

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
JULY 21, 2014**

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

Roll Call:

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

Absent: Nichols

Installation of New Officers:

President Johnson turned the meeting over to the new President Rasanen. Trustee Nichols arrives and a full slate of trustees are present.

Approval of July minutes: After discussion the minutes of the meeting were approved with a correction adding in the request by Hansen, that the board establish a pay range for the Directors and Assistant Directors wages. Moved by Johnson to approve the minutes with the correction, seconded by Burkett, Ayes – 8, motion carried.

Approval of bills to be paid in August: Moved by Hansen seconded by Kettwig, Ayes – 8, motion carried.

Treasurer's Report: No report from the City Clerk's Office.

Circulation Report: The circulation report does reflect daily visits and check out, however it does not reflect patron numbers due to programs.

Old Business:

- a. Floor covering for gathering room (Kettwig). Lowe's was due to come and measure the room today or tomorrow.
- b. Summer Reading Program report. The Director reported that numbers are down but there are still 5 days to go for the program. Dan Wardell drew a good crowd which included 76 participants with of a total of 81 present. Our largest attendance had been 64. There were numerous new cards and has seemed busier. She will report final numbers at next month's meeting. The program offers craft anytime during open hours and programs that are at set times. The final party is Saturday.

New Business:

There was no new business.

Discussion:

Prichett asked who would be doing the interpreting for the music download that the library is offering. Nichols stated that this would be done by District School Employees.

The Director reported on the numbers for overdrive (E Book & Audio). Total circulation of 936, 433 audio, 268 E-Book and 315 Kindle.

The Director also stated that Howard Michelson donated \$50.00 to the Friends. A thank you was sent.

Kettwig update on the cancelled book sale. Saturday is set for clean up at the Life Center gym. Burkett has taken some books to Stuffs for consignment. Also the powder from the fire extinguishers is not toxic and one can just blow it off. Anyone is welcome to stop in and look through the books. The kids that broke into the building have not been sentenced. Once they are sentenced to community service, they can be assigned to help clean up.

Hansen requested that the Library Board draw up and vote on a policy regarding Library participation in selling tickets for nonprofit organization. It was stated that we had previously agreed on a case by case policy, but no vote was taken. The Director offered to bring information from other libraries. This will be on next month agenda. Evansdale citizen, Lorraine Atkins, stated that posting a flyer should be considered differently from doing tickets sales. It was stated that the Library has a community bulletin board which requires continuous monitoring and updating that takes more of the Library staffs time than any previous tickets sales.

Nichols found on face book, a friend's from Oelwein's picture with a sign saying "Library Champion". This is a program offered through their grade school. She would like to see that we adopt some type of program where we could reward our youth patrons. The Director will check on this.

The Director brought up the possibility of doing a free little library. This is an outside box set at an optimal spot where adults and children can come get a book they can keep.

Johnson brought up that she had been approached by a resident from Evans Village to start up a form of a mobile library for their building. The new owners are getting rid of there on site library. There were many suggestions, one that we create a book catalog they can order from on a monthly basis. Doing a hard copy book catalog would be impossible to keep up as we have around 16,000 books moving in and out. The resident's would have to have a library card in order to participate. The other suggestion was do a monthly mobile library with the used donated books. We would not have to worry about them being returned. This subject will be put on next month's agenda.

Lorraine Atkins made a suggestion on the Champion of the month idea. She suggested that we get a sign to post in the library showing the Champion of the Month.

There being no further business the meeting was adjourned at 7:00.

Respectfully Submitted
Kathleen Johnson, Secretary

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
JULY 21, 2014
AMENDED**

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

Roll Call:

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

Absent: Nichols

Installation of New Officers:

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Johnson brought up that she had been approached by a resident from Evans Village to start up a form of a mobile library for their building. The new owners are getting rid of there on site library. There were many suggestions, one that we create a book catalog they can order from on a monthly basis. Doing a hard copy book catalog would be impossible to keep up as we have around 16,000 books moving in and out. The resident's would have to have a library card in order to participate. The other suggestion was do a monthly mobile library with the used donated books. We would not have to worry about them being returned. This subject will be put on next month's agenda.

Lorraine Atkins made a suggestion on the Champion of the month idea. She suggested that we get a sign to post in the yard of the Champion of the Month.

There being no further business the meeting was adjourned at 7:00.

Respectfully submitted
Kathleen Johnson, secretary

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
AUGUST 18, 2014**

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

Roll Call:

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

Absent: Kettwig and Nichols

Approval of August Minutes: After discussion the minutes were approved with a correction that Hansen did not state that he would draw up a policy regarding the issue of selling tickets for nonprofit organizations. Pritchett moved and Hansen seconded. Motion carried. Ayes – 5, Nays – 1 (Johnson). The motion carried.

