

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
JULY 23, 2012**

Call to Order: Board President Kathy Johnson called the meeting to order at 6:01 PM.

Roll Call:

Present: Borwig, Burkett, Hansen, Johnson, Rasanen

Absent: Kettwig, Nichols, & Pritchett

A quorum was present.

New Trustee Jenny Borwig was introduced.

Minutes:

March minutes were reviewed. Hansen moved and Burkett seconded. Ayes – 5. The motion carried. June minutes were reviewed and discussed. Hansen questioned the wording under New Business about the contracts with surrounding cities, but it was decided to leave the wording “as is.” Jensen mentioned correcting the wording under Old Business regarding the benefits discussion and vote. Board members remembered the overall Benefit package was approved, but more clarification was needed on what happened in regards to casual sick days and sick days. The approval of June’s minutes was tabled until next month so corrections could be made and clarified with Nichols.

Burkett moved that a printout of the final benefits be included in next month’s packets so discussion and a re-vote could be taken at that time, if needed. Hansen seconded. Ayes – 5. The motion carried.

Approval of FINAL June Bills:

The final fiscal year end bills in June were reviewed. Burkett asked what Monkeytown was and Jensen explained that they are an office supply company in Vinton. She also asked what the Kindle Touch purchase for Programming was. Jensen said she purchased a Kindle Touch either to use and teach patrons or to give away in some promotion in the future. Rasanen moved to pay the bills and Hansen seconded. Ayes – 5. The motion carried.

Approval of Bills to be paid in July:

The bills were reviewed. \$274.85 in repairs was questioned and Jensen explained it was for lights and new ballasts in the library. Hansen said he previously checked with the city and it was determined that since the library has a line item to cover repairs and maintenance it should come out of the library budget. Rasanen moved to pay the bills and Burkett seconded. Ayes – 5. The motion carried.

Treasurer’s Report:

Since the library has not received a new complete budget from the city, no report was given.

Circulation Report:

Johnson was very pleased with most of the numbers going up. Burkett mentioned other libraries have “Movie Nights.” Jensen responded that we only have a rolling cart with a TV, and the programming room can only hold 12 people. To Jensen’s knowledge there have not been any requests for “Movie Nights” and with limited space and equipment it just didn’t seem fitting for us to offer it. Movie rentals are up. Jensen explained that she has been purchasing two movies a month to increase our movie library. It was mentioned that the library in no way intends to be competition for local movie rental establishments like Digital Dog Pound but simply wants to offer more variety for patrons.

Old Business:

- a. Library Renovations – Hansen said he measured for door trim and will finish it himself soon. Computer stations have been ordered from Keith Haycraft and are mainly done except for level

legs and cord holes. Keith asked Director Jensen if she'd like corkboard added to display notes and she thought that was a great idea. They anticipate being done sometime next week and will set up a time for delivery when both Director Jensen and her assistant are working. Jensen also mentioned some bleached out areas on the walls that won't wash off. Burkett suggested she find the same paint type and color to touch up the spots.

- b. Shelves – Johnson asked about finishing the Young Adult area and suggested their small committee meet again. Currently it is the most unfinished area of the library with rolling carts and donated shelves. An estimated \$12,000 is still available for such renovations and improvements.
- c. Program Policy – There is currently no program policy in place so Director Jensen researched other libraries' policies and created one for Evansdale. Rasanen requested to wait until next meeting to approve it so everyone would have sufficient time to read through it or make suggestions.

New Business:

- a. Work Comp Bonus - Director Jensen was notified that she and Anne were both eligible for a bonus from not having any Worker's Compensation claims over the last year. An average annual rate was calculated at 6.4 hours for Jensen and 4.6 hours for A. Johnson. Full time employees are paid out as casual days if no claims are filed within their department that year. Hansen said to clarify again that the library is not a department of the city. When asked, Director Jensen said she has never received this type of bonus before and does not know why it is being offered now. Johnson will clarify with our Work Comp Policy. Approving this bonus will go on next month's agenda.
- b. Adjust Budget – No action was taken since the new complete budget has not been received. Hansen suggested a line item or sinking fund for accruing sick leave, vacation, etc. Director Jensen said in the past all of those days were included in the wage line item. The budget will need to be checked next month to make sure those days have been figured in.
- c. Computer Committee – Johnson appointed Rasanen and Jensen to find a ball park figure for eight new computers and possibly a TV for announcements and other viewing. The budgeted amount is still uncertain but most were in agreement about using Open Access funds for any shortfall.

Discussion:

- Burkett reminded everyone of the upcoming book sale. She said she has tables of books to sell. They will be listed at \$0.50 for hardcover and \$0.25 for paperback. She asked about more places to post flyers. Director Jensen will mail a flyer to Gilbertville and also suggested that the Lions Club might pick up unsold books after the event is over. Hansen suggested the unsold books could also be taken to the Vets in Marshalltown. Proceeds from the sale will go to Friends of the Library. The Friends group has been responsible for the purchase of many items to help the library. Specifically, they purchased several themed kits (with books, sometimes games, puzzles, etc.) that were rotated between local daycares or individuals.

Adjournment: With no further questions or comments, the meeting was adjourned at 7:25 PM.

Respectfully Submitted,

Melanie Rasanen, Board Secretary

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Monday, August 20, 2012**

Board President Johnson called the meeting to order at 6:05 pm.

Roll Call

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

Absent: Rasanen

A quorum was present.

Minutes

June minutes were reviewed. Kettwig moved and Pritchett seconded. Ayes – 7. The motion carried.

July minutes were reviewed. Kettwig moved and Borwig seconded. Ayes – 7. The motion carried.

Approval of the July Bills

July bills to be paid in August were reviewed. Nichols moved and Burkett seconded. Ayes – 7. The motion carried.

Treasurer's Report

The treasurer's report was reviewed. Budget Balance thru 8/31/12 is \$109,909.78. Johnson asked Director Jensen to check on the balance of the grant funds, and asked where they are reflective in our budget report.

Circulation Report

Circulation shows a slight decrease in materials checked out, but an increase in online books. Director Jensen felt this was due to patron's using the Nooks and Kindles. Average visitors per day is 48, Board would like to see this number at 50 or above.

Old Business

- Library renovations – Computer tables are in. Discussion held on what the next section needs to be renovated and it was decided the youth section. Director Jensen will contact Keith to come in for a quote on shelving, etc.
- A compensation and Benefit package for the Director and Assistant Director was discussed. Kettwig made the motion to accept the proposed benefit package for both the Director and Assistant Director. Nichols seconded. Ayes -7. The motion carried.
- Nichols questioned why Director Jensen lost all of her sick leave time, and is now starting at zero. Nichols and others did not feel this was appropriate as Director Jensen has been a long time employee and should not start off at zero sick time due to the new benefit package. Nichols made the motion to start out Jensen with 384 sick hours (which is the maximum allowed), Burkett seconded. Ayes – 6, Nays – 1 Hansen. The motion carried.

- Director Jensen shared the information about the Worker's Comp. bonus. The bonus was an incentive to be safer on the job. All employees covered by the City of Evansdale Workman's Compensation Insurance received the bonus, including the Water Works. Nichols made a motion to pay the bonus, Pritchett seconded it. Ayes – 7. The motion carried.
- The Library Program Policy was discussed and approved with one change to the last line of bullet D. Change to read "Suggestions for outside programming may be offered to library staff. Suggestions will be approved at the discretion of the library board keeping with other library policies". Nichols made the motion to approve the policy, Borwig seconded. Ayes – 7. The motion carried.
- Computer Committee has not met. Discussion was held about partnering with schools. Director Jensen to contact Matt O'Brien with Waterloo Schools to check on costs.

New Business

- None

Discussion

- Burkett reminded everyone of the book sale on September 8, 2012, from 8:00 am to 3:00 pm at the Old Jewett School location. She shared she still needs volunteers to work that day.

Adjournment

With no further questions or comments, the library board meeting was adjourned at 7:35 pm.

Respectfully Submitted,

Jan Nichols

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
SEPTEMBER 17, 2012**

Call to Order: Board President Kathy Johnson called the meeting to order at 6:04 PM.

Roll Call:

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

Absent: Nichols

A quorum was present.

Minutes:

No minutes from August were available. (Board secretary was absent in August and the minutes that were taken had not been received yet.)

Approval of August bills to be paid in September:

The bills were reviewed. A new hard drive for one of the children's computers was questioned. Jensen explained that it was cheaper to get a new hard drive than a completely new computer. Rasanen moved to pay the bills and Hansen seconded. Ayes – 7. The motion carried.

Treasurer's Report:

The treasurer's report was reviewed. President Johnson had asked Director Jensen to include a spread sheet for the grant funding/spending as well as an Open Access report. It was noted that both reports would be very helpful in making future financial decisions for the desired library renovations with the remaining funds. Johnson mentioned using Open Access funds instead of grant monies to purchase the new computers.

Circulation Report:

Hansen mentioned the availability of audio books was very limited and many books had long hold lists. Jensen suggested when searching for books online to click only available books. She will contact NEILSA to see if anything is irregular. Jensen explained that we pay an annual subscription (base rate + per capita) to Overdrive for our audio books. Prices increased drastically this year and there have been rumblings about more rate increases. Pritchett questioned whether or not we could get more copies of particular book licenses. Much discussion ensued about the contracts that were signed not allowing non-residents to use other city's library cards online. Waterloo and Evansdale are on the same consortium and the cut off to allow non-resident card use was June 1. Because of the lengthy manual process to do this, Evansdale's actual cut off was September 1. The library board can only assume other libraries have complied with the honor system.

Old Business:

- a. The kids' computers are up and running in the kid's section. Haycraft came out for more idea discussion and has exchanged several phone calls with Director Jensen. We are still waiting on a quote from him for the young adult shelves. Certain planning and engineering must go into designing shelves that are the right height without being too narrow or deep yet sturdy enough not to wobble. Anchoring some of the shelves somehow (to the concrete floor, to the wall, to other shelves, etc.) was discussed. Kettwig suggested risers (like stadium seats) in the kid's section

and showed a picture and sketch. It was also mentioned that Jensen had previously suggested high and low counters.

