig.

OLD BUSINESS

Policy Committee report and approval – Eldridge said there was nothing new to report at this time.

Summer Reading Program update – Surly said that the library had been receiving prizes for the kids slowly but surely. She said this year they were quicker at getting the request letters out in the hopes of getting a better response from local businesses. She said that Anne was in charge of the Summer Reading Program and planned on starting it the week of June 11th and running it for six weeks as last year. Surly said that Anne still had to send in a letter for permission to hand things out to the schools but it is on the list. Surly also informed the Board of Anne's trip to Elk Run Elementary to do a microscopic presentation to two different classes in correlation with the Earth Week celebration.

Other – None.

NEW BUSINESS

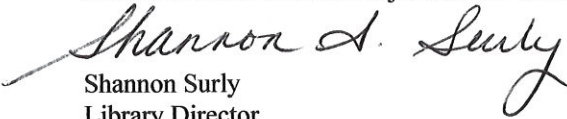
Workshop in Waverly – Muehl-Fillmore said there was a workshop in Waverly scheduled for Board of Trustee members. Lunch and snacks are provided and the cost is free. Surly said that it was hoped to get one trustee from every library in the state to attend this workshop. Muehl-Fillmore asked if anyone was interested. There was no one.

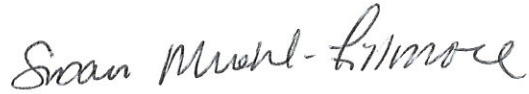
New Printer- Muehl-Fillmore said that the printer in the library is sounding really bad. She said that she would like to go ahead and pre-approve an amount and have the Shelving/Computer committee to make a decision and go ahead with the purchase of one. Surly said her opinion was that she was not in *need* of a photocopy machine and fax machine but her printer was dead. Muehl-Fillmore/Brown to use the \$250.00 from Mid-American Energy to purchase a new printer with any remaining balance to come from Minor Equipment not to exceed the \$153.00 there. This is to purchase a printer and one cartridge each of both black and color ink. Ayes – Seven. The motion passed

Other - Muehl-Fillmore decided she would like to brainstorm on different ideas for promoting the library. Surly told them about some of the problems she had with ordering some of the promotional items. Brown recommended advertising in the Courier or the Hometown. He suggested running an ad for a week and see what type of response was received, whether it was negative, positive or none at all. Henze suggested advertising on the free public access cable channels. Kettwig suggested radio advertising. Brown suggested sending a letter to all of the stations. Winstead recommended advertising on 1330 AM. Gray suggested having bright fliers made up and hung around town. She also said having a general open house for the redoing of the library and having one of those flashing signs. Muehl-Fillmore said that she liked the idea of the open house but we were waiting until the automation was finished. Casey recommended having a selective mailing to separate wards in the City or something along those lines. Winstead suggested having Mayor Henninger of Elk Run Heights add information to his newsletter and she also pointed out that Elk Run Heights was going to be celebrating its 50th anniversary July 14th and 15th and we might set up a booth or something like that there. Next, the Board came up with a list of services that the library provides. There was discussion of getting a logo for the library. Surly said the cards have the generic library logo on them and her web page has a big hand holding a book and her flyers have a bookworm on them but there is no established logo for the Evansdale Public Library. Muehl-Fillmore volunteered to be on a promotions committee made up of herself, Kettwig and Gray.

Comments and Questions –The date and time of the next meeting will be May 21, 2001 at 7:10 PM.

President Muehl-Fillmore adjourned the meeting at 8:18 PM.


Shannon Surly
Library Director


Susan Muehl-Fillmore
Library Board President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
May 21, 2001 MEETING
MINUTES

The meeting was called to order by Susan Muehl-Fillmore at 7:10 PM.

Roll was taken. Present in order of roll call: Billings, Brown, Eldridge, Henze, Kettwig, Muehl-Fillmore and Pritchett. Absent were Gray and Winstead. A review of the attendance policy was done and Muehl-Fillmore asked if anyone had missed 4 meetings that were unexcused. Surly noted that Billings has had 4 excused absences and that Winstead has had 6 absences, 1 excused. Muehl-Fillmore read over the attendance policy. No action to be taken at this time. Gray arrived at 7:14 PM.

Kettwig/Brown to approve minutes from April Board meeting. Ayes – Eight. The motion passed.

Muehl-Fillmore/Brown to approve payment of April bills to be paid in May. There was a question about the craft books. Surly said that they were a very popular item in the library and also very popular for being borrowed and never returned. She said it was tough sometimes keeping up with the depletion of the craft section. Ayes – Eight. The motion passed.

Eldridge gave the Treasurer's report. She noted that we currently have \$23.80 in office supplies, \$1125.97 in books/subscriptions, \$43.00 in Education/Training and \$153.00 in minor equipment.

