

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Monday, November 19, 2018 – 6:00 PM**

Call to Order: The meeting was called to order by President Hansen at 6:02 p.m.

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

Approval of October 15, 2018 Monthly Meeting Minutes: Pritchett moved and Kettwig seconded to approve the minutes from the October 15, 2018 meeting. Ayes – 5. The motion carried.

Approval of bills to be paid in November: Clements moved and Hansen seconded to approve the bills to be paid in November. Ayes - 5. The motion carried.

Treasurer's Report: Pritchett gave the Treasurer's report.

Circulation Report: The circulation report was reviewed. There were no comments or questions.

Old Business:

1. **Employee compensation:** Apparently there was some confusion over who was chairing this committee and no meeting had been set. Of the four members on the committee, three were present and set the date of Thursday, November 29th at 4:30 p.m. to have the meeting in the program room of the library. Director Jensen will notify Nichols with the information.

New Business:

1. **Waterloo Courier Subscription:** Director Jensen said she had received a renewal notice from the Courier and wondered what the board members' thoughts were on it. She said that during 2014 and 2015 the library paid \$287.77 for an annual subscription, and in 2016 the price started to increase steadily. This year's notice was in the amount of \$435.50. She called the Courier and the CSR she spoke with said they could negotiate a lower price but she feels that as a library, they should give them the best possible price without having to negotiate for it. Hansen said this is a common problem, one that he has regularly. Director Jensen also noted that her book vendors give her 40% and sometimes 50% off the MSRP of books and she feels that the newspaper should do that as well. Because it is the local newspaper, she feels that it is something the library should offer, but not at that price. Kettwig moved and Johnson seconded to allow Jensen to contact the Courier to negotiate for a lower price, with the maximum allowable price to pay at 40% of the quoted price. Otherwise, we will cancel. Ayes – 5. The motion carried.
2. **Windows Update for all computers:** Johnson said that the computers in the library have Windows 7 on them and Windows will no longer be supporting that in the near future. Director Jensen clarified that the staff computers both have Windows 10 and the public access computers have Windows 7 Pro. She did get a price from Tech Soup for Windows 10 licensing in the amount of \$16 per computer. Pritchett moved and Clements seconded to allow for the purchase of the updated Windows from Tech Soup and to have Director Jensen install. Ayes – 5. The motion carried.
3. **Budget committee:** The employee compensation committee will also act as the budget committee and discuss budget at their meeting on Thursday, November 29, 2018.

- 4. Review/Discuss/Approval of 2018 Annual Report:** Discussion was held. Director Jensen noted that while some numbers of circulated items have gone down, many have come up. Johnson moved and Pritchett seconded to approve the 2018 annual report. Ayes – 5. The motion carried.

Discussion: Director Jensen gave the board members a current Open Access report showing the current balance, and explaining which monies needed to be spent by the end of the fiscal year. Pritchett asked about the status of the filing cabinet. Director Jensen said she has not received it back yet, nor heard about any progress. Kettwig asked who was doing it, and Jensen said Staebell Design. Hansen said that in the case of the newspapers, if Director Jensen were to cancel it, to just let him know and he'll save his own personal papers for the library.

Adjournment: There being no further business the meeting was adjourned at 6:55 p.m.

Respectfully submitted,

Dick Clements, Board Vice-President