- b. It was suggested that Dell might be able to give the best computer prices for the library because the library is a government entity and the request is for seven of the same units. Director Jensen contacted Dell and is waiting on a quote. Her quote request included i5 processors, Office packages, and some sort of hard drive lock down. Currently the library uses Centurion Guard but Dell offers a program called "Deep Freeze." The quote will not include new monitors. Hansen initiated discussion about keeping old Office licenses from 2003 and earlier. Rasanen recommended the library update to new (current) licenses since they are compatible with older versions but older versions are not completely compatible with newer ones.
- c. The book sale was a big success. Burkett reported that they far exceeded their goal of \$500. She expressed her gratitude and thanks to all who volunteered and made it possible. At \$0.25 per paperback and \$0.50 per hardcover, plus a few shelves, the book sale brought in \$941.50. With the sale of donated furniture from the bank, another \$265 was made for a grand total of \$1206.50 to Friends of the Library. Much interest was generated through this event and another event for next year is planned. Burkett requested that any further book donations be held off until next May. They are currently waiting on the Lion's Club to pick up the remaining items.

New Business / Discussion:

There was no official new business on the agenda but several discussion points were brought up.

- Pritchett suggested if there was enough money in the budget that we plan for cupboards or cabinets behind the circulation desk for storage.
- Hansen mentioned possibly applying for another grant. The recent article in the paper was referenced in regards to Evansdale and the amount of grant monies they had already received from the casino. Several board members mentioned being sure to follow through with a thank you letter, official plaques and an Open House once all of the grant money has been spent and improvements have been made in effort to show our thanks to the donors. Jensen said the "big check" in the library tends to draw positive attention. Hansen also said he had already reported back to one of the donors with a small presentation and a few pictures.
- The city council's new electronic tablets were discussed in regards to paper saving and efficiency especially with their monthly information packets.
- Jensen mentioned the library does not have a scanner that can scan to PDF but there is one in City Hall.
- Johnson suggested using Tyler Cohen (who works at the bank) to help install and set up all the new computers when they come so Director Jensen does not have to shoulder the responsibility.

Adjournment: With no further questions or comments, the meeting was adjourned at 7:13.

Respectfully Submitted,

Melanie Rasanen, Board Secretary

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
OCTOBER 15, 2012**

Call to Order: Board President Kathy Johnson called the meeting to order at 6:02 PM.

Roll Call:

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

Absent: Burkett, Nichols

A quorum was present.

August Minutes:

August minutes were still not available. (Board secretary was absent in August and the minutes that were taken have not been received yet.)

September Minutes:

Kettwig moved to approve September minutes and Borwig seconded. Ayes – 6. The motion carried.

Approval of September bills to be paid in October:

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

Treasurer's Report:

The treasurer's report was given by Pritchett in Burkett's absence.

Circulation Report:

Although it was a slow month it was noted that overall this year there has been a general upswing in circulation. The board discussed Director Jensen's response email to Hansen's inquiry about e-book availability last month. Hansen clarified that the unavailability issue he was having was specifically with "New Releases" and not all books in general. Rasanen mentioned a news piece she had seen with librarians discussing publisher's restrictions on e-books, especially on very popular new books. Director Jensen said she would check with NEIBORS again in regards to new releases. She said she is not sure their policy on additional e-copies for books with multiple holds, but in general, if there are at least six or seven reserves on one book she will go ahead and order a second copy in print form.

Old Business:

- a. Director Jensen received a quote from Keith Haycraft, ordered more shelves (for Young Adult and New Releases) and was told they should be done in two weeks.
- b. Dell came back with a quote of \$952.54 for one computer meeting desired specs and the board felt it was too high, especially since the quote didn't even include a monitor. Director Jensen shopped around a little for computers at local stores and found i3 processors for around \$400 and i5 processors for around \$700. It was suggested we might consider the i3 for the sake of money. Different versions of Microsoft Office were also discussed (Home & Student vs. Professional.) There is a budget of \$3000 available from Capital Improvements and \$7000 in Open Access, although most board members wanted to stick to the \$3000-\$5000 range. Depending on what operating system is purchased, the library may have to replace

- the circulation computer which would change the purchase from seven computers to eight. Hansen asked about the printer port. Jensen said the printer uses a serial port not a USB, so it was discussed whether or not it would need to be replaced as well or whether an adapter of some sort could be found (especially since Director Jensen said the printer is still working well.)
- c. The board voiced questions, discussed and clarified the wording on the benefit packages that were presented. After much conversation, Hansen moved to approve the benefit package for the Library Director and Borwig seconded. Ayes – 6. The motion carried.
 - d. Hansen moved to approve the benefit package for the Library Assistant and Kettwig seconded. Ayes – 6. The motion carried.

New Business:

Director Jensen highlighted a few areas of the State Library Annual Report. Circulation was up by nearly a thousand items from last year (F9 – 13,384 / 12,422). The Young Adult materials almost doubled (F17). The door count was up 433 people from the previous year (G13). Computer usage dropped (I5). Even though the Evansdale Library's circulation is up, statewide, circulation is down. It was mentioned that as more people are reading digitally, the library board desires to change along with current demands as to not become obsolete. Rasanen moved to approve the annual report and Hansen seconded. Ayes – 6. The motion carried.

Discussion:

- Johnson asked how to get Gilbertville more involved with the library. A few suggestions included going to one of their city council meetings or taking a group of books to their city hall for people to check out.
- Director Jensen posed a future budget consideration for next year should include more funds for continuing education. Fifteen hours of education per year are required to keep certification for each employee. Some of these hours may be obtained online, but the current allotment of \$250 is not enough to send even one person to various classes or conferences such as the ILA Conference. It costs approximately \$460 for the conference, hotel and gas for one person to attend. Hansen suggested Jensen write up a list of a few conferences and classes with their costs for President Johnson to present to the city as valid reason to increase the budget.

