

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES

July 14, 2003 MEETING

MINUTES

The meeting was called to order by Board President Lisa Smock at 7:10 PM.

Roll was taken. Present in order of roll call: Brown, Epperson, Gray, Henze, Hibben, Kettwig, McGuire, Pritchett and Smock.

Pritchett/Brown to approve the minutes from the June Board meeting. Ayes – Nine. The motion passed.

Kettwig/Hibben to approve the payment of June bills to be paid in July. Ayes – Nine. The motion passed.

Hibben gave the Treasurer's report. It was noted that we have remaining: \$8744.06 in books and subscriptions, \$1292.80 in office supplies and \$1263.86 in Open Access.

Surly presented the Circulation report. She said she'd entertain any questions or concerns. There were none.

Surly presented the Director's report. She informed the Board on the status of the Gates Grants computers, talked about the cuts that would have to be made because of the reinvention bill passed by the state government, briefly touched on the reports turned in for Open Access and Access Plus to the state library, mentioned that a link to the Novelist database was now on the library's website and said that access to Britannica Online was available within the library but could not be accessed from a remote location.

OLD BUSINESS

Policy Committee – Pritchett reported on the Personnel policy. She said that they had planned to make addendums to it regarding discounts for book purchasing changing the bereavement section, adding comp time, leaving the casual time section the same and adding a part about what to do in case of no quorum. Discussion was held. Brown asked Surly if she wanted comp time. Surly said she'd like to have the option. Epperson remarked that bills always needed to be paid and that we definitely needed to have a procedure in the event of a no quorum meeting.

Credit Card – Smock said she talked to her contact and the problem with getting a credit card was not having a name attached to it. She said she planned on talking to City Clerk Wilson to see if there was another way around it.

Summer Reading Program Update - Surly said things were moving right along with the summer reading program. She gave an overview of the things that they had been doing. Gray said that the kids were having a wonderful time; her grandchildren are participants. Pritchett asked if Anne Johnson would be interested in doing a fall program since she was having so much fun with the summer program. Surly said she would discuss it with her.

Other – Brown asked if Epperson had accepted the position of Vice-president. Epperson said that he was surprised to find that he had been nominated and elected in his absence but that he would accept the position. Smock thanked the previous board members who were officers for the work that they did.

NEW BUSINESS

Budget cuts – Surly explained a little about the reinvention bill passed by the State and informed the Board that because of it, our current small budget had to be reduced further, by \$2500. Surly said that she would be willing to give up two hours of her work week if it would not affect her benefits. Brown suggested reducing several items down to the bare minimum. Epperson agreed and suggested doing the same thing, dropping several line items down and then overspending them if necessary. Brown/Epperson to make the following budget cuts: \$1200.00 from library salary, \$100 from education, \$400 from repairs, \$100 from minor equipment, \$100 from overtime, \$100 from books and subscriptions, and \$500 from advertising. Ayes – Nine. The motion passed.

New secretary – Surly noted that she had been secretary of the board meetings since she started in 1997. She also noted that in the library by-laws it states that officers consisting of board members are the president, vice-president, treasurer and secretary not to be held for more than a three-year period. She said that since she is not a board member and since she's been

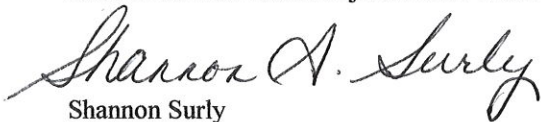
doing it for longer than a three-year period, she would like a break. Discussion was held. Brown/Kettwig nominated McGuire to fill the position of secretary. McGuire accepted. Ayes – Nine. The motion passed. McGuire will take over as secretary for the August meeting.

Preparation for new computers – Surly said that furniture needed to be ordered and electrical work needed to be done in preparation for the new Gates computers. Discussion was held on the type of furniture to buy and placement of said furniture. Epperson/Brown to authorize Surly to purchase a new trapezoid table like the one we have currently and chairs from minor equipment and getting the necessary electrical work done to be paid from repairs. Ayes – Nine. The motion passed.

Other – Smock said Anne Johnson had talked to her about the Ramblin' Reader program. Pritchett said that the Friends of the Library would pick up the \$500 for five kits. Gray said that Mike Thompson had talked to her and said that he was planning to donate a sign that had interchangeable letters. She warned that it was old and needed repairs.

Comments and Questions – Smock announced that the date and time of the next meeting will be August 18, 2003 at 7:10 PM.

Board President Smock adjourned the meeting at 8:26 PM.



Shannon Surly
Library Director and Secretary

Lisa Smock
Library Board President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
Aug. 18, 2003 MEETING
MINUTES

The meeting was called to order by Board President Lisa Smock at 7:10 P.M

Roll was taken. Present in order of roll call: Brown, Epperson, Gray, Henze, Hibben, Kettwig, McGuire, Pritchett and Smock.

Pritchett/Brown to approve the minutes from the July Board meeting. Ayes-Nine. The motion passed.

Brown /Epperson to approve the payment of July bills to be paid in August. Ayes-Nine. The motion passed.

Hibben gave the Treasurer's report. The changes that appear are current with the budget cuts. \$100.00 was subtracted from each of these line items: Overtime, Education, Minor Equipment, and Books/Videos. \$400.00 was deducted from the Repair column, and Advertising was reduced by \$500.00. These changes are current with budget cuts.

Surly presented the Circulation report. All circulation was down from 2002, but computer usage was up.

Surly presented the Director's report. The library was hit with a virus, and Surly came in on a day off to troubleshoot, and problems resulted till the next day. With a virus scan, she was able to fix the problem. There was a resulting automation problem and the materials can not be checked out by hand.

Surly has an upcoming Gates workshop. She is very excited and cannot wait to have everything up and running. She stated that she has completed 45 hours of Continuing Education Units. 11 of those hours are from a class in Fairbank.

OLD BUSINESS

Policy Committee- Kettwig, Smock and Henze will resume work on this after school starts. Comp and Casual time will remain the same. The committee should be finished in September.

Credit Card- Surly was able to get a credit card from Visa. It is a business card with her name attached. It is interest-free as long as the balance is paid in full. It came with a \$1,000 limit, but Surly lowered the limit to \$300.

Summer Reading Program Update- The program is finished and the report is that it was very successful. A magician was featured the last day, and the children had a great time.

Other-None.

NEW BUSINESS

Rambling Reader Update- Pritchett spoke with Anne Johnson and the program will get going again in September. Plans are for five kits to be assembled.

Children's Computer Designate- Surly is "stuck on the space issue" about leaving an area just for kids. Epperson brought up the idea of trying "used" games, Smock discussed the pros and cons of that idea. Epperson thought that one computer could be loaded with children's games, and stated that that idea does work in Waterloo. Surly stated there was not yet a big demand as yet from the kids, but that it could be tried. Epperson suggested a contest with "Oregon Trail". Smock questioned the dollar amount of these games, and Kettwig wondered if we already have enough on hand, or if we need to purchase more. Brown suggested that one computer be for children for a while, to see how it goes. Surly can purchase under Books/Subscriptions.

Computer Furniture Update- Surly has ordered the table. Navy/gray is no longer available. "Gray Nebulae" (which is what we have) is available, and will be here at the end of September. Surly was quoted a \$300 fee to unload the table from the delivery truck, and because that is not feasible, she will assemble a crew to unload and set up the table. Kettwig said we can get chairs from Staples, but they may not match as the fabric is no longer available. Three chairs are still needed.

The electrician has not been in yet. The computers are being stored across the hall and have been assembled and repacked, and are in working order. The "Content Server" is another issue, as it is much too loud to be kept in the library. It will function as a software and website server. The City does not want the liability of a \$4,000 computer being accessible to the general public. Surly has not had much cooperation from the City yet, although she has tried. Brown suggested a security device such as a hasp with a small lock. Kettwig mentioned Nichols Construction may be able to fashion some type of device to secure the server. Epperson stated that in the public schools, servers are always stored out of the way, usually in a closet, separated from everything else.

Other- None.

Comments and Questions- Smock announced date and time of the next meeting will be September 15, 2003, at 7:10 PM.

Board President Smock adjourned the meeting at 7:48 PM.

Cheryl McGuire

Cheryl McGuire
Library Board Secretary

Lisa Smock
Library Board President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
SEPTEMBER 15, 2003 MEETING
MINUTES

The meeting was called to order by Board Vice President Henry Epperson at 7:10 PM.

Roll was taken. Present in order of roll call: Epperson, Gray, Henze, Hibben, Kettwig, McGuire, and Pritchett. Absent were Brown and Smock.

Pritchett/Gray approved minutes with a correction of date from July 14, 2003 to August 18, 2003. Also, under New Business, correction was made about "leaving a computer area just for kids". (Computer was omitted). Ayes-Seven. The motion passed.

Hibben/Kettwig approved the payment of August bills to be paid in September. Ayes-Seven. The motion passed. In addition, Epperson mentioned the value of having a credit card for petty cash. Surly said she was able to purchase books with the card she would not have had access to otherwise. Some places still do not take credit cards, such as Dollar General as Surly discovered when purchasing wet wipes which are used to clean book covers.

Hibben gave the Treasurer's report. Remaining in budget for Office Supplies is \$1,13.87; Books/Videos is \$7,883.21 and Open Access is \$1,113.86. Approved by McGuire/Pritchett. Ayes-Seven. The motion passed.

Surly presented the Circulation report. She stated that since school has started, there is a 'downward spiral' with numbers of patrons overall. This is the usual pattern. However, children who came during summer months are still coming to use the library. The Mayor has even commented on this additional foot traffic, and especially noticed older teens continuing their patronage. Pritchett thinks more people are reading in general. Discussion ensued about usage changing when school is in session. Surly feels we are working in conjunction with schools rather than competing. Higher numbers would be good to use as leverage to eventually get more space, possibly a new facility down the road.

Epperson wondered if our summer reading program has made an overall impact on circulation. Surly discussed her feelings about the school reading programs (i.e. A.R. list). She feels this program stifles children as they can read books on the list only. Our library programs, she felt, have not changed our numbers significantly. Hibben stated that her daughter prefers the Evansdale Library over her school's. Surly refers to the A.R. list when ordering new materials to offer more choices.

Surly presented the Director's report. She completed another Gates workshop last week in Waterloo. Another on the content server is scheduled in October in West Union. The Gates Foundation pays for hotel accommodations and food. She has asked about the "quiet room" for the server and has been told by others that they have not had problems. Her Internet search located instructions to build such a soundproof device. Problems with this type of construction are related to air circulation and insulation.

The electrician came on September 10 and gave his estimate. He recommends a 4 plug receptacle; a 4-plex by the counter/desk area and conduit to the paneling unless he can install above the ceiling (quoted \$438) and will adjust according to the work that has to be completed. The grant is for \$11,000 with \$10,300 for the computer alone. There is still \$700-\$800 in the grant for electrical work and expenses. According to him, there is a virtual maze of wiring above the ceiling, much of which is outdated for newer electronics. Epperson mentioned that it is better to upgrade with wiring to avoid future with computers. Surly added that programs, computer books for public access can be purchased with this grant. Digital cameras for public loan are prohibited.

OLD BUSINESS

Policy Committee- Pritchett presented the Addendum to the City of Evansdale Personnel Policy which applies only to the Evansdale Public Library Employees:

1. Bereavement: includes any significant individual in a spousal type relationship.
2. Compensatory time: any comp. time for board meetings may be used at employee's discretion, including extending vacation time. Must be used by end of fiscal year.
3. Purchases: Library Director and assistants may purchase books and materials at Library discounted price, with all purchases deducted from employees paycheck.

Added to the Bylaws: If a quorum is not present at a meeting, the director may conduct a telephone poll for any urgent business or to pay bills.

Epperson stated that most business can wait, but that bill paying is a priority. Gray/Hibben moved that we accept the Addendum and the addition to the Bylaws. Ayes-Seven. The motion passed.

Computer/Furniture update-Surly reported that we have table, chairs and computers. All match except for the "newness factor". She has been in contact with the computer man, Jerry, and he will be able to assist her in setting up on a Sunday so business can be uninterrupted at the library.

Surly mentioned the fact that rearranging the Library may have some impact on City Council meetings, but it was noted that attendance is often quite low, so that lost space should not be a big problem..

NEW BUSINESS

None.

Comments and Questions-Anne Johnson has added another daycare to Rambling Reader Program and has selected books.

The next meeting will be held October 20, 2003 at 7:10PM. Vice President Epperson adjourned the meeting at 7:43PM.



Cheryl McGuire
Library Board Secretary

Henry Epperson
Library Board Vice President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEE
OCTOBER 20, 2003 MEETING
MINUTES

The meeting was called to order by Board Vice President Henry Epperson at 7:05 PM.

Roll was taken. Present in order of roll call: Brown, Epperson, Gray, Henze, Hibben, Kettