

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
July 15, 2013**

Call to Order: The meeting was called to order at 6:04 pm.

Roll Call:

Present: Borwig, Burkett, Johnson, Nichols, Rasanen

(Due to a city oversight, Hansen, Kettwig & Pritchett have not been reappointed by the city for the next term yet.)

Director Jensen, Gary Hansen and Kathy Pritchett were in attendance.

A quorum was present.

May Minutes:

Burkett moved and Nichols seconded to approve the minutes. Ayes – 5. The motion carried.

Approval of final bills to be paid in June:

Rasanen moved to pay the final bills and Nichols seconded. Ayes – 5. The motion carried.

Approval of June bills to be paid in July:

The bills were reviewed. Rasanen moved to pay the bills and Borwig seconded. Ayes – 5. The motion carried.

Treasurer's Report:

Nothing was reviewed since the budget report has not been received from the city.

Circulation Report:

The report was reviewed. It was noted the e-books as a whole continue to keep rising. Director Jensen said she took a picture when all the computer kiosks were in use at the same time.

Old Business:

- a. Two new mini-blinds were installed and new curtains were hung. A matching pillow was placed on the chairs.
- b. The library is now expecting Millbridge to be ready any day now (After July 15, 2013.) Millbridge could remove the existing furniture and circulation desk within 20 miles for a \$75 fee. Director Jensen posted the furniture on Facebook and Iowa-Lib listserv and has received a few inquiries. Discussion was held about how much to charge for the furniture for sale.
- c. Director Jensen was asked to leave the room while the board deliberated.
Burkett moved to give the library director and assistant a 2.2% raise, but there was no second. The motion failed.
Nichols moved to give the library director and assistant a 2.5% raise and was seconded by Rasanen. Ayes – 3, Nays – 2 (Johnson and Burkett.) The motion carried. The 2.5% raise for the new fiscal year will be back dated beginning July 1st.

New Business:

- a. Borwig moved to close the library for two days during circulation desk renovations. Burkett seconded. Ayes – 5. The motion carried. Director Jensen will schedule a time for Millbridge to come install and notify patrons the week before.

Discussion:

- When the circulation desk has been installed, the board desires to hold an open house for everyone to come see the completed renovations. The tentative date is scheduled for Thursday, September 12, 2013 from 4-7pm. Nichols will work on invitations to the city boards and major donors. The event should be publicized in the Evansdale News and the Waterloo Courier. Johnson asked Director Jensen to make a board with before and after pictures.

Adjournment: The date and time of the next meeting will be August 19, 2013 at 6:00 PM. With no further questions or comments, the meeting was officially adjourned at 7:12 PM.

Respectfully Submitted,

Melanie Rasanen, Board Secretary

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
August 19, 2013**

Call to Order: The meeting was called to order at 6:15 pm.

Roll Call:

Present: Borwig, Hansen, Johnson, Kettwig, and Pritchett

Absent: Burkett, Nichols and Rasanen

Director Jensen was in attendance.

A quorum was present.

July Minutes:

Hansen moved and Pritchett seconded to approve the minutes. Ayes – 5. The motion carried.

Approval of final bills to be paid in August:

Kettwig moved to pay the July bills in August and Hansen seconded. Ayes – 5. The motion carried.

Treasurer's Report:

The treasurer was not here to give a report. Director Jensen did provide the board with the end of fiscal year report from the city for FYE 2013.

Circulation Report:

The report was reviewed. It was noted the e-books as a whole continue to keep rising.

Old Business:

- a. Discussion was had with regards to what work remains before the open house (paint touch-ups, endcaps, ceiling tile fix, wall fix, and kickboards.) Johnson will contact the city and see what help is available.
- b. Director Jensen noted that she is still getting moved in and arranged within the new circulation area. She said that she loves the extra filing space that the new cabinets has given her and said she's gotten nothing but positive comments from the public, everything from "purdy" to "boy, you guys look really professional now." She noted that the kids really like the lower counter at the circulation area.

New Business:

- a. The open house for the renovated library will be held on Thursday, September 12th from 4-7PM. Discussion was held on what types of refreshments will be served and who could bring and/or make what. Board members were asked to be here by 3PM.

Discussion:

- Hansen said he had a couple of hibiscus trees and wondered if we might one for the library. Because of the size that they can get to be, Director Jensen said no. He also noted he had a typewriter if anyone was interested in one. It was suggested he give it to the

group for the upcoming book sale/flea market.

Adjournment: The date and time of the next meeting will be September 16, 2013 at 6:00 PM.
With no further questions or comments, the meeting was officially adjourned at 7:00 PM.

Respectfully Submitted,

Shannon Jensen, Library Director

EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
September 16, 2013

Call to Order: The meeting was called to order at 6:03 pm.

Roll Call:

Present: Borwig, Burkett, Hansen, Johnson, Kettwig, Nichols and Pritchett

Absent: Rasanen

Director Jensen was in attendance.

A quorum was present.

August Minutes:

Pritchett moved and Kettwig seconded to approve the minutes. Ayes – 7. The motion carried.

Approval of final bills to be paid in September:

Nichols moved to pay the August bills in September and Hansen seconded. Ayes – 7. The motion carried.

Treasurer's Report:

The treasurer's report was given by Burkett.

Circulation Report:

The report was reviewed. Hansen asked about the difference between eBooks and Kindle books for the reporting thru NEIBORS. Director Jensen explained the difference. Burkett asked about new DVDs since none were mentioned on the circ report. Jensen said that they had several but they hadn't been processed within the calendar month. There should be a large number on next month's report as they are making their way into the processing queue.

Old Business:

- a. Hansen noted that he saw work was done and asked if Building Inspector Rick Reuter had done it. Jensen said that part of the entryway was painted, end caps on the shelves were put up and the ceiling tile was fixed but she did not see who did it. She noted that she painted out in the entryway where it was missed. She said most everything was complete with the exception of just a couple of things.
- b. Burkett noted that \$879.25 was made at the book sale. She said it was pretty steady on Friday and slower on Saturday. She noted that the EEDC did not charge them for use of the gym so a big thanks to them. Former Mayor John Mardis donated a Nook which sold for \$50, a big thank you to him as well. She said the remaining books went to the Lion's Club. Johnson thanked Burkett for taking on such a monumental task, doing an amazing job and said she hopes next year more people will get involved to help.
- c. Johnson gave a quick report on the Open House. She said about thirty people came, there were some board members missing, no press but the Evansdale News came and she said told them that Iva Meany, the first paid librarian for Evansdale, was there to cut the ribbon.

New Business:

- a. Johnson said that now that the open house is over, we should consider focusing on finishing the youth section and possibly re-carpeting the program room. She said since the grant funds and money from the city is finally expended, would the Friends of the library be able to help financially with this task? Pritchett said the Friends currently have roughly \$4800 in savings and \$800 in checking. Hansen thought a grant should be looked for to finish the youth department. He said the words kids and library are great buzzwords for grant opportunities. Discussion was held about carpeting whole or doing carpet squares. D & K Flooring and both Lowe's were mentioned as places to look for said carpeting.

Discussion:

- Since they were talking about them, Director Jensen informed the board that she had applied for a grant to possibly purchase AWE computer systems for both youth and teens. She said the AWE systems were Early Literacy Station which have over 50 programs with 500 activities for children ages 2 to 8. The Early Literacy Station covers the seven curriculum areas, including reading, writing, phonics, math and problem solving, science, social studies, arts and music. The Early Literacy Station also correlates with all State Education Standard requirements. The grant was for \$7500 and she was still about four weeks out from hearing about it. She also told them that at the Town Meetings she went to this past week, the State Library told them of a grant opportunity that would be coming available to apply for. Each library that applies will be eligible for \$1500 for technology purposes. Jensen said this would be the perfect opportunity to ask for funds for the pull down screen and portable projector or the mounted screen that displayed local events discussed at previous meetings. More information on the grant opportunity is forthcoming.
- Director Jensen noted that she will be attending the ILA conference in October.

Adjournment: The date and time of the next meeting will be October 21, 2013 at 6:00 PM. With no further questions or comments, the meeting was officially adjourned at 7:00 PM.

Respectfully Submitted,

Shannon Jensen, Library Director

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
October 21, 2013**

Call to Order: The meeting was called to order at 6:02 pm.

Roll Call:

Present: Borwig, Hansen, Johnson, Kettwig and Pritchett

Absent: Burkett, Nichols, and Rasanen

Director Jensen was in attendance.

A quorum was present.

August Minutes:

Borwig moved and Kettwig seconded to approve the September 16, 2013 minutes. Ayes – 5.
The motion carried.

Approval of bills to be paid in October:

Hansen moved to pay the September bills in October and Pritchett seconded. Ayes – 5. The motion carried.

Treasurer's Report:

The treasurer's report was given by Pritchett in Burkett's absence. In addition, Pritchett noted that she had the totals for the Friends of the Library group. She said there is currently \$1160.74 in the checking account and \$5,376.47 in savings for use for the upcoming project of carpeting the program room.

Circulation Report:

The report was reviewed.

Old Business:

- a. President Johnson said she had the open house on the agenda in error and there was nothing further to discuss.
- b. Hansen noted he had gone to Home Depot and spoke with Steve Seibel but was told that as a park board member, he had gotten all of the grant money available for the parks. Steve recommended checking with Menards but Hansen had not gotten to it or the DK Flooring yet
- c. Johnson has a call into Millbridge regarding the youth department seating quote but has not yet set up a time to meet for measurements and discuss the area.
- d. Director Jensen said that she had yet to hear back regarding the grant application submitted for the AWE literacy stations, although the grant did say 4-6 weeks and it was past that. She said she'd sent an email to check on the status but has heard nothing back yet.

New Business:

- a. Director Jensen said she'd received an email from the deputy city clerk notifying her that the library employees were eligible for the worker's comp bonus for the second

year in a row with board approval. Hansen asked if it was given last year and Director Jensen said yes. He asked if he'd voted against it last year and Jensen said probably so. He said he was hesitant to include the employees in with city employees because of the PERB decision. Director Jensen noted that it was given as a reward for not using worker's comp which is a part of the library budget. No further discussion was held. Kettwig motioned to approve the benefit for the library staff and Johnson seconded. Ayes – 4. Nays – Hansen. The motion carried.