Approval of bills to be paid in September: Moved by Hansen seconded by Burkett. Ayes – 6, Nays – 0. The motion carried.

Treasurer's Report: An updated treasurer's report was reviewed showing a correction in the Medicare, FICA and IPERS fields.

Circulation Report: The Director stated that it was a very busy month showing an increase of 114 patrons from 458 to 572.

Old Business:

- a. Floor covering for gathering room: The floor delivery, carpet removal and installing hard wood laminate with new quarter round, is slated for Thursday August 20th or Friday 21st. The floor will not be installed under the cabinets in that room. This project is being paid for by the Friends of the Library.
- b. Summer Reading Program Report: 85 patrons registered with 27 completing the program. There were 9 planned programs with 202 attending. There were 76 in attendance for the Wardell program. There were 38 at the closing party.

New Business:

- a. Library involvement in community events: There was much discussion on this topic. The Director has included several policies from other Iowa libraries for us to review. 8 libraries do participate, 2 do not and 1 was neutral. Hansen commented that he felt they had a common theme stating that no participation unless there was a benefit to the library. Burkett agreed with George Vaughn, Director of the Olin

Public Library, which basically stated that we need to support our community, thus promoting good will for the Library. Hansen feels that we need a policy. Johnson wondered if needed to have a policy drawn up by an attorney. Consensus was no. The Director stated that in the past the library has participated in City wide garage sale map, tickets for the fireman supper and tickets for the ECDC annual play. The question was raised to Hansen as to what specification did he have in mind for a policy. After much discussion, President Rasanen took down suggestions and will draft a proposed policy to be voted on at the next meeting.

- b. Wage parameters for Director and Assistant positions: Again there was much discussion as to whether or not we need such a pay scale and how to draft these parameters. Burkett moved that the library should look at pay scales at the time of new hire. Seconded by Pritchett. Ayes – 5, Nays – 1 (Hansen). The motion carried.
- c. Library Champion Program: Creative impact quoted the cost of a 1 sided sign at \$15.00 and a 2 sided sign would be \$22.50. An outdoor sign would limit us to a summer time program so we would be better to have a sign in the library. Questions were raised as to on what do we base the program, such as number of books read, how to post the Champion by picture or name and would parents have to sign off. President Rasanen suggested we all come up with ideas on how to run this program and bring them to next month meeting.

Discussion: Guest Lorraine Atkins asked if we had a contract with the ECDC for any property that we have store in their Jewett building. The library no longer has any property in that building.

There was discussion on the Evans Village request to have mobile library services for their building's shut-ins. This will be put on the next month's agenda.

Burkett stated that she took some of the books that were in still in good condition after the break-in at the Jewett building, to Stuff Etc consignment store and made \$23.00 for the Friends of the Library. She plans to take some more books to the consignment. Director Jensen turn over another \$35.99 to the Friends for books sold through an online book consignment site.

There being no further business the meeting was adjourned.

Respectfully Submitted

Kathleen Johnson, Secretary

**Evansdale Public Library
Monthly Board of Trustees Meeting
Monday September 15, 2014**

Call to Order: The meeting was called to order by President Rasanen at 6:01 p.m.

Roll Call:

Present: Burkett, Hansen, Johnson, Kettwig, Nichols and Rasanen.

Absent: Borwig and Pritchett.

Approval of September Minutes: Burkett moved and Hansen seconded to approve the minutes from the last meeting.

Ayes-6. The motion carried.

Approval of bills to be paid in October: Hansen moved and Nichols seconded to approve the bills to be paid.

Ayes-6. The motion carried.

Treasurer's Report: Nichols reviewed the balances from the budget.

Circulation Report: There was discussion about the video and DVD collection. The Director will be phasing out some the videos. There were a lot of down arrows on the report from last month but overall circulation is up from last year. Also the Director stated that she sent a thank you to Dan Wardell for being a part of the summer reading program.

Old Business:

- a) The laminate floor covering for the gathering room has been installed. There were questions as to if the chairs would scratch the floor. The Director stated that the chairs should not mar the flooring.
- b) President Rasanen passed out options to consider for a policy regarding the Library Community Events participation. After discussion a motion was made by Burkett and seconded by Kettwig on a revised option 1. Ayes-6. The motion carried. President Rasanen will complete a final draft of the policy and present it at the next meeting.
- c) There was more discussion on the proposed Champion Program. Nichols felt the program should be a summer program with a yard sign. This would show that the library is encouraging the elementary students to continue to read all through the summer months. There were suggestions that the program run June, July and August with signup in May. The program would be broke into age groups and be based on the number of books read. We can print up a flyer/application to be handed out at Poyner Elementary and the Gilbertville Elementary schools. Nichols will check with the reading teacher for ideas.