Adjournment: With no further questions or comments, the meeting was adjourned at 7:34.

Respectfully Submitted,

Melanie Rasanen, Board Secretary

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
November 19, 2012**

Board President Hansen called the meeting to order at 6:03 pm

Roll Call

Present: Hansen, K. Johnson, Nichols, Kettwig, Borwig

Absent: Rasanen, Burkett, Pritchett

A quorum was present.

Minutes

August minutes were reviewed. Hansen moved and Borwig seconded. Ayes – 5. The motion carried.

October minutes were reviewed. Kettwig moved and Hansen seconded. Ayes – 5. The motion carried.

Approval of the October Bills

October bills to be paid in November were reviewed. Hansen moved and Kettwig seconded. Ayes – 5. The motion carried.

Treasurer's Report

The treasurer's report was reviewed. Budget Balance thru 10/30/12 is \$84,855.31 which includes grant monies.

Circulation Report

Circulation shows an increase. Director Jensen said she does not know why, probably due to the change in the weather outside.

Old Business

- Still waiting for shelving. Director Jensen calls Keith Haycraft every week. He tells her they are still running behind, but we are in the plans. The next time she calls him, the Board asked her to remind him of the deadlines we have with the grant monies. We still need to complete the young adult sections, the children's section and the circulation desk area.
- Discussion took place and it was decided that we would rebid the circulation area. Director Jensen has a few ideas she would like incorporated in the new design. It should be noted during the bidding process that we need the job completed this fiscal year to use the monies in our budget. Kettwig will draw up an idea and get design to Director Jensen.
- Hansen put up trim piece around the door. There is gunk from the masking tape on various areas on the breezeway doors that still needs removed before painting. Nichols suggested Goo-gone.

- New computers were discussed. Director Jensen shared that she and Rasanen had been in contact about the various options. I3 processor, vs. I5? Windows 7 vs. Windows 8? Discussion was held, and decided we need more input from a “techie” person. Johnson will have someone from the bank help and Nichols will contact the school district technology office for input.
- Director Jensen shared she had signed up for a program offered to libraries called Tech Soup. It is a resource to use for computer hardware and software. It appears we can purchase software products very inexpensively from Tech Soup. Director Jensen will check into it further.

Discussion

- Director Jensen shared we had received \$1,088 from the state and it needs to be spent by June 30, 2013. She also shared we are not limited to what we spend the monies on.
- Hansen asked Director Jensen what Anne thought of her benefit packaged. Director Jensen said Anne was happy with it.
- Hansen asked why the screen solution was set like it was on all the computers. Director Jensen said she has never had anyone ask about switching it, but that she could change it if necessary.

Meeting was adjourned at 7:10pm.

Minutes taken by:

Jan Nichols

EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
November 19, 2012
CORRECTED

Board President Johnson called the meeting to order at 6:03 pm

Roll Call

Present: Hansen, K. Johnson, Nichols, Kettwig, Borwig

Absent: Rasanen, Burkett, Pritchett

A quorum was present.

Minutes

August minutes were reviewed. Hansen moved and Borwig seconded. Ayes – 5. The motion carried.

October minutes were reviewed. Kettwig moved and Hansen seconded. Ayes – 5. The motion carried.

Approval of the October Bills

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Treasurer's Report

The treasurer's report was reviewed. Budget Balance thru 10/30/12 is \$84,855.31 which includes grant monies.

Circulation Report

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Old Business

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- Hansen asked Director Jensen what Anne thought of her benefit packaged. Director Jensen said Anne was happy with it.
- Hansen asked why the screen solution was set like it was on all the computers. Director Jensen said she has never had anyone ask about switching it, but that she could change it if necessary.

Meeting was adjourned at 7:10pm.

Minutes taken by:

Jan Nichols

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
December 17, 2012**

Board President Johnson called the meeting to order at 6:05 PM.

Roll Call

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

Absent: Kettwig, Nichols and Rasanen

A quorum was present.

Approval of November Minutes

November minutes were reviewed. The minutes had President Hansen calling the meeting to order when it should have been President Johnson. Pritchett moved and Borwig seconded to approve the minutes with the correction. Ayes – 5. The motion carried.

Approval of the November Bills

November bills to be paid in December were reviewed. Pritchett moved and Burkett seconded to pay the bills. Ayes – 5. The motion carried.

Treasurer's Report

The treasurer's report was given and reviewed by Burkett.

Circulation Report

The circulation report was reviewed by the Board. President Johnson noted that the library seems to be getting more patrons from Gilbertville. She asked if there was any way of getting them to volunteer to sit on the Library Board. Director Jensen said she could certainly put a bug in the ear of the patrons that she had, letting them know that a position was open and available when they came in. She could urge them to write a letter of request to their city if they are interested in serving. However, she said, it is ultimately up to the Mayor and the City Council of Gilbertville to appoint a member to the library board.

Pritchett asked about the length of contract. Director Jensen said that currently we have three year contracts with both contracting cities with annual renewals.

