

EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Monday, September 16, 2019 – 6:00 p.m.

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

Roll Call: Present: Brown, Clements, Johnson, Kettwig and Nichols

Absent: Borwig, Pritchett and Rasanen

A quorum was present.

Pritchett arrived at 6:03 p.m.

Approval of August 19, 2019 Monthly Meeting Minutes: Johnson moved to approve the monthly meeting minutes for August 19, 2019. Brown seconded the motion. Ayes – 6, Nays – 0. The motion carried.

Approval of bills to be paid in September: Clements moved to pay the August 2019 bills in September. Kettwig seconded the motion. Ayes – 6, Nays – 0. The motion carried.

Treasurer's Report: Pritchett read the Treasurer's report as presented.

Circulation Report: The circulation report was reviewed by the board of trustees.

Old Business:

- A. Hours and benefits committee** – The committee met beforehand and presented information at the table regarding changes. Some decisions proposed were to start new hours beginning January 1, 2020 so that there is time to advertise and change the stickers on the door, opening at 10 a.m. instead of 11 a.m. Monday through Saturday, shorten the long days of Mondays and Thursdays from 7 p.m. to 6 p.m., and have Saturday hours as 10 a.m. to 3 p.m. The holidays will remain the same although adding the day after Christmas is proposed. The hours paid for library holidays will remain the same, and in order for payment on Monday or Thursday holidays staff will have to rotate and work every other Monday/Thursday. Sick time will remain the same. It is proposed to add an additional casual day for the Director position only if no sick days are used within the quarter. That day will need to be used within the next three months. A written formal policy will be brought forth for voting at the next meeting. No action taken at this time.

New Business:

- A. Review/Revision/Approval of Photocopy Machine Policy** – Kettwig moved to amend the photocopy machine policy changing the cost of copies to \$.10 per copy down from \$.25. Brown seconded the motion. Ayes – 6, Nays – 0. The motion carried.

B. Review/Revision/Approval of Internet Use Policy – Pritchett moved to amend the Internet Use policy changing the cost of copies to \$.10 per copy down from \$.25. Clements seconded the motion. Ayes – 6, Nays – 0. The motion carried.

C. Sign on building discussion/possible action – Nichols moved to shift the sign from the southwest corner of the building to the southeast corner so that it is more visible since the sign is now blocked by the building of the Dollar Tree. Brown seconded the motion. Ayes – 6, Nays – 0. The motion carried. Director Jensen will talk to the Public Works Director to see if they can make that happen.

Discussion: Mayor Faas recommended that the board consider putting new doors and openers in the budget for next year in Capital Improvements. Director Jensen noted that there are functional issues with both the doors and openers that have been addressed several times. The current doors are from the remodel and were the doors that were on Jewett Elementary. The handicap door opener is the same one that's been here since she started and before and there have been many issues with it. Director Jensen pointed out the State Library Learning Circuits coming up in October. She noted this is the first time it's been open up to Board members and said the library budget will pay for any board members interested in attending. Brown said he'd be interested if Jensen could get him more information.

Adjournment: With nothing further, the meeting was adjourned at 6:43 p.m.

Respectfully submitted,

Shannon Jensen; Library Director