New Business:

Hansen visited with a resident from Evans Village about having a meeting, to get some ideas on how to set up a program for the residence. A suggestion was to have Joyce (An Evans Village Resident) reserve books online by the last Friday of the month. The library could deliver the books the follow Tuesday or Wednesday. The previous months books should be returned at that time. Residents reserving books must have a library card.

Discussion: Kettwig stated that she had \$150.00 for the Friends of the Library. This money is from the sale of books and shelving that was sold when cleaning up the vandalism at the Jewett building. The children that vandalized the building have had their hearing and must make restitution to the Friends of the Library, for the books that were destroyed.

Burkett also had funds for the Friends. She has \$74.43 from Stuff Etc. and \$10.00 from Evansdale Consignment.

The Director stated that Pritchett was not present as her mother had passed away. She will prepare and send a card from the library staff and Board of Trustees.

There being no further business the meeting was adjourned at 7:10.

Respectfully Submitted
Kathleen Johnson, Secretary

**Evansdale Public Library
Monthly Board of Trustees Meeting
Monday, October 20, 2014**

Call to Order: The meeting was called to order by President Rasanen at 6:04 p.m.

Roll Call:

Present: Borwig, Hansen, Kettwig, Pritchett and Rasanen

Absent: Burkett, Johnson, and Nichols

Approval of September Minutes: Kettwig moved and Borwig seconded to approve the minutes from the September meeting. Ayes-5. The motion carried.

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

Treasurer's Report: Pritchett gave the Treasurer's report in Nichols' absence, reviewing current budget figures.

Circulation Report: Director Jensen noted that the figures are definitely skewed as it was this month last year where we had the gigantic hit to our online database that was completely out of the norm. It affected the numbers this month by about 1200.

Old Business:

- a) Hansen said he'd met with Joyce Mott-Johnson at Evans Village and discussed the delivery program with her. He said they discussed having it as a "trial" program to see what kind of use it would get, and he also said that a number of four books would be guaranteed from the lists provided. He said from what he understood there was maybe a hardware problem that still needed to be resolved. Director Jensen said she had gone over to Evans Village and met with those interested. She signed up seven people with new library cards, returned to the library to input the info, and delivered the cards to them the same day. She said she gave them info pertaining to all of the services provided by the library, and then discussed with them the delivery program. The program will run November thru April on a trial basis. Joyce, the resident contact, will collect the wish lists and scan them to Director Jensen's email on the last Friday of the month. Director Jensen will then gather books, check them out to the patrons, and deliver them on the first Wednesday of the month. Books can be returned the regular way or patrons can wait until the next month's delivery. Director Jensen is looking forward to starting with the program.
- b) Nichols was going to bring more information about the Library Champion program. In her absence, this item will be tabled until a future meeting.

New Business:

- a) Director Jensen said that she felt the current look of the accordion window/wall area by the west door entrance was no longer went with the remodel of the library and she'd like to see it removed and walled over. She provided a photo of what the current wall with accordion window looks like and what she envisions, a monitor to announce upcoming events, new releases, anything that can be turned in to a slide. She said it could be library related, community related, whatever they wanted it to be. She noted that she'd been in contact with Emily Rohlf, director of the Keokuk Public Library, who has a similar monitor mounted to get information on what was required. She said she also got a quote from CDW-G for the monitor and wall mount that totaled \$435.07. She said they'd still need the work done on the wall to remove the window, drywall and paint new area. The company who laid the flooring was going to get us a quote but never did. Kettwig had called them several times with no response. Pritchett recommended Rick Marquette Sr. She said she'd contact him for

- a bid. We'll get bids and then look at whether a grant needs to be written or whether we need to request money in next year's budget as Hansen suggested. Kettwig said it'd be nice to get it done before next year.
- b) Mayor Faas was present to discuss the situation regarding the request to shut off our wireless access during non-business hours. He said that there was an incident in vandalism outside with an electrical box being broken so that someone could plug in their laptop. He said that it started with one homeless person using the wireless and then developed into two. He was afraid that it was going to become a bigger problem and thought that we might curb the problem by shutting the wireless signal off when we were not open. Director Jensen said that if the board decided to do this, they may need to consider moving all of the routers to a central and easier to access location. She said currently they are down on the floor under counters and if the staff had to crawl around to unplug them every night and every morning, it would get to be a problem. Rasanen said that most of the time, things had to be plugged in a certain order to communicate together correctly and wondered if that would be a problem. A daily password change was recommended. Hansen felt that maybe the routers should be moved to a central location anyways, for the convenience of library staff. Mayor Faas wondered if there was some sort of timer that they could be on. Director Jensen said she thought maybe there was something in the settings that could be set up to disallow the wireless signal to broadcast during certain hours, but that she'd have to check in to it. Mayor Faas said that with the change of the weather he didn't anticipate it being a problem right now or in the near future, but he needed the board to be aware of the problem. Hansen said he didn't necessarily agree with turning the wireless off. He feels it's a service we provide to the public and he can see people taking advantage of it before and after business hours. Director Jensen agreed. She said with the forty hour week, she sees it as an added benefit to the library. She will look into the router software options and report back to the board at the next meeting to see what they want to do at that time.