Old Business

- Director Jensen noted that the YA shelves were in place and set up. She explained that they were built higher than originally planned but that in the end they will fit our needs fine. She said that we are still waiting on the shelves for the new release books.
- Director Jensen said that after back and forth emailing with Board member Rasanen, a final decision about computers was made and the computers have been purchased. She said that she also was able to purchase the Windows Office software from Tech Soup for a very low

price and she had ordered the software for the hard drive lock-down as well as the software that turns the computers off on timer. She said there had been a gaffe in not realizing we didn't have enough monitors to cover the new computers that came without them but she had a couple of leads and didn't think it was going to be a problem getting some monitors to add to the new computers.

Discussion was held about what to do with the old computers once the new computers were in place. Jensen was instructed to find out what the legalities were with regards to giving the old computers to the Friends of the Library group to sell and she was asked to find out what other libraries do with regards to the selling/disposing of computers and if they wipe the hard drives or destroy them.

New Business

- Director Jensen noted that she had received a preliminary budget worksheet from the City Clerk and noted that it needed to be returned to the city by January 7th, 2013. Johnson, Borwig and Hansen all volunteered to sit on the budget committee. They will meet Thursday, January 3rd, 2013 at 5:15 PM at the library. Director Jensen gave them hard copy of some budget related items.
- President Johnson said that although the board and the library have been happy with the work that Haycraft Cabinets had been doing on our shelving, they were not entirely happy with the timeline in which he did it and she thought maybe we needed to seek other bids for the circulation/director's area. She mentioned getting a new quote from Nichols Home Improvement and Imperial Design Cabinetry in Independence was also mentioned, having given up a quote nearly two years ago. Hansen thought that we should also ask Haycraft to quote if interested but to let him know that a contract would be in place for this piece of the library as we are working on a deadline and that seems to be forgotten. Director Jensen said that Board member Kettwig had been in to take some measurements and they were working on a plan for the circulation desk and the work area. Jensen noted that she is not a graphic designer so was having some issues with the design aspect of it, but would try to get a workable plan together so that it could go out for bid again.

Discussion

- Hansen said that Keith Haycraft of Haycraft Cabinets had said the shelves that had the backing problem that fell apart were Hansen's design and therefore Hansen's fault. Hansen wanted it known for the record that it was not his design and that in talking with the shelf maker, he had been reassured that the shelves would hold just fine without the center static piece.
- Pritchett asked how long the board members needed to keep their meeting packets and records. She said she was definitely running out of room with her stuff. Director Jensen said that as far as she knew, the Board members didn't have to keep them at all, and said that a permanent record was always kept at the library of each packet.

The date and time of the next meeting will be January 21, 2013 at 6:00 PM. The meeting was adjourned at 7:38 PM.

Minutes taken by:

Library Director Shannon Jensen

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

Call to Order: The meeting was never officially called to order.

Roll Call:

Present: Hansen, Johnson, Kettwig, Rasanen

Absent: Borwig, Burkett, Nichols

Others present: Director Jensen

A quorum was NOT present. Five board members must be present for an official board meeting. The remaining four members stayed to discuss the proposed agenda.

December Minutes:

December minutes were not approved.

Approval of December bills to be paid in January:

The bills were reviewed.

Treasurer's Report:

No treasurer's report was given.

Circulation Report:

The circulation report was not discussed other than a quick comment by Hansen that audio books were still doing well.

Old Business:

- a. The library has one quote from King Electric for approximately \$1700 to do the necessary electrical updates required to install the new computers. The bid includes a 4 outlet receptacle at each computer station and new dedicated circuits. We are waiting for another quote from Black Hawk Electric.
- b. Although the computers are in and all of the software from Techsoup has been received, the computers cannot be installed until electrical updates are made.
- c. It was brought to the board's attention that updates would have to be made to this year's budget to account for the grant money that has not been spent.

New Business:

- Hansen mentioned seven library holidays had already been approved and didn't think they needed to be approved again. Johnson said it was brought to her attention that the holidays should be updated in our Holiday Policy.

***After Pritchett and Borwig were called by phone without an answer, board member Nichols was called. She answered (giving the 5th vote required for a quorum) and voted on the following three motions.

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

2. Since the mayor called Director Jensen on December 20th and told her not to come into the library due to inclement weather, Hansen moved that she should still be paid / reimbursed for that day of work. Kettwig seconded. Ayes - 5. The motion carried.

3. Hansen moved that the library amend this year's budget to include a line item for the grant money of \$15,406. Rasanen seconded. Ayes - 5. The motion carried.

- It was suggested that the library follow the state guidelines for personal mileage reimbursement (\$0.555 increased to \$0.565)
- It was suggested that the library update several policies including benefits, holidays, inclement weather, mileage reimbursement and even the personnel policy. Director Jensen said she would begin to update some of these policies and bring them to the next meeting for approval.

Discussion:

- A brief discussion took place over the new federal healthcare policies. Since the city has less than 50 employees it was determined that the new policies will probably not affect the City of Evansdale or the library.

Adjournment:

With no further questions or comments, the meeting was unofficially adjourned at 7:05.

Respectfully Submitted,

Melanie Rasanen, Board Secretary

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

Call to Order: The meeting was never officially called to order.

Roll Call:

Present: Hansen, Johnson, Kettwig, Rasanen

Absent: Borwig, Burkett, Nichols, Pritchett

Others present: Director Jensen

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Treasurer's Report:

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Circulation Report:

The circulation report was not discussed other than a quick comment by Hansen that audio books were still doing well.

