

EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Monday, February 17, 2020 – 6:00 p.m.

Call to Order: The meeting was called to order by President Nichols at 6:00 p.m.

A welcome to and introduction of new Elk Run Heights' representative, Deb Peterson, was done. Board members present went around the table and introduced themselves.

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

Approval of January 20, 2020 Monthly Meeting Minutes: Kettwig moved and Clements seconded to approve the monthly meeting minutes from January 20, 2020. Ayes – 5, Nays – 0. The motion carried.

Approval of bills to be paid in February: Clements moved and Nichols seconded to approve the bills to be paid in February. Ayes – 5, Nays – 0. The motion carried.

Brown arrived at 6:04 p.m.

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

Circulation Report: Reviewed by the Board of Trustees. Director Jensen was asked about large print and how it was done. She explained that we receive books from both the Decorah Public Library which has the largest large print library in the state and the Iowa Department for the Blind. She explained the rotation of the large print and that most of our large print readers read Westerns, so that is primarily what we receive. Kettwig said she would like to hear about something every month that highlights more about what we do that the public might not know about. It was stated that they'd like to see more about the results of our Ramblin' Reader program and our senior delivery to Evans Village as well.

Old Business:

- A. Advertisement opportunity with Poyner folders** – Director Jensen said the allowed space that was decided upon was smaller than what she envisioned and she called the representative that she was working with and got the price lowered from \$500 to \$300. Discussion was held about what to include in the space. Nichols said she thought the worm should be included and of course information as it pertains to kids. Since it does not need to be submitted until the end of March, Director Jensen will do a mock-up of something, and have it at the March meeting so that the board members can see the space and give input.

- B. Review of compiled library survey results** – The results, as compiled by Director Jensen, were reviewed. Jensen pointed out that there were sixteen surveys returned from the Evansdale News insert and nine surveys returned from the counter surveys. Kettwig thought that these results should be forwarded to the city council as well and Director Jensen will get that done.

New Business:

- A. BRIDGES renewal** – Director Jensen noted that there is an increase in the price from the FY20 year to the FY21 year. The base price of \$300 stays the same while the per capital cost increases from \$.15 to \$.18 causing the annual price to increase from \$1012.65 to \$1155.18. Johnson moved and Nichols seconded to renew the service for FY2021 at the \$1155.18 price. Ayes – 6, Nays – 0. The motion carried.
- B. Axis 360 renewal** – Discussion was held. Usage of Axis 360 is noticeably lower than that of BRIDGES. Director Jensen reminded that it has been in use for much less time and the collection is much smaller, yet unlike BRIDGES, it is open to use by all of our patrons, rather than just Evansdale residents and the residents of the contracting cities as is the rules established by the state for the usage of BRIDGES. Nichols moved and Kettwig seconded to pay the platform fee when it comes due but to discontinue purchasing eBooks and e-audio for now and monitor usage for the next coming year. Ayes – 6, Nays – 0. The motion carried.

Johnson left at 7:05 p.m.

- C. Establish contract with Elk Run Heights for next three year term beginning 7/01/2020** - Discussion was held. No increases have been made to contracts for the past nine years. Nichols moved and Clements seconded to present a contract using a base price of \$10/capita and basing it on the estimated population of 2017 (1142), the new contract will be \$11,420 each year, an annual increase of \$764, for the next three years. Ayes – 5, Nays – 0. The motion carried.
- D. Establish contract with Gilbertville for next three year term beginning 7/01/2020** - Discussion was held. No increases have been made to contracts for the past nine years. Nichols moved and Brown seconded to present a contract using a base price of \$10/capita and basing it on the estimated population of 2017 (735), the new contract will be \$7,350 each year, an annual increase of \$558, for the next three years. Ayes – 5, Nays – 0. The motion carried.
- E. Budget update** – Nichols handed out sheets which include the budget that the city is currently looking at providing for the library. She said the regular wages were cut down as the Director position never assumed full-time hours, education was cut in half to \$300, \$500 was removed for operational and office supplies, and \$7000 was cut from books and subscriptions but \$6000 was put back in to the line item for a single health insurance policy for the Director since Nichols' efforts during budget meeting discussions provided the city council with enough information to show that Director Jensen has had insurance for more than twenty-two years, since her

hiring. Kettwig noted that Nichols worked really hard providing this information and thanked her.

- F. Discussion/Possible action on employee handbook & policies** – Nichols asked Director Jensen about what was used in the library for an employee handbook. Jensen said they used the same as the city’s handbook with the exception of an addendum to bereavement leave. Nichols asked her to forward that her when she could and Jensen said she would.
- G. Discussion on new library hours** – Nichols said that Kettwig, Johnson and she had met prior to the meeting to discuss this issue. She noted at her request, Director Jensen provided her with a schedule of what the assistant’s and her hours normally looked like. The committee felt that there was no need for staff to come in early to power up the library before opening time. Director Jensen explained that this has been a practice for many years with eleven computers to power up, payments to drop to the Water Works, bathrooms to be unlocked, stamps to be readied and doors to be opened. Starting with the new pay period, staff will only be paid for the open hours worked and Jensen was asked to cut the assistant position an hour each day that their schedules overlap. There might be things like vacation time coverage where that position will have to work the full hours, but if staff members are both there on a given day, the assistant needs to come in either an hour later or leave an hour earlier.

Discussion: There was no further discussion.

Adjournment: The meeting adjourned at 7:45 p.m.

Respectfully submitted,

Shannon Jensen, Library Director