Discussion: Kathy Pritchett said they were running low with the Friends of the Library funds. She said that currently there is only \$1645.10 in the combined accounts and this was the lowest amount of balance to date.

Kettwig noted that the Evansdale Economic Development Corporation was pulling up the gym floor at Jewett School and making memorial signage with Jewett's name, years of operation, etc. as a fundraiser for the building plans. She said they were interested in having the library as a pick-up point only for these plaques. Nothing would be sold on site; plaques will be available to pick up by people who've already placed orders. Nobody at the table had a problem with this. Director Jensen said she had been contacted by the Gilbertville City Clerk regarding the current board determination and possibly changing it. Clerk Adamson said that if the board would get it changed from having a resident serve on the board to anyone that the Mayor appointed, then she personally would serve, since they've been unsuccessful finding someone to volunteer to serve on the library board. Director Jensen pointed out, that by law (Iowa Code 392.5), to alter the manner of selection or charge of a library board would require the issue to be put on a ballot and put before the residents of the city. If they were to do it, they would have to act fast as the next election is coming up quickly. Discussion was held about choices. Director Jensen said they could leave it as is with no changes, they could allow the changes to be made and put it on the ballot, or just make the changes themselves. The board members decided they definitely didn't want to do anything illegal, and time was short, so at this time, they'd keep the ordinance as is, and do nothing further with the issue. Director Jensen said she'd let Gilbertville know. Hansen asked Director Jensen if she was going to make the first delivery to Evans Village for the book delivery program and she said she was.

There being no further business the meeting was adjourned at 7:06.

Respectfully Submitted,
Shannon Jensen, Library Director

**Evansdale Public Library
Monthly Board of Trustees Meeting
Monday November 17, 2014**

Call to Order: The meeting was called to order by Vice President Borwig at 6:01 p.m.

Roll Call:

Present: Borwig, Burkett, Hansen, Johnson, Kettwig.

Absent: Nichols, Pritchett and Rasanen.

Approval of October Minutes: Hanson moved and Kettwig seconded to approve the minutes from the last meeting.

Ayes-5. The motion carried.

Approval of bills to be paid in November: Hansen moved and Johnson seconded to approve the bills to be paid.

Ayes-5. The motion carried.

Treasurer's Report: Burkett reviewed the balances from the budget.

Circulation Report: There was discussion on the difference between audio books and digital audio.

Old Business:

- a) Evans Village delivery program went well. Evans Village liaison Joyce e-mailed a list of request from the interested residences. All residents showed up to receive their books (about 4 per resident). Joyce did a good job organizing the exchange, which took about 15 minutes.
- b) Library Champion program was tabled to the next meeting as Trustee Nichols was not present.
- c) Accordion window remodel has a bid from Richard Marquette, running around \$500.00 or less. This would also include fixing the door which was never finished during the library renovation. No quote on the electrical work. Director Jensen also quoted \$359.57 for a 32" flat screen TV with USB port. There was a suggestion of using the open access funds.
- d) Wireless shut-off during non –business hours was discussed. One suggestion was that we set up an automatic timer for the router. Questions were asked if this put the library computer at risk for compromise and can we track the usage. The answer to both is no. Because of the weather turning cold no action was taken at this time.

New Business:

The 2014 Annual Report was reviewed. The question was raised as to the purpose of this report. This report must be prepared annually and helps show how we are doing in comparison with other libraries our size. Kettwig moved and Hansen seconded that we approved the annual report. Ayes-5. The motion carried.

Discussion:

It was suggested that Director Jensen approach the Mayor about our landlord / renter relationship, discussing the window renovation, the electrical issues and moving routers. Burkett will check with the consignments to see if we have sold more books.

There being no further business the meeting was adjourned at 6:57 p.m.

Respectfully Submitted,
Kathleen Johnson, Secretary

**Evansdale Public Library
Monthly Board of Trustees Meeting
Monday December 15, 2014**

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

Roll Call: Present: Burkett, Hansen, Johnson, Kettwig and Pritchett. Nichols arrived at 6:07 p.m. Absent: Borwig and Rasanen.