- b. Director Jensen said that she was approached by a woman who works for the Elk Run Preschool who was interested in an "Open House" for the preschool at the library. Jensen's first reaction was it was something that would definitely need board approval so it went on the agenda, but after hearing more about it, basically she just wants to be able to have the kids come into the library with their parents, while teachers were here, for library orientation of sorts and the opportunity to get a library card if they don't already have one. Jensen said they've done several school orientations over the year and have never needed board approval to do so, but the way it was originally presented to her was different than what it really was.

Discussion:

- Pritchett said she liked the article and the picture of the library remodel that was in the online Courier version. The print article did not have the accompanying picture.

Adjournment: The date and time of the next meeting will be November 18, 2013 at 6:00 PM. With no further questions or comments, the meeting was officially adjourned at 6:35 PM.

Respectfully Submitted,

Shannon Jensen, Library Director

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
November 18, 2013**

Call to Order: The meeting was called to order at 6:03 pm.

Roll Call:

Present: Borwig, Hansen, Johnson, Kettwig, Pritchett, Rasanen

Absent: Nichols, Burkett

Director Jensen was in attendance.

A quorum was present.

October Minutes:

Kettwig moved and Pritchett seconded to approve the minutes. Ayes – 6. The motion carried.

Approval of October bills to be paid in November:

The bills were reviewed. Rasanen moved to pay the bills and Hansen seconded. Ayes – 6. The motion carried.

Treasurer's Report:

Pritchett gave the report. Hansen questioned postage and Director Jensen explained a lot of postage was purchased at the end of the fiscal year. Jensen reported the printer is okay, but the duplex function on the photocopier is not working properly. The balance in the equipment line item was noted.

Circulation Report:

The report was reviewed. It was noted that although circulation is down, online usage is up.

Old Business:

- a. Carpet Squares: Hansen went to Home Depot and Lowe's looking to see if any donations were available but they both had expended their resources on the Evansdale Parks and Rec. Kettwig asked D&C Flooring for some colorful carpet samples and is still waiting.
- b. Karina from Millbridge came in to create a design for the youth seating area, but no quote has been received.

New Business:

- a. November 1st, Jensen submitted an application for a large screen, projector, laptop and a Nook for the Iowa Technology Grant. No award has been given yet. Notification should be given by December 2nd. Jensen noted that on preparing the grant she did learn that 11% of the state is at or below poverty level and 15.2% of Evansdale is at or below the poverty level. The library received \$1257.74 from Direct State Aid that must be used by June. If the technology grant is not received, the board could consider purchasing the items requested with the State Aid funds. Another suggestion for the funds included a Media Shelf to consolidate all CDs, DVDs, etc.

- b. The board reviewed the annual report. Hansen questioned the total volumes and Jensen explained the weeding policy (which includes removing certain books based on their condition and length of time since checked out.) Pritchett moved to approve the report. Kettwig seconded. Ayes – 6. The motion carried.

Discussion:

- Anne will go to the Elk Run Pre-school tomorrow to provide an outreach program.
- Everyone agreed the library should have letterhead. No one thought hiring a designer was necessary. Each board member will try to come up with a design for the rest of the board to consider for the next meeting.

Adjournment: The date and time of the next meeting will be August 16, 2013 at 6:00 PM. With no further questions or comments, the meeting was officially adjourned at 6:50 PM.

Respectfully Submitted,

Melanie Rasanen, Board Secretary

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
December 16, 2013**

Call to Order: The meeting was called to order at 6:01 pm.

Roll Call:

Present: Borwig, Burkett, Hansen, Johnson, Kettwig

Absent: Nichols, Pritchett and Rasanen

Director Jensen was in attendance.

A quorum was present.

November Minutes:

Kettwig moved with a second by Borwig to approve the minutes with correction of next meeting date being in December, not August as written. Ayes – 5. The motion carried.

Approval of November bills to be paid in December:

The bills were reviewed. Hansen moved with a second by Burkett to pay the bills. Ayes – 5.

The motion carried.

Treasurer's Report:

Burkett gave the report.

Circulation Report:

The report was reviewed. No questions received.

Old Business:

- a. Carpet Squares: Director Jensen brought forth carpet square samples received from DK Flooring. Hansen said they were commercial grade but did not have any information regarding price because he thought Kettwig was getting that information. Kettwig also showed the board a catalog from another company and a print-out Director Jensen had made of library specific type carpeting with books on it. The consensus was to get different samples from other places, look online at some other sources, like patcraft.com and flor.com. No decision was made.
- b. Director Jensen said no quote or further information had been received from Millbridge Cabinetry regarding the youth seating area. Hansen said he thought they needed to check with OSHA regulations regarding step height requirement. He asked if they were going to be wood as well. Director Jensen said yes. Borwig asked if they were going to be anchored or freestanding and Director Jensen said the plan was for freestanding, but they'd have books/videos on them.
- c. Director Jensen informed the board that the library did not receive the Iowa Technology grant. She said that 63 grants were awarded to 97 libraries, and that there were 194 grant applications submitted representing 255 libraries. The only library in Black Hawk County to receive grant funds was Waterloo.

