

EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Monday, July 15, 2019 – 6:00 p.m.

Call to Order: The meeting was called to order by President Nichols at 6:03 p.m.

Director Jensen introduced new board member, Jerry Brown and he told the board a bit about himself, noting this was not the first time he has sat on the library board. The board members introduced themselves to him.

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

Approval of June 17, 2019 Monthly Meeting Minutes: Kettwig moved to approve the monthly meeting minutes for June 17, 2019. Johnson seconded the motion. Ayes – 5, Nays – 0. The motion carried.

Approval of bills to be paid in July: Because of the late payments in June for the end of the fiscal year, there were no bills to be paid in July.

Treasurer's Report: With the flip of the fiscal year, the city has not closed out the previous fiscal year yet, and there is no treasurer's report yet available.

Circulation Report: The circulation report was reviewed by the board of trustees. Director Jensen was asked about the "kits" listed on the circulation report. She said these were the themed kits that the library uses for the Ramblin' Reader Program. She said they are all available for patrons to check out during the year. Nichols asked if something could be put on the monitor about these kits and Jensen replied yes.

Old Business:

- A. Axis 360** – The board reviewed the information provided by Director Jensen pertaining to the Axis 360 database usage compared to the Overdrive BRIDGES database, including unique users, numbers of e-book and audiobooks circulated, and the collection numbers. Director Jensen said that they did approve the renewal of Axis 360 just in April 2019. We will continue to use and support this since we did ask for additional monies in the books and subscription line item for this fiscal year's budget and we will revisit it in February 2020 to determine how to move forward with this database.
- B. Update on Summer Reading Program** – Director Jensen noted that there were 43 registered participants and there were about 20 patrons who participated regularly in all of the programs, crafts, etc. She said that with the lack of attendance at the

special programs, they are certainly reevaluating the program to decide what can be done differently next year and in forthcoming years.

New Business:

A. Approval to close for Community Days – Rasanen moved to close for Community Days since we do so every year. Johnson seconded the motion. Ayes – 5, Nays – 0. The motion carried. Director Jensen noted that it is from 10 a.m. – 4 p.m. and they plan to do crafts at the table, and the Kindles will be drawn for at the close of the celebration.

B. Library Hours discussion/possible action – This item and the next two along with the holiday closing policy will all be looked at by a committee consisting of Nichols, Johnson and Kettwig. Director Jensen was asked to compile information that would be beneficial to the committee, including popular usage times, usage during evening hours, usage during Saturdays, and usage during the days around the holidays. Nichols explained the insurance situation. Mayor Faas, who was in attendance, noted that the board can determine and set all policies as they see fit.

C. Director Benefits discussion/possible action – This will be reviewed by the committee and brought to the board at a later date.

D. Assistant Benefits discussion/possible action – This will be reviewed by the committee and brought to the board at a later date.

E. Unused/Obsolete Equipment – This will be put on next month's agenda to discuss what action shall be taken with used and obsolete equipment.

F. Survey of Library Patrons – Discussion was had about doing some type of survey for library patrons to see what other services the library could provide that patrons would be interested in. It was discussed to possibly do a Facebook survey and include an insert into the Evansdale News that people could turn in to the library. Discussion of possible craft classes was held and it was decided that it would be beneficial for board members to come to the next meeting with some sample questions.

G. Review/Revision/Approval of Holiday Closing Policy – This will be reviewed by the committee and brought to the board at a later date.

H. Review/Revision/Approval of Library Bill of Rights – Kettwig moved to approve the Library Bill of Rights. Brown seconded the motion. Ayes – 5, Nays – 0. The motion carried.

I. Review/Revision/Approval of Interlibrary Loan Policy and Procedures – Johnson moved to approve the Interlibrary Loan Policy and Procedures. Kettwig seconded the motion. Ayes – 5, Nays – 0. The motion carried.

Discussion: During discussion, Faas asked if the board had considered having a float during the Community Days parade. The answer was no. He also asked the board to give great consideration to developing a five-year capital improvement plan.

Adjournment: With nothing further, the meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Shannon Jensen; Library Director