Approval of November Minutes: Burkett moved and Kettwig seconded that the minutes be approved. Ayes - 5. The motion carried.

Approval of bills to be paid in December: Hansen inquired on the bill from Book Systems Inc. Director Jensen stated that this is the support for our circulation program. Pritchett moved and Hansen seconded to approve the bills to be paid. Ayes – 6. The motion carried.

Treasurer's Report: Pritchett reviewed the balances from the budget.

Circulation Report: The report was reviewed without discussion.

Old Business:

- a. Evans Village delivery program – Director Jensen noted that there are 2 new patrons which brings the total to 9 residents participating. The second delivery went well.
- b. Library Champion program - No Report.
- c. Accordion window remodel - The Director stated that she is waiting on a quote from Black Hawk Electric along with an additional carpenter quote.

New Business: Budget committee - Hansen and Kettwig volunteered. Director Jensen will contact Borwig about helping. Director Jensen will coordinate with them to set up the meeting time.

Discussion:

Director Jensen has not yet visited with the Mayor about clarifying our building maintenance arrangement, but she plans on it.

The Director updated our status on open access funds of \$1,279.00 that needs to be spent during this fiscal year. She also stated that we will be receiving Open Access and interlibrary book loan postage funds sometime in February.

Burkett reported that she turned in \$83.69 and \$11.80 for the Friends of the Library Book Sales which were on consignment.

Adjournment: There being no further business the meeting was adjourned at 6:30 p.m.

Respectfully submitted,
Kathleen Johnson, Secretary

**Evansdale Public Library
Monthly Board of Trustees Meeting
Monday January 19, 2015**

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

Roll Call: Present: Borwig, Hansen, Johnson, Kettwig and Pritchett.
Absent: Burkett, Nichols and Rasanen.

Approval of minutes: Kettwig moved and Pritchett seconded to approve the minutes of the December 15, 2014 meeting. Ayes – 5. The motion carried.

Approval of bills to be paid in February: Hansen moved and Kettwig seconded to approve the bills to be paid in January. Ayes – 5. The motion carried.

Treasurer's Report: Pritchett reviewed the remaining balances in the budget in the absence of the Treasurer. It was commented that we have not yet spent the Open Access money.

Circulation Report: A lot of up arrows were noticed on the monthly report, which represent increases in the respective categories.

Old Business:

- a. Evans Village delivery program: The Director reported that it went smoothly although we did not sign up any new patrons.
- b. Library Champion program: No report given.
- c. Accordion window remodel: The Director stated that we received a bid from Mark Loftus of \$750.00. We also received a quote from Black Hawk Electric for \$921.00 for the addition of an outlet (\$338 + \$10 electrical permit) and to move the existing router cables so that they are all in one location for the ease of staff (\$573). Some of these numbers were a little high and Director Jensen said she could get additional quotes if desired.

New Business:

- a. Establish wages for FY 16 for library employees: There was discussion on the calculations method used to determine the annual wages by the budget committee. The proposed increase will be 3% for each employee. Johnson moved and Pritchett seconded. Ayes – 5. The motion carried.
- b. Budget proposal to submit to city: The budget committee presented the proposed budget numbers with a \$3500 increase to books and subscriptions so we can expand the e-book and audio book collection, an extra \$100 in the advertising line item, a \$250 increase in the operational supplies line item, a \$50 increase in the software

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support line item, a \$500 increase in the programming line item, and no capital improvement money requested. Hansen moved and Kettwig seconded to show line item increases to the new budget and submit to the city as proposed. Ayes – 5. The motion carried.

- c. Endorsement of NCRC and Skilled Iowa via Iowa Works: The Director was approached by IA Works requesting the library be an endorser of this program. This is a program where unemployed, through testing, can receive a Readiness Certification by Iowa Workforce Development. Kettwig moved and Pritchett seconded to be an endorser. Ayes 4 – Nays – 1 (Hansen). The motion carried.

Discussion: Director Jensen spoke with Mayor Faas about getting permission to close up the window in the gathering room and received it. They also discussed going back to the arrangement of the library paying for 25% and the city paying 75% of costs for library maintenance and repairs and that was agreed upon as well.

Adjourn: The meeting was adjourned 7:05 p.m.

Respectfully submitted,
Kathleen Johnson, Secretary

**Evansdale Public Library
Monthly Board of Trustees Meeting
Monday February 16, 2015**

Call to Order: The meeting was called order by President Rasanen at 6:01 PM.