New Business:

- a. Several different letterhead designs were brought to the table by several board members and Director Jensen, ranging from plain type to decorative to large graphics. No decision was made.

Discussion:

- Director Jensen said she'd been contacted by the City Clerk's office regarding budget. She said she was contacted too late to put it on the agenda but a committee could be put together to discuss at a later date. She said she'd asked when numbers needed to be provided and was told by the City Clerk that after the next meeting was fine. Hansen, Johnson and Borwig volunteered to sit on the budget committee for a second year and they will decide when to meet, preferably on a Thursday to get Director Jensen's input.
- Director Jensen noted that an Open Access and ILL check was received in the amount of \$1042.20. She said this money was not required to be spent by fiscal year end, unlike the Direct State Aid money.

Adjournment: The date and time of the next meeting will be January 20, 2014 at 6:00 PM. With no further questions or comments, the meeting was officially adjourned at 6:45 PM.

Respectfully Submitted,

Shannon Jensen, Library Director

EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
January 27, 2014
(Rescheduled from 1/20/14)

Call to Order: The meeting was called to order at 6:19 pm. (Borwig was called to have a voting quorum.)

Roll Call:

Present: Borwig, Hansen, Johnson, Pritchett, Rasanen

Absent: Nichols, Burkett, Kettwig

Director Jensen was in attendance.

A quorum was present.

December Minutes:

Pritchett moved and Borwig seconded to approve the minutes. Ayes – 5. The motion carried.

Approval of December bills to be paid in January:

The bills were reviewed. Borwig moved to pay the bills and Hansen seconded. Ayes – 5. The motion carried.

Treasurer's Report:

Pritchett gave the Treasurer's report.

Circulation Report:

The report was reviewed. Rasanen questioned and Director Jensen confirmed that there was no way to distinguish the number of patrons from each city versus the number of items checked out from each city on the circulation report.

Old Business:

- a. Carpet Squares for Program Room: Samples were passed around and discussed. Most board members wanted a few more options before choosing the carpet.
- b. Youth Department Seating: Corinna from Millbridge designed shelving and seating to consider for the youth department (without a price yet.) Hansen was concerned the design might be too big and wanted to see the measurements laid out on the library floor. Director Jensen placed a call to OSHA but did not receive a reply back.
- c. Letterhead: Several letterhead designs were presented and discussed, but none were chosen. Suggestions for a few modifications were made.

New Business:

- a. City Contracts – Pritchett moved to offer the contracting cities another three years at the same rate they have been paying for the last three years with an annual renewal. Hansen seconded. Ayes – 2, Nays – 3 (Rasanen, Hansen, Borwig). The motion failed.

Hansen moved to keep the same rate with contracting cities with a firm three year contract. Borwig seconded. Ayes – 3, Nays – 2 (Pritchett, Johnson). The motion carried. The current rate is \$9.54 per capita which is \$6792.48 for Gilbertville and \$10,656.18 for Elk Run Heights.

- b. The board reviewed the annual budget at length. A few line items were changed including: minor equipment, office supplies, software support, furniture and fixtures. These few changes brought the basic library budget to \$35,000. The line items that the city controls (ie: Rent, bldg/ground repairs, utilities, janitor wages) were not changed and totaled \$16,470. Director Jensen was asked to step out of the room while wage rates were discussed. To calculate a wage budget for the upcoming year, the board worked from a base assuming a \$0.25 increase for the director's position and a \$0.20 raise for the part time position. The calculations used were as follows: The director's current wage of \$16.55 + \$0.25 raise, times an average of 34 hours per week for 52 weeks per year = \$29,702.40. The part time staff's current wage of \$12.46 + \$0.20 raise times an average of 26 hours per week for 52 weeks per year = \$17,116.32. The wages and rate increases were not officially approved, just used as guidelines to set the budget. The total budget that was calculated did NOT include any of the paid time off line items or the 112- benefit line items. It was assumed these amounts would be allocated from the total wages as needed.

Actual Library Budget:	\$35,000
Directors Estimated Wages:	\$29,702
Part Time Employee Estimated Wages:	\$17,116
<u>City Costs:</u>	<u>\$16,470</u>
Total	\$98,288

Rasanen moved to accept a yearly budget for the 2014-2015 fiscal year of \$98,288.00. Borwig seconded. Ayes – 5. The motion carried.

Discussion:

Director Jensen was invited to come back in the meeting and she was given the wage figures so that she could deliver a complete budget proposal to the city tomorrow.

Adjournment: The date and time of the next meeting will be February 17, 2014 at 6:00 PM.

With no further questions or comments, the meeting was officially adjourned at 9:22 PM.

Respectfully Submitted,

Melanie Rasanen, Board Secretary

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
February 17, 2014**

Call to Order: The meeting was called to order at 6:03 pm.

Roll Call:

Present: Borwig, Hansen, Johnson, Kettwig, Nichols, Pritchett, Rasanen

Absent: Burkett

Director Jensen was in attendance.