Old Business:

- a. The library has one quote from King Electric for approximately \$1700 to do the necessary electrical updates required to install the new computers. The bid includes a 4 outlet receptacle at each computer station and new dedicated circuits. We are waiting for another quote from Black Hawk Electric.
- b. Although the computers are in and all of the software from Techsoup has been received, the computers cannot be installed until electrical updates are made.
- c. It was brought to the board's attention that updates would have to be made to this year's budget to account for the grant money that has not been spent.

New Business:

- Hansen mentioned seven library holidays had already been approved and didn't think they needed to be approved again. Johnson said it was brought to her attention that the holidays should be updated in our Holiday Policy.

***After Pritchett and Borwig were called by phone without an answer, board member Nichols was called. She answered (giving the 5th vote required for a quorum) and voted on the following three motions.

1. Hansen moved to pay the bills and Kettwig seconded. Ayes – 5. The motion carried.
2. Since the mayor called Director Jensen on December 20th and told her not to come into the library due to inclement weather, Hansen moved that she should still be paid / reimbursed for

that day of work. Kettwig seconded. Ayes - 5. The motion carried.

3. Hansen moved that the library amend this year's budget to include a line item for the grant money of \$15,406. Rasanen seconded. Ayes - 5. The motion carried.

- It was suggested that the library follow the state guidelines for personal mileage reimbursement (\$0.555 increased to \$0.565)
- It was suggested that the library update several policies including benefits, holidays, inclement weather, mileage reimbursement and even the personnel policy. Director Jensen said she would begin to update some of these policies and bring them to the next meeting for approval.

Discussion:

- A brief discussion took place over the new federal healthcare policies. Since the city has less than 50 employees it was determined that the new policies will probably not affect the City of Evansdale or the library.

Adjournment:

With no further questions or comments, the meeting was unofficially adjourned at 7:05.

Respectfully Submitted,

Melanie Rasanen, Board Secretary

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

Call to Order: The meeting was called to order at 6:08 PM by President Johnson.

Roll Call:

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

Absent: Burkett, and Rasanen

Others present: Director Jensen

A quorum was present.

Approval of December 17, 2012 Minutes:

Hansen/Nichols to approve the December 27, 2012 meeting minutes. Ayes – 6. The motion carried.

Approval of January 21, 2013 Minutes:

Pritchett noted that she was not in attendance at the meeting but her name wasn't included in roll call. Kettwig/Nichols to approve the January 21, 2013 meeting minutes with the correction of adding Pritchett's name to roll call under the absent section. Ayes – 6. The motion carried.

Approval of January bills to be paid in February:

The bills were reviewed. Hansen/Pritchett to approve the payment of January bills in February. Ayes – 6. The motion carried.

Treasurer's Report:

The treasurer's report was reviewed.

Circulation Report:

The circulation report was reviewed.

Old Business:

- a. The library received a third quote from Black Hawk Electrical for \$1554 and the renovation committee decided to use them to do the work to wire the new computer carrels. There was discussion about which area we would begin work on next and the consensus was the circulation/director's area. Nichols again stated that she thought we should get a quote from Nichol's Home Improvement since they were a local business. It was decided that we would get bids from Nichol's Home Improvement, Haycraft Cabinets and Turnkey if they were interested. Jensen will be in touch with Nichol's the next day.
- b. Jensen noted that aside from a few minor issues with the time drifting on the computers, they are up and running. She said the software that was newly purchased has been completely installed and is a good addition. She also said they've heard nothing but positive response over the new computers.
- c. President Johnson reviewed the numbers that were given over for the budget. Kettwig asked if that was finished yet. Director Jensen said the city council was still in workshops with it. She will get the board a copy of the new budget when she gets it from the city.

New Business:

- Hansen/Pritchett to approve the mileage increase per the IRS increase from \$.555/mile to \$.565/mile in January 2013. Ayes – 6. The motion carried.
- Nichols/Hansen to approve the changes made to the holiday closing policy. Ayes – 6. The motion carried.
- Hansen/Borwig to approve the changes made to the Inclement Weather policy. Ayes – 6. The motion carried.
- Director Jensen said that she would like to hold a food for fines amnesty period during the week of April 14-20th, for National Library Week, to benefit the NE Iowa Food Bank. Discussion was held and Nichols/Borwig to approve the library to accept food for fines for the entire month of April. Ayes – 6. The motion carried.

Discussion:

- Borwig mentioned that she had a friend who lived in Raymond who was interested in sitting on the library board and Jensen explained that he/she could not because Raymond no longer contracts with us and the board is comprised of residents of Evansdale and a spot each for each of the contracting cities, Elk Run Heights and Gilbertville.
- President Johnson noted that she has asked Director Jensen into looking at some classes to offer to the public for E-reader instruction. She said Waverly had some classes that were well received. Jensen noted that E-readers are all different and whereas she is quite comfortable with a Kindle, having never used a Nook she is not confident in leading a class on how to use one efficiently. She said she did have some contacts though and would reach out to see if anyone would be interested in facilitating these types of classes.

Adjournment:

With no further questions or comments, the meeting was adjourned at 7:26.

Respectfully Submitted,

Shannon Jensen, Library Director

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

Call to Order: The meeting was called to order at 6:15 PM by President Johnson.

Roll Call:

Present: Hansen, Johnson, Pritchett and Rasanen.

Absent: Borwig, Burkett, Kettwig and Nichols.

Others present: Director Jensen

A quorum was NOT present.

Aside from approving Director Jensen to pay the bills after receiving one more affirmative from an absent board member, nothing else was discussed and the meeting was adjourned.

Respectfully Submitted,

Shannon Jensen, Library Director

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

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

Roll Call:

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

Absent: Nichols and Pritchett

A quorum was present.

Director Jensen was in attendance.

February 18, 2013 Minutes:

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

March 18, 2013 Minutes:

Hansen moved and Borwig 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 and Kettwig seconded to pay the bills. Ayes – 6. The motion carried.

Treasurer's Report:

The treasurer's report was given and reviewed by Burkett. Director Jensen noted that several large subscriptions will be coming out of the books and subscriptions line item soon.

Circulation Report:

The board members looked over the report but held no discussion.

Old Business:

- a. The posters framed at Hobby Lobby were hung by Director Jensen at different heights in the kids' room. The caddy with puzzles and games was moved from the back. Games will need to be weeded out in the program room due to space.
- b. No bids have been received for the circulation desk. Director Jensen met with Nichols Countertops on February 23 and gave them sketches and catalog cutouts for ideas but has not received a design or a bid. Leonard from Millbridge was only contacted a week ago so no bid has come in yet. Hansen mentioned he had been impressed with Doug from Imperial Cabinets in Independence. Several board members expressed a desire for Keith Haycraft to do the circulation area so it would match the rest of the library. Director Jensen will get Keith her sketches and notes and request that all three companies get a DESIGN and a BID back by May 1st.

New Business:

- a. Rasanen moved to renew the Britannica Online database subscription for one more year at \$400 per year. Kettwig seconded. Ayes – 6. The motion carried. The Britannica Online database will be submitted with the bills this month and appear next month as already paid.
- b. Johnson brought a sample plaque with pictures and a logo with a quote from Creative Impact. Rasanen showed a picture of another larger wood plaque in black and gold.

She had also received a quote from Creative Impact for \$45+ tax. Rasanen will look into whether or not it's possible to get a logo added to the black and gold style plaque and get back with another quote. Two plaques are needed for the two major donors, but Johnson recommended a smaller plaque also be included to acknowledge craftsman and others who have been involved in the remodel process. A short discussion was held about where the funds would come from to pay for the plaques.

- c. Hansen moved to purchase 500 notepads for \$215 and 500 pens for \$280 from Creative Impact with the advertising funds. Burkett seconded. Ayes – 6. The motion carried.
- d. Peoplesmart online database offered the library 10 free years of service (offering a comprehensive database that includes names, addresses, phone numbers, criminal background information and more.) Their condition was that the library must have Peoplesmart's link on its website. After some discussion Burkett moved to decline the service offer from Peoplesmart and Hansen seconded. Ayes – 5, Abstain – 1 (Rasanen). The motion carried.

Discussion:

- Burkett asked if the board thought she should hold another book sale this year and most everyone agreed it would be a good idea. A date was set for Saturday, September 7, 2013.
- Hansen asked where all of the library's puzzles came from. Director Jensen said that staff member Anne purchases most of the puzzles and donates them to the library. Director Jensen has purchased and donated the children's puzzles. The board discussed an appropriate way to show thanks – and even discussed compensating Anne or adding puzzles to the budget.
- The Evansdale's Largest Garage Sale will be held April 26-28 at Jewett Elementary. 12 x 12 Spaces are available for \$30.
- EEDC is hosting the dinner theater "Getting Gary Back" at Prince of Peace Lutheran Church May 10-11th. Tickets will be available in the library.
- Potential future plans and memorial ideas for Angel's Park and the upcoming benefit concert were discussed.

Adjournment:

The date and time of the next meeting will be May 20, 2013 at 6:00 PM. With no further questions or comments, the meeting was officially adjourned at 7:15.

Respectfully Submitted,

Melanie Rasanen, Board Secretary

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
May 20, 2013**

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

Roll Call:

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

Absent: Nichols

A quorum was present.

Other: Director Jensen was present.

April Minutes:

Burkett moved and Borwig seconded to approve the minutes with an additional date of Friday September 6 added to the discussion about a book sale. Ayes – 7. The motion carried.

Approval of April bills to be paid in May:

The bills were reviewed at the end of the meeting. Rasanen moved to pay the bills as well as a 50% down payment towards a new circulation desk to Millbridge Cabinets. Borwig seconded. Ayes – 7. The motion carried.

Treasurer's Report:

The treasurer's report was given and reviewed by Burkett. Hansen questioned the spending on the line item for Furniture and Fixtures and wondered if it should be higher. Director Jensen noted that our actual grant monies available are \$11,342 and Open Access has \$6,916.79 for a total of \$18, 258 in potential funds to pay for the circulation desk or other improvements.

Circulation Report:

The report was reviewed. Rasanen asked if there was a report available to distinguish how many patrons visited from each city and not just the number of items checked out from each city.

Old Business:

- a. No discussion was held on library renovations.
- b. The library did not receive a bid from Nichols Countertops for a circulation desk area. Haycraft sent a hand written bid with no additional drawings. Corrina from Millbridge Cabinets sent two very thorough estimates with detailed plans and drawings. Much discussion was held about the bids, drawings and plan questions. Most of Director Jensen's concerns or questions had already been addressed but some members voiced concern whether or not the wood would match the rest of library shelves and whether hardware would be included with the cabinets. After a lengthy discussion, Kettwig moved to order the circulation cabinets and countertops from Millbridge Cabinets, according to the plans and specifications detailed on Estimate #3432 Option 2 Room 3 for a total of \$11,858.34. Pritchett seconded. Ayes – 7. The motion carried.
- c. Rasanen has ordered two plaques from Creative Impact, one for Black Hawk Co.