Roll Call: Present: Borwig, Johnson, Kettwig, Nichols and Rasanen
Absent: Burkett, Hansen and Pritchett

Approval of minutes: Johnson moved and Borwig seconded to approve the minutes from the January 19, 2015 meeting. Ayes – 5. The motion carried.

Approval of bills to be paid in March: Borwig moved and Kettwig seconded to approve the February bills to be paid in March. Ayes – 5. The motion carried.

Treasurer's Report: Treasurer Nichols reviewed the budget balances indicating that we have less than 50% of our budget left with 4 month left in the year.

Circulation Report: The circulation report was reviewed with a clarification on the faxes and other. This includes fax fees and book replacement monies that go to the city.

Old Business:

- a. Library Champion program: Trustees Nichols shared the information she received from the Oelwein Public Library. Their program runs June, July and August. The participants sign up in the library and choose a reader level.
Picture books: 15
Easy reader books: 7
J books and Chapter books: 4
Young adult books: 2
Adult books: 1
Each participant keeps a log of the books read which is initialed by their parents. When they have reached their goal they get to pick up the Champion Reader sign which can be placed in their yard and kept.
The Champion signs are not ordered until after registration is closed. There are a couple places we can get quotes for the signs: Shane Goings and Creative Impact.
- b. Accordion window remodel: The Director reported that the Mayor has spoken to the City Building Inspector, Rick Reuter, to see if he would be able to do the project. Rick stated that he would meet with the Director and look it over. He has not yet met with her.

New Business:

- a. Review and/or change of Sex Offender Policy: Board President Rasanen had received a phone call at home from someone who is on the Sex Offender Registry and had visited the library to use the restroom. This person was concerned that they were going to get into trouble for doing this. They stated that they were not sure if this was allowed. The Director stated she was told from the state level that each offender, when released, must sign a statement acknowledging that a library is one of the places they are not allowed; they know the rules. This person has since closed their library account and knows that they are not allowed near the library. No action was taken on the policy as all agreed that it is sufficient as is.
- b. Renewal of Encyclopedia Britannica Online: The Director pointed out that no one had used the online database, however they have used the hard copy that is in the library. No formal vote was taken, but all agreed not to renew and Director Jensen should look into pricing an update hard copy.
- c. Request by Director to work from home: Director Jensen stated that she had a family medical emergency and was out of the library for an extended period of time. This caused her to fall behind and was overwhelmed with e-mails and book reviews once she returned to work. After some discussion it was determined that in special circumstances, she could check emails and do some catching up from home. This does not include during vacation time. It was determined that we should write up a policy about split PTO and active work time. Also we should amend the sick time policy to be used for immediate family members. Trustee Nichols will draft a revised policy change to be review by the board at a future date.

Discussion: Trustee Kettwig inquired about having tickets available at the library, for the upcoming dinner theater on April 17th and 18th. All board members at the table agreed that this would be okay.

Adjourn: As there was no further business the meeting was adjourned at 7:09 PM.

Respectfully submitted,
Kathleen Johnson, Board Secretary

**Evansdale Public Library
Monthly Board of Trustees Meeting
Monday March 16, 2015**

No quorum – a meeting was not held.

Respectfully submitted,
Shannon Jensen, Library Director

**Evansdale Public Library
Monthly Board of Trustees Meeting
Monday, April 20, 2015**

Call to Order: The meeting was called order by President Rasanen at 6:00 PM.

Roll Call: Present: Hansen, Kettwig, Nichols, Pritchett and Rasanen
Absent: Borwig, Burkett and Johnson

Approval of February 26, 2015 minutes: Nichols moved and Kettwig seconded to approve the minutes from the February 26, 2015 meeting. Ayes – 5. The motion carried.

Approval of March 16, 2015 minutes: Nichols moved and Hansen seconded to approve the minutes from the March 16, 2015 meeting. Ayes – 5. The motion carried.

Approval of bills to be paid in March: Kettwig moved and Nichols seconded to approve the February bills to be paid in March. Ayes – 5. The motion carried.

Approval of bills to be paid in April: Pritchett moved and Kettwig seconded to approve the March bills to be paid in April. Ayes – 5. The motion carried. Hansen questioned the Junior Library Guild bill. Jensen clarified that it is an annual cost for books received monthly from Junior Library Guild. Pritchett asked about the postage charge. Jensen stated that she purchased rolls of Forever stamps and 2nd ounce stamps.

Treasurer's Report: Treasurer Nichols reviewed the budget and balances.

Circulation Report: The circulation report was reviewed at the table.

Old Business:

- a. Library Champion program: Jensen gave information received about the Library Champion program signage. Creative Impact quoted a price for 18"x24" signs, one color, double sided of 25 signs for \$7.53/each plus shipping. If we went to 50 signs, the price would drop to \$4.33 each. Metal stakes were quoted at \$1.12 each. Shane Goings with Goings Graphics quoted a price for same size same specific signs for 50 at \$6.00 each with metal stakes at \$.80 per stake. He also told Jensen that she might be able to get the stakes from Regal Plastic for around \$.84. Jensen was given the go-ahead to order the signs from Creative Impact and to check with Regal Plastic about a donation for the stakes.
- b. Accordion window remodel: Jensen gave the information received about the accordion window remodel. For the drywall work, she received two quotes. The first was from Marquette Drywall for \$500 and the second from Mark Loftus was for \$750. Secondly, she received two quotes for the electrical outlet work. Sieben

- provided a quote of \$310 while Black Hawk Electrical provided a quote of \$338. Kettwig moved and Pritchett seconded to accept both the Marquette Drywall quote and the Sieben quote for work with the previous agreement with the Mayor that the city will pay for 75% and the library will cover 25%. Ayes – 5. The motion carried. Jensen will be in touch with both to get the work completed.
- c. Computer Router Cable Consolidation: Jensen received three quotes for the router move and cable consolidation: one from Black Hawk Electrical in the amount of \$573, one from Sieben in the amount of \$1930.00 and one from Hawkeye Alarm and Signal Company in the amount of \$1176.00. Jensen said she could not justify spending that amount of money for something that shouldn't be so difficult a task, and she'd rather leave it the way it is if that was the only option. Nichols said that she would get hold of a co-worker of hers, Al Yu, to have him come out and see what could be done.
 - d. Encyclopedias: Jensen provided information she'd received about the encyclopedic options for the library. The Britannica online version had been turned down at a previous meeting due to lack of usage. Jensen said she received quotes for print versions from both World Book and Britannica. An online version of World Book runs \$994. The current 2015 version of World Book runs \$1,049. The 2014 version of World Book in print could be purchased for \$699. She also received a quote for a set of Britannica Student Encyclopedias, a resource for students in grades 3-8, for \$449. Discussion was held and Nichols moved and Rasanen seconded to purchase the 2014 set of World Book encyclopedias for the \$699 with the consideration of adding a newer version every 5 years. Ayes – 5. The motion carried.

New Business:

- a. Review and/or change benefit policy to reflect allowance of sick time usage for family of employees: At a previous meeting it was noted that the library staff did not have this as an option in its policy. Rasanen, along with Nichols, submitted a proposed addendum to the policy allowing for the use of five (5) days of sick leave which could be converted for family illness per fiscal year. The addendum also allows for an employee to work from home during the illness of a family member with approval of the Board President, and with a limit of two consecutive days allowed. Mayor Faas noted that this is allowed to city employees as well as those covered by the bargaining unit. Hansen felt that sick time should just be used for sick time by the employee. Kettwig moved and Nichols seconded for the addendum to be added to the policy. Ayes – Kettwig, Nichols, Pritchett and Rasanen. Nays – Hansen. The motion carried.
- b. Review/Approval of current policies needed for accreditation report: Jensen noted that the following policies needed review and approval to be current for the accreditation report: Bylaws, Circulation, Personnel, Collection and Internet Usage. Hansen pointed out some changes that needed made to the Bylaws in Article II, #1,

- with regards to the wording for the Officers. He noted that a comma should be placed after Vice-president, that it should say appointed rather than elected, and that the Library Director appointment should be taken out completely. Rasanen moved and Nichols seconded to approve the said polices with the changes. Ayes – 5. The motion carried.
- c. City’s request to have library closed on Saturday, May 23rd for building wide carpet cleaning: A letter was submitted by Mayor Doug Faas asking the library be closed on Saturday, May 23rd as they are planning a building-wide carpet cleaning since the carpets have not been cleaned in four years. As it is the weekend of Memorial Day, this would allow for one extra day of dry time. Pritchett moved to approve the closing of the library on Saturday, May 23rd and Hansen seconded. Ayes – 5. The motion carried. Mayor Faas also noted that the city will be budgeting to replace the lighting fixtures and that the library board may consider thinking of doing the same thing. He said that would get some numbers to the library board and we could put it in our budget for next year.

Discussion: Trustee Pritchett noted that she is considering leaving the Board as well as the Friends of the Library. Nichols volunteered to take over the bookkeeping of the Friends of the Library group, if necessary. President Rasanen noted that that they are in the process of selling their house, although they still own property in Elk Run Heights and it should not affect her board participation.

Adjourn: As there was no further business the meeting was adjourned at 7:15 PM.

Respectfully submitted,
Shannon Jensen, Library Director

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
MONDAY, MAY 18, 2015**

Call to Order: The meeting was called to order by President Rasanen at 6:00 PM.