A quorum was present.

January Minutes:

Hansen moved and Rasanen seconded to approve the minutes. Ayes – 7. The motion carried.

Approval of December bills to be paid in January:

The bills were reviewed. Hansen moved to pay the bills and Kettwig seconded. Ayes – 7. The motion carried.

Treasurer's Report:

Pritchett gave the Treasurer's report.

Circulation Report:

The report was reviewed. There were no questions.

Old Business:

- a. Carpet Squares for Program Room: Kettwig brought samples from Menards. Several carpeting and pricing options were discussed. Nichols suggested that rolled carpet would be much cheaper than carpet squares and agreed to get a quote.
- b. Youth Department Seating: Various design options for the children's section were discussed. Pritchett moved and Nichols seconded to go forward with the oak design for children's risers that Millbridge had submitted with the Friends of the Library as intended benefactors. Ayes – 6, Abstain – 1 (Hansen). Kettwig suggested getting a plaque to recognize the Friends of the Library as donors for the risers.
- c. Letterhead: Several letterhead designs were presented and discussed, but none were chosen.

New Business:

- a. Britannica Online Renewal: Rasanen moved and Borwig seconded to renew the online Britannica Subscription. Ayes – 7. The motion carried.
- b. NEIBORS Renewal: Hansen moved and Pritchett seconded to renew the online NEIBORS Subscription for audio and e-books for \$727.59 this year. Ayes – 7. The motion carried.
- c. Establish Mileage Rate: The government mileage rate changed from \$0.565 in 2013 to \$0.56 in 2014. It was noted that the city used the wrong rate to pay out the

librarians for their mileage in November/December. The city made adjustments and used the 2014 rate for all mileage submitted, although several miles were actually driven in 2013 and should have been paid out at the old rate. The amount was mere cents so it won't be contested but in the future the Board agreed that the City should ask for clarification. Hansen moved and Pritchett seconded to use the city rate for the next fiscal year. Ayes – 1 (Hansen), Nays – 6. The motion failed. Rasanen moved and Pritchett seconded to follow the IRS mileage rate indefinitely. Ayes – 6, Nays – 1 (Hansen).

Discussion:

Director Jensen was pleased to announce that Dan Wardell from Iowa Public Television will come to the Evansdale Public Library this summer on his reading road trip. The theme for the summer reading program will be "Fizz! Boom! Bang!" Various advertisements for the library were discussed including koozies and pens.

Adjournment: The date and time of the next meeting will be March 17, 2014 at 6:00 PM. With no further questions or comments, the meeting was officially adjourned at 6:58 PM.

Respectfully Submitted,

Melanie Rasanen, Board Secretary

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
March 17, 2014**

Call to Order: The meeting was called to order at 6:04 pm.

Roll Call:

Present: Borwig, Hansen, Johnson, Kettwig, Nichols, Rasanen

Absent: Burkett, Pritchett

Director Jensen was in attendance.

A quorum was present.

February Minutes:

Hansen moved and Kettwig seconded to approve the minutes. Ayes – 6. The motion carried.

Approval of February bills to be paid in March:

The bills were reviewed. Rasanen moved to pay the bills and Hansen seconded. Ayes – 6. The motion carried.

Treasurer's Report:

Johnson gave the Treasurer's report. Hansen questioned the negative line items under Holiday and Vacation pay and Director Jensen explained that the entire budgeted amount goes to Regular Wages and any negative PTO taken will wash the positive balance remaining in the wages line item. Rasanen asked about spending the advertising budget and Director Jensen said she was getting information for pens and notepads again.

Circulation Report:

The report was reviewed. It was noted that e-books were up and Director Jensen is spending more time training patrons on how to checkout and download e-books on their Kindles and other electronic devices.

Old Business:

- a. Carpet Squares for Program Room: Still in process. No major discussion held.
- b. Youth Department Seating: The order for new seating has been placed. Millbridge came out again to re-measure and verify the structure would not be too big for the space.
- c. Letterhead: Nichols presented six more letterhead designs. Each board member voted for their favorite two. The letterhead with the most votes was chosen as the new official design.

New Business:

- a. Summer Reading Program Letters: Hansen moved and Borwig seconded to approve letters being sent out to local businesses to solicit donations and prizes for the summer reading program. Ayes – 6. The motion carried.
- b. Food for Fines: Nichols moved and Borwig seconded to approve Food for Fines during the month of April. Patrons will be able to bring in non-perishable food items to credit any outstanding library fines they may have. Ayes – 6. The motion carried.