Surly presented the Circulation report. Surly asked Brown if he was impressed with the numbers on the computer usage. She said it was actually fun to see the number of minutes used on the computer. She asked if there was any other statistics that Board members might want to see. Kettwig suggested adding the average number of users from the previous year as well as the number of computer users from the previous year to the circulation report. Surly said she'd get that done.

Surly presented the Director's report. She said the end of the automation project was in sight. She said to date the adult fiction hardback and paperback, non-fiction, biographies, youth fiction, videos, large print and new releases. She said that they have yet to finish the youth non-fiction, westerns, young easy, harlequins and magazines. She said she had put out a request on the Iowa Library list serv to see how they do magazines. The majority of the libraries that responded said that it was more cost effective to waste the barcodes than try to keep track of two different systems. Surly said that she also got in touch with Stephen King who is in charge of the Public Access Television Channel and that it was free to advertise; all that was needed was to send in a Public Service Announcement. She said that the only problem was that they couldn't have too much information because they cycle every 18 seconds and there is no limit to the number of ads allowed. Lastly, she mentioned that nobody had shown up for the Senior Shindig and that nobody from the Board had shown up to help with the seniors or with cookies. Surly also noticed the copy she made about the Friday's notes and the HF 637, doing away with the Regional Library systems. She said that for the time being, it should not affect our near future services.

OLD BUSINESS

Policy Committee report and approval – Pritchett said they discussed some different things but there was nothing new to report at this time.

Summer Reading Program update – Surly said that the fliers were made to be handed out to the Jewett and Elk Run Elementary. She said that Anne was still slaving away on the summer reading program. She said that the format of the program was going to be changed this year. Where as last year it was more of a classroom style, this year it is going to be a free for all type of program with little structure, more flexible and more individualized. She said that the goal was to travel 500 miles on the odometer over the course of the six weeks. She said Anne was going to bring in a mannequin and some other stuff. Pritchett asked if we had gotten the chance to order the books to give away. Surly said that yes, the books were ordered. She went in to some more detail about the traveling across the United States and the crafts available.

Other – None.

NEW BUSINESS

More promotional items – Muehl-Fillmore showed the Board the flyers that her and Kettwig made and then took to the houses in Raymond along with Henze, their husbands, daughters and granddaughters. The other thing brought up was the Elk Run Heights celebration and if the Board was interested in doing something with that. They discussed the contests again and different options available for that. Muehl-Fillmore said she would have something typed up for the next meeting regarding the contest. They discussed doing face painting or the washable tattoos at the Elk Run celebration. Kettwig said she would check into what is available to do at the celebrations. Next, Surly informed the Board that she had gone with Gibson Specialty, working with Kris Trotter, and got bookmarks, pens and magnets with the first \$400 allocated by the Board. Now, she still has an additional \$573 to spend. Billings/Kettwig to approve Surly to purchase T-shirts spending \$200 of the remaining money and spending the other \$373 on whatever she chooses whether it is bags, balloons or book covers. Ayes – Eight. The motion passed.

Other – Kettwig asked if we had any other money that we had left to spend. Surly said with other areas in the red we will probably break even. Billings said she would make cookies for the upcoming Senior Shindig on Wednesday, June 20th. Muehl-Fillmore also noted that elections would be held next month. She specifically noted that according to by-laws, Kettwig, Eldridge and herself could not be renominated for additional terms.

Comments and Questions – The date and time of the next meeting will be June 18, 2001 at 7:10 PM.

President Muehl-Fillmore adjourned the meeting at 8:30 PM.

Shannon Surly
Library Director



Susan Muehl-Fillmore
Library Board President



THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES

June 18, 2001 MEETING

MINUTES

The meeting was called to order by Susan Muehl-Fillmore at 7:12 PM.

Roll was taken. Present in order of roll call: Billings, Eldridge, Henze, Kettwig, Muehl-Fillmore and Pritchett. Absent were Brown, Gray and Winstead. Brown called to say he would not be present. Gray had called to say she'd been late. Surly also received a call from the City of Elk Run Heights to be informed that Winstead had resigned and has been replaced. The new Elk Run Heights representative is Lisa Smock.

A welcome was given to Helen Morrison, the newest Board member to replace Casey Eldridge. Board President Muehl-Fillmore introduced her and she gave a brief description of herself. She noted that she has lived at Fox Meadows for 2+ years and that she is a 74-year-old crafter who was recently selected to sit on with the Evansdale Municipal Housing Authority Board as well.

Muehl-Fillmore/Kettwig approve minutes from May Board meeting. Ayes – Six. The motion passed.

Billings/Henze to approve payment of May bills to be paid in June. Ayes – Six. The motion passed. There were questions asked by Eldridge as to how to go about shuffling money for the line item of office supplies that will go into the red. Surly said after countless talks with the City Clerk, the specific line item does not matter as much as the bottom line.