Roll Call: Present: Borwig, Hansen, Johnson, Kettwig, Pritchett and Rasanen
Absent: Burkett and Nichols

Approval of April 20, 2015 Monthly Meeting Minutes: Hansen moved and Kettwig seconded that we approve the minutes from the April 20, 2015 meeting. Ayes – 6. The motion carried.

Approval of bills to be paid in May: Hansen moved and Borwig seconded that we approve the April bills to be paid in May. Ayes-6. The motion carried.

Treasurer's Report: Pritchett reviewed the budget and balances. Rasanen inquired on what supplies were needed to purchase for the summer reading program.

Circulation Report: The circulation report was reviewed.

Old Business:

- a. Library Champion program: It was decide to order 50 signs through Creative Impact. Director Jensen has been in contact with Regal Plastic about donating the stakes.
- b. Accordion window remodel: The window has been removed and drywall up and will soon be painted. The electrician has roughed in the wiring, so the drywall could be placed. He now needs to come back to finish the wiring.
- c. Computer Router cable consolidation: We have a quote from Al Yu of 3 hours @ \$100.00 per hour to consolidate the wiring and relocating it to the south wall of the library. We would need to provide a well ventilated cabinet to house the router and wiring. Johnson moved and Pritchett seconded that we have Al Yu do the work and we will purchase a cabinet to an estimated budget of \$600.00. Ayes- 6. The motion carried.

New Business:

- a. Request to send out Summer Reading Program donation request letters: The Director has requested to send letters to area businesses requesting donations for this year's Summer Reading Program. The Director explained that this year, \$50 donors will be listed all together on our new monitor. A \$100 or more donation will

be listed on its own slide. Kettwig moved and Johnson seconded to mail out the SRP donation request. Ayes-6. The motion carried.

- b. Request to continue with Evans Village deliveries: This program is working very well. Patrons from Evans Village would like to continue the program year round. Hansen moved and Borwig seconded that we continue the mobile delivery program for a 1 year trial. Ayes-6. The motion carried.

Discussion: Pritchett stated that the Friends of the Library has a new softball team this year, 4th grade girls, and she will stay in contact to get a picture of this year's team. It was recommended to get a copy of the schedule to post in the library. If given one, Director Jensen could make a slide to go up on the monitor.

Adjournment: The meeting was adjourned at 6:35 PM.

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
MONDAY JUNE 15, 2015**

Call to Order: The meeting was called to order by Vice President Borwig at 6:03 P.M.

Roll Call: Present: Borwig, Hansen, Johnson, Kettwig, Nichols and Pritchett
Absent: Burkett and Rasanen.

Approval of May 18 2015 Monthly Meeting Minutes: Pritchett moved and Kettwig seconded to approve the minutes from the May 18, 2015 meeting. Ayes – 6. The motion carried.

Approval of bills to be paid in June: Hansen move and Johnson seconded that we approve the May bills to be paid in June. Ayes – 6. The motion carried.

Pre-approval of final bills to be paid in June: Hansen moved and Pritchett seconded to allow Director Jensen to submit any final bills to the city before the end of the fiscal year for payment. Ayes – 6. The motion carried.

Treasurer's Report: Nichols reviewed the balances of the budget. We have used 86 % of the budget to date. The Director explained that the minor equipment balance will be used to pay for the projector, the new screen or maybe a new printer.

Circulation Report: The report shows growth from last year.

Old Business:

- a. Accordion window remodel: The project is finished and Director Jensen has loaded slides of the Summer Reading Program contributors, along with some trivia questions and this year's Summer Reading Program information.
- b. Computer Router cable consolidation: Hansen looked at two different designs for the cabinet to house the cables. The cabinet that match our wood finish and the swoop de swoop design on the computer stations was order and will arrive on June 22, 2015. Al Yu has been contacted as to when he can finish this consolidation. Director Jensen noted that she had made an error at last month's meeting when giving them the price quotes from Al Yu. According to the email, he charged \$50/hour rather than the \$100/hour as she previously reported. That should lower the final cost.

New Business:

- a. Election of Officers:
 1. President – Hansen nominated Borwig
 2. Vice President – Kettwig nominated Rasanen
 3. Treasurer - Pritchett nominated Kettwig
 4. Secretary – Kettwig nominated Nichols

Hansen moved to close the nominations, seconded by Kettwig. Ayes – 6. The above panel will act as officers for the fiscal year 2015-2016 thru June 30, 2016. The motion carried.

Adjournment: There being no further business the meeting was adjourned at 6:40 PM.

Respectfully submitted,

Kathleen Johnson, Board Secretary