Discussion:

- Evans Village: After talking with local residents of Evans Village, Johnson brought up the possibility of a mobile library being offered. Director Jensen mentioned that years ago they had this in place, but the manager requested to discontinue the program since many residents were not returning the books. Evans Village at the time no longer wanted the liability or responsibility. The possibility of residents placing individual orders and then being delivered once or twice a month was also discussed. Another suggestion included only offering books the library was already planning to sell. Jensen plans to contact the manager at Evans Village to see if they are interested.
- Mayor Doug Fass and Evansdale citizens John Peverill and Loraine Atkins attended the meeting. Peverill and Atkins expressed deep concerns over the library supporting the EEDC (Evansdale Economic Development Corporation) by selling tickets to their upcoming community play. President Johnson stated that Evansdale is a small community and we must work together in order for our community to thrive and grow. In the past, the library has helped many other organizations that include not only EEDC's community play, but also the Fire Association's Chili Supper, the AMVETS' Blood Drive, the annual City Wide garage sales, and fundraisers for families who have lost loved ones, just to name a few. She said that the library and city hall are this community's core and the perfect place for citizens to get information, ask questions, read the community bulletin board and yes, even buy a ticket for a local function. The mayor brought up how the city also works together and cooperates with the EYSA (Evansdale Youth Sports Association) and allows them to use the city building and resources (lights and heat) without charge.

Director Jensen questioned why Peverill and Atkins were suddenly upset now, since the library has been selling community play tickets for the last eight years. Atkins and Peverill brought up many of their complaints with the EEDC but the board repeatedly reminded them that none of those issues had anything to do with the library. Rasanen stated that she felt it was important in the "spirit of the library" that the library continue to provide information for community events of *all* types. Johnson and Nichols reiterated that they do not want to discriminate against one non-profit group over the other. Hansen questioned whether there was a difference between providing information and selling tickets for a community event. Peverill did not like the idea that his tax dollars were going to pay a librarian to provide services for the EEDC. It was noted that to date, only eight tickets had been sold by the librarians. This sale was in one transaction and took approximately two minutes of the librarian's time to provide this service. The long standing practices of the city and library have been to provide services, resources and information for many community events and groups without charge, penalty or discrimination.

Adjournment: The date and time of the next meeting will be April 21, 2014 at 6:00 PM. With no further questions or comments, the meeting was officially adjourned at 6:57 PM.

Respectfully Submitted,

Melanie Rasanen, Board Secretary

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
April 21, 2014**

Call to Order: The meeting was called to order at 6:01 pm.

Roll Call:

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

Absent: Nichols and Rasanen

Director Jensen was in attendance.

A quorum was present.

March Minutes:

Kettwig moved and Hansen seconded to approve the minutes. Ayes – 6. The motion carried.

Approval of March bills to be paid in April:

The bills were reviewed. Hansen moved to pay the bills and Burkett seconded. Ayes – 6. The motion carried.

Treasurer's Report:

Burkett gave the Treasurer's report.

Circulation Report:

The circulation report was reviewed.

Old Business:

- a. Carpet Squares for Program Room: This was tabled until Nichols could be here since she was gathering information.
- b. Youth Department Seating: Jensen noted that the seating had been ordered and in fact would arrive on Thursday for installation.

New Business:

- a. Multimedia Cabinet Purchase approval (Millbridge): Hansen moved and Kettwig seconded to approve the purchase of the new multimedia cabinet from Millbridge in the amount of \$1,290.24 to be paid from Open Access. Ayes – 6. The motion carried.
- b. New Computer for Director's Desk: Director Jensen noted that they did not purchase a new computer for the Director when all eight computers were replaced, both in the public access computing stations and the circulation computer, because at the time there was nothing wrong with it. However, it has Windows XP on it and there is not enough RAM to upgrade to Windows 7. With the cessation of Windows XP support, there is a possibility it will become a problem sooner rather than later. Hansen moved and Borwig seconded to approve Director Jensen to find and purchase a new computer for the Director's area with Windows 7 and a cap of \$600 for the purchase. Ayes – 6. The motion carried.
- c. Freegal Renewal: Director Jensen said that she had forgotten about the extension they received for paying in full the last time around, so technically this does not need to be decided until September, but since it was on the agenda it could be discussed. She

said the last time around the library paid \$1100 for the year's subscription. She said that this time around it was reduced to \$750 for the year with no set-up fee. It was asked how many songs had been downloaded and Jensen said since starting in July 2013, 183 songs have been downloaded. Burkett said she's used it and really likes it. Hansen said he didn't feel that we should "give away stuff." It was asked of him what he felt the difference was between the music and the audiobook/ebook database we subscribe to and he said "those you check out and return. These are being given away." He again reiterated that we should not be in the business of giving away things. Director Jensen noted that we give away things all the time: books and other incentives during the summer reading program, pens, note pads, koozies, magnets, calendars and gift cards as program prizes. It was decided that the library would advertise again to see what kind of circulation increase it might get, and the board will hold off on making a decision until the deadline gets closer.

Discussion:

- Director Jensen noted that she was having surgery in May and would need to have the May meeting moved back, ahead or cancelled. Discussion was held and since May 26th is Memorial Day that was not an option. The meeting will be moved ahead from May 19th to May 12th, same place and time.
- President Johnson said that now that we will have this neat piece of furniture in the kid's department, we should consider a story-time for kids. She said she thought maybe John Mardis or Arlene Hahn may be interested in reading. Director Jensen asked if this was something she thought we should be doing during business hours, before or after. Johnson recommended that the library staff poll the users with small kids to see what days and times would work best.

Adjournment: The date and time of the next meeting will be May 12, 2014 at 6:00 PM. With no further questions or comments, the meeting was officially adjourned at 6:40 PM.

Respectfully Submitted,

Shannon Jensen, Library Director

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
May 12, 2014**

Call to Order: The meeting was called to order at 6:00 pm.

Roll Call:

Present: Borwig, Burkett, Hansen, Johnson, Kettwig, Pritchett, Rasanen

Absent: Nichols

Director Jensen and was in attendance. Evansdale Citizen Loraine Atkins was also in attendance.

A quorum was present.

February Minutes:

Pritchett moved and Borwig seconded to approve the minutes. Ayes – 7. The motion carried.

Approval of December bills to be paid in January:

The bills were reviewed. Hansen moved to pay the bills and Kettwig seconded. Ayes – 7. The motion carried.

Treasurer's Report:

The Treasurer's report was given. It was noted that even though the current statement shows remaining balances in some line items, nearly all of this year's budget will be spent by June 30 (the end of the fiscal year) as soon as the remaining expected invoices come in.

Circulation Report:

The report was reviewed. Borwig asked how the April Food for Fines program went. Director Jensen said two large boxes of donated canned goods were received in exchange for fines being waived. She did not have the exact pounds yet.

Old Business:

- a. Carpet Squares for Program Room: Much discussion was held about flooring and it was decided that many carpet options were just too expensive. Pritchett suggested the board also considers laminate flooring. Kettwig mentioned that either Home Depot or Lowe's offers installation for only \$99. Kettwig, Johnson and Hansen will begin shopping for laminate flooring to cover the program room (approximately 16 x 16 ft.)
- b. New Computer for Director's Desk: Director Jensen had no luck getting comparable quotes from Best Buy but received one from CDGW with all specs for \$597. She found the same thing on Amazon.com (Lenovo Think Center Edge with Windows Pro 7) for \$509 and purchased it. It should arrive soon.
- c. Freegal Renewal: Tabled until later.

New Business:

- a. Plaque for FOL Recognition for Youth Department: Borwig moved and Hansen seconded that the board purchase a plaque that would match the others in the library stating "Children's Seating Provided by Friends of Library." Ayes – 7. The motion carried.
- b. Photocopier Purchase: The library purchased a Brother copier in July of 2005 and the

- duplex feature broke shortly after. With a budget of \$1000, Director Jensen received a quote for a Lexmark copier from Advanced Systems for \$925. Access Systems gave her a Myratec quote for \$1418. She found a Canon copier at Staples for \$399.99. Burkett asked how much cartridges were for each model. Others wanted to know the pages per minute and warranty guarantees. Borwig suggested looking at used or refurbished models. Kettwig moved and Burkett seconded to purchase the Canon copier plus an extended warranty and a toner cartridge or two as funds allow. Ayes – 7. The motion carried.
- c. Approve Director to submit bills for payment before next meeting if necessary: Hansen moved and Borwig seconded for Director Jensen to pay bills that come in before the end of the fiscal year before the next meeting. Ayes – 7. The motion carried.

Discussion:

- Burkett mentioned the upcoming book sale will be September 6-7. The sale will also include playing cards, craft supplies, teacher supplies, and magazines (up to two years old.) Unfortunately Jewett Elementary was vandalized and the books that were being stored there for the book sale were completely ruined. The estimated book damages are \$260 and \$75 for the book counter. Several thousand dollars in damages were done to the actual facility.
- Johnson noted that Jeff Burnham from State Ombudsman’s Office received a complaint about the library selling tickets for the EEDC. She gave him minutes from our previous meeting to help answer his questions. She said for now it is handled, and if she doesn’t hear anything further, than everything is fine and no action needs to be taken. Hansen asked about writing a policy with boundaries and parameters for how and to what extent the library is involved in community events. Kettwig suggested the library take things on a case by case basis. Pritchett wanted to know if other libraries sell tickets or have policies about such things. Director Jensen will consult with Eunice from Regional (NEILSA) and Mandy Easter from the State Law Library to see what other libraries in the state are doing or have done.

Adjournment: The date and time of the next meeting will be June 16, 2014 at 6:00 PM. With no further questions or comments, the meeting was officially adjourned at 6:59 PM.

Respectfully Submitted,

Melanie Rasanen, Board Secretary

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
June 16, 2014**

Call to Order: The meeting was called to order at 6:06 pm.

Roll Call:

Present: Borwig, Burkett, Hansen, Johnson, Kettwig, Nichols, Rasanen

Absent: Pritchett

Director Jensen and was in attendance. Evansdale Citizen Loraine Atkins was also in attendance. A quorum was present.

May Minutes:

Kettwig moved and Burkett seconded to approve the minutes. Ayes – 7. The motion carried.

Approval of bills to be paid in June:

The bills were reviewed. Nichols moved to pay the bills and Rasanen seconded. Ayes – 7. The motion carried.

Treasurer's Report:

The Treasurer's report was given. It was noted that the entire budget for the fiscal year has basically been spent; we just haven't received the final bills.

Circulation Report:

The report was reviewed. Director Jensen reported that the Food for Fines brought in 60 lbs. of food to donate to the food bank.

Old Business:

- a. Flooring for Gathering Room: Kettwig brought a sample of Purgo from Lowe's. They quoted 32 ¢ a square for removal of the old (which at 256 sq. ft. would come to \$81.92.) The cost of flooring is \$2.49 per sq. (\$637.44) with the pad and 99¢ per sq. (\$253.44) for installation. The total cost quoted was \$972.80. The board agreed to move forward and have Kettwig order this new flooring. Nichols also mentioned checking on quarter round or something to give the edges a finished look.

- b. Freegal Renewal: Much discussion was held about whether or not to renew the Freegal music subscription. Last year the board approved a charge of \$1100 (which included a onetime set up fee of \$250.) No one seemed entirely impressed or pleased with the amount of users over the past year and questioned whether or not the charge was worth it. Hansen questioned whether or not the library is in the business of giving away things for free. Several board members pointed out that the library gives away free things and services all the time (prizes for summer reading program, pads of paper and pens, computer and internet usage, etc.) Hansen doubted whether or not free music should be something the library provides, but another board member pointed out that our library has already been providing it for the last year. Hansen stated that he did not feel music should be considered "circulation" but Director Jensen pointed out that the state recognizes it as any other media item (audio books, e-books, DVD's, Books on CD, Music CDs, etc.) and each song downloaded counts toward the library's circulation numbers. Rasanen pointed out that that although libraries used to only offer books, e-services will continue to rise and suggested the Evansdale library continue to move forward as well. In the past the board has chosen to offer technology as each new product presents itself (VHS, DVDs, CDs, audio books, e-books, etc.) She also commented that offering Freegal may help draw in new young patrons to the library. Nichols mentioned that the largest users of the service would probably be young students or patrons with smart phones. She suggested the board make a concentrated

effort in advertising to the local middle school in attempt to see numbers rise and the cost per item decreased.

Hansen again brought up his objections about libraries not being in the business of giving things away for free and it was unfair to the tax payers to pay for such a service. Citizen Loraine Atkins mentioned that even when she came in to get her tax forms, she had to pay for the copies. Several board members agreed that with proper promotion, the service could take off and cut per item costs dramatically. Taking into consideration all previous discussions and the fact that the annual renewal contract went down \$350 to \$750, Burkett moved to renew AND promote the Freegal subscription for one more year. Borwig seconded. Ayes – 6. Nays -1 (Hansen). Nichols agreed to send a memo to both Bunger and East High Schools (which must be in Spanish and Bosnian as well) about the library offering Freegal Music in effort to promote it.

New Business:

- a. Election of Officers: Nichols moved to accept the following slate vote for new officers and Kettwig seconded. Ayes – 7. The motion carried.
 1. President – Rasanen
 2. Vice President – Borwig
 3. Treasurer – Nichols
 4. Secretary – Johnson

- b. Approval of any late arriving bills to be paid before the end of the fiscal year: Rasanen moved to pay the bills and Nichols seconded. Ayes – 7. The motion carried.

- c. Establish rate of pay for Director and Library Assistant: Some board members suggested going with the rate that was calculated when writing the budget in January. Rasanen read the January budget meeting minutes which budgeted a 25¢ raise for the Director and a 20¢ raise for the Assistant (which was approximately a 1.5% raise.) Nichols suggested the board follow suit with the city which gave a 2% raise across the board (which would be 33¢ for the Director and 25¢ for the Assistant.) Others agreed saying the board didn't know what the city was going to do at the time when they made the budget, they just needed to figure in some rate. Some suggested the board just stick to the budgeted amount because so much discussion was held in January over the issue. Hansen moved to stick with the budgeted 25¢ raise for the Director and 20¢ raise for the Assistant. A roll call vote was taken. Ayes – 4, (Burkett, Borwig, Hansen, Johnson) Nays – 3 (Kettwig, Nichols, Rasanen). The motion carried.

Discussion:

- Burkett mentioned the upcoming book sale in September will be cancelled because the facilities where the books had been stored were vandalized again. They are seeking restitution with the courts for the cost of the damaged books.

Adjournment: The date and time of the next meeting will be July 21, 2014 at 6:00 PM. With no further questions or comments, the meeting was officially adjourned at 7:26 PM.

Respectfully Submitted,

Melanie Rasanen, Board Secretary

EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
June 16, 2014
AMENDED

Call to Order: The meeting was called to order at 6:06 pm.

Roll Call:

Present: Borwig, Burkett, Hansen, Johnson, Kettwig, Nichols, Rasanen

Absent: Pritchett

Director Jensen and was in attendance. Evansdale Citizen Loraine Atkins was also in attendance. A quorum was present.

May Minutes:

Kettwig moved and Burkett seconded to approve the minutes. Ayes – 7. The motion carried.

Approval of bills to be paid in June:

The bills were reviewed. Nichols moved to pay the bills and Rasanen seconded. Ayes – 7. The motion carried.

Treasurer's Report:

The Treasurer's report was given. It was noted that the entire budget for the fiscal year has basically been spent; we just haven't received the final bills.

Circulation Report:

The report was reviewed. Director Jensen reported that the Food for Fines brought in 60 lbs. of food to donate to the food bank.

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Discussion:

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Melanie Rasanen, Board Secretary