Gray arrived at 7:24 PM.

The Treasurer's report was skipped in lieu of not having enough information from the City.

Surly presented the Circulation report. She said that everything was up. Muehl-Fillmore noted that the number of Raymond residents that use the library are not up. Surly noted that they did reach their goal for automation.

Surly presented the Director's report. She compared past years' reading program to this year's program for those who are new. She said that we have 41 kids signed up as compared to last year's 8. She was asked what the difference was. She said she thought the main difference was that there was less structure and fewer restrictions. She informed the Board that on the first day of the Summer Reading program, the library had 110 items circulate and another 94 on this day. She said the first day of the week seems to be the busiest with the kids involved.

OLD BUSINESS

Policy Committee report and approval – The Policy Committee had nothing new to report.

Summer Reading Program update – The Summer Reading Program was foregone in lieu of the information given in the Director's report. Surly did want to discuss the T-shirts with the Board. She said she had spoken to Monica's Embroidery and that the T-shirts would run \$5.50 with set up charges and second color things. She said she spoke to Kris Trotter with Gibson Specialty and they can give the shirts to us at \$4.50 per shirt with no set up fees and no color fees. Billings said that she did talk to Surly and that Surly had expressed the concern about ousting a local business for a Waterloo business and she said her opinion was that we had to go with what we could afford. The Friends of the Library decided to pick up the cost of the bags.

Gray/Billings to recant the previous motion made and then change it to spend \$225.00 for 50 T-shirts. It was asked that Surly check back with Monica's Embroidery to allow her to match the price from Gibson Specialty. Ayes - Seven. The motion passed.

There was discussion about what the remaining money could be used on. A scanner was mentioned again. The bags were discussed again and Eldridge said that was something that the Friends of the Library could pay for and sponsor. Billings/Gray to allow Surly to spend the remaining \$348 from Enrich Iowa at her discretion on promotional items of her choice. Ayes – Seven. The motion carried.

Eldridge suggested that the library hours get put on the flyers that are hung up around town. Billings asked where she was getting her information from and Eldridge remarked from the flyer hanging in her office.

Other – None.

NEW BUSINESS

Final budget assignments – Billings/Henze to approve the final budget assignments as set. Ayes – Seven. The motion carried.

Muehl-Fillmore said that there were some things that had come up with the City Clerk regarding holidays and they needed to be discussed and decided upon. Muehl-Fillmore said that the City Clerk didn't feel that it was fair that Surly was being paid for eight-hour holidays on days that the library is open for six hours. There was also discussion about the changing of holidays and deleting the Election Day and adding a different day since we are no longer closed for Election Day due to change of voting venue. Billings/Muehl-Fillmore to give Surly eight 8-hour paid holidays with the change from Election Day to the day after Christmas. Ayes – Seven. The motion passed.

Elections – Pritchett/Billings to nominate Jerry Brown as President. Billings/Gray to approve Brown as President. Ayes – Seven. The motion passed.

Muehl-Fillmore/Gray to nominate Billings as Vice President. Pritchett/Muehl-Fillmore to approve Billings as Vice President. Ayes – Seven. The motion carried.

Muehl-Fillmore and Kettwig were both nominated as Treasurer. Muehl-Fillmore declined because of a family obligation and Kettwig refused.

Billings/Muehl-Fillmore to nominate Gray. Billings/Kettwig to approve Gray as Treasurer. Ayes – Seven. The motion carried.

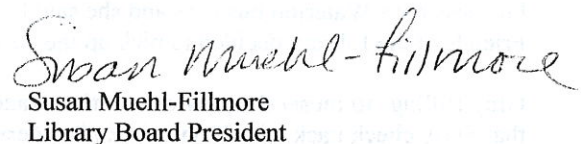
Library signs – There was discussion about purchasing signs with the wording "LIBRARY" to attach to all of the International Library Symbol signs placed around town. Pritchett felt this was something that the Friends of the Library could pick up and the signs were deferred to them.

Other – There was discussion about a Welcome Wagon and if there was any way to let new residents know about the library. The Water Works was mentioned. Surly said she didn't think she could get the information of new residents because of the Privacy Act but maybe they could put up a basket or give new resident hook-ups something from the library. Surly said she would check with Water Works on this. It was asked if something should be purchased for Winstead's time spent on the Board. A gift certificate was discussed to be purchased by the Friends of the Library. Kettwig mentioned that the Senior Shindig was coming up and refreshed that Billings was responsible for cookies. Surly asked for the Board members to feel free to come in help since now we would have the possibility of having senior citizens in here as well as the children involved in the Summer Reading Program.

Comments and Questions – The date and time of the next meeting will be July 16, 2001 at 7:10 PM.

President Muehl-Fillmore adjourned the meeting at 8:35 PM.


Shannon Surly
Library Director


Susan Muehl-Fillmore
Library Board President