Gaming Assoc. and one for the Community Foundation of Northeast Iowa. They should be ready in the next week.

New Business:

- a. Hansen moved to renew the NEIBORS Audio/e-Book database subscription for one more year at \$300 per year plus \$0.09 per capita. Rasanen seconded. Ayes – 7. The motion carried.
- b. Director Jensen gave an overview of FREEGAL music database, a library sponsored music database being offered at a possible discount depending on how many libraries choose to participate. Hansen questioned whether the library was in the lending business or the giving business since patrons would be able to keep three free songs per week once downloaded. After much discussion Burkett moved to pay \$1000 (or less depending on the discount) plus a one-time set up fee of \$150. Borwig seconded. Ayes – 6 Nays – 1 (Hansen). The motion carried.
- c. Pritchett moved to give the librarians permission to solicit donations from local businesses for the summer reading program. Kettwig seconded. Ayes – 7. The motion carried.
- d. Discussion was held about involvement in this year's one day Party in the Park celebration at Deerwood (children's activities, information booth, posters, flyers, etc.) With such short notice and the location change away from the library, it was decided not to take any action in this year's events.

Discussion:

- Kathy Pritchett announced that Friends of the Library lost their tax-exempt status. She was unaware that forms had to be filled out every year to avoid loss in the status. Instead of spending hours attempting to renew it or paying a professional to fill out the lengthy application, the board suggested simply leaving it be since the yearly purchase amounts are so small anyway. Friends of the Library will simply pay sales tax.
- Director Jensen noted that she delivered 83 pounds of food to the Northeast Iowa Food Bank as a result of the April Fine Amnesty food collection.

Adjournment: The date and time of the next meeting will be June 17, 2013 at 6:00 PM. With no further questions or comments, the meeting was officially adjourned at 7:30.

Respectfully Submitted,

Melanie Rasanen, Board Secretary

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
June 17, 2013**

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

Roll Call:

Present: Burkett, Hansen, Kettwig, Nichols, Pritchett, Rasanen

Absent: Borwig & Johnson

In attendance: Director Jensen

A quorum was present.

May Minutes:

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

Approval of May bills to be paid in June:

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

Pre-approval of final bills to be paid in June:

Burkett was concerned if the library had any money left at the end of the fiscal year. Director Jensen said there would be very little, if any monies left over in this year's regular budget.

Pritchett moved to pre-approve paying any outstanding bills. Hansen seconded. Ayes – 6. The motion carried.

Treasurer's Report:

The treasurer's report was given by Burkett and reviewed. Director Jensen noted that next year the Books and Subscriptions line item will change from 002 to 001 and go back into the general fund.

Circulation Report:

The report was reviewed. Director Jensen said they were still working on pulling a report to distinguish how many patrons visited from each city versus the number of items checked out from each city.

Old Business:

- a. Four new swivel library chairs are in.
- b. Millbridge came 5/29/13 to pick up the down payment and do some measuring. They will call when they start making the order, but estimate 6-8 weeks lead time. A question arose whether or not the library should be closed during the two day renovation. Hansen questioned if the library would sell the old desks and furniture. Discussion arose about whose responsibility it would be to move, where to store it or how to sell it. Director Jensen will list the items on the Iowa-Lib listserv to see if there are any interested buyers.

New Business:

- a. Setting the hourly wage amounts was tabled until next month.
- b. Officer elections were held and voted on as slates. The following representatives were re-elected for FYE 2014:
President: Johnson
Vice-President: Nichols
Treasurer: Burkett
Secretary: Rasanen
- c. The city of Elk Run Heights is now in the third year of a three year contract for \$10, 656.18. Hansen moved to renew the contract and Kettwig seconded. Ayes – 6. The motion carried.
- d. The city of Gilbertville is now in the third year of a three year contract for \$6,792.48. Hansen moved to renew the contract and Pritchett seconded. Ayes – 6. The motion carried.

Discussion:

- Pritchett announced that Friends of the Library recently paid for bulletin boards, plaques and swivel chairs.
- Burkett reminded everyone of the September 6-7 Book Sale to be held at Jewett Elementary. They will not accept magazines more than two years old.
- Rasanen questioned whether or not Dan Wardell from IPTV would be visiting the library. Director Jensen shared that although she participated in all of his contests for the last three years, Evansdale has not been chosen as one of the 60 libraries he will visit. He will however be visiting the Waterloo Public Library.
- Nichols mentioned that the LaPorte City Library has scheduled movie showings a few times a year when there is no school. Discussion was held about what it might take to show movies in Evansdale including buying a projector and screen, advertising, and finding a large enough space.
- Hansen questioned whether or not Freegal Music Database had been started. Director Jensen said the program works much better for larger libraries, not small ones without their own servers. The company refuses to accept a range of library card numbers for fear of misuse or abuse, but she is working with the company to get it up and running.

Adjournment: The date and time of the next meeting will be July 15, 2013 at 6:00 PM. With no further questions or comments, the meeting was officially adjourned at 6:55 PM.

Respectfully Submitted,

Melanie Rasanen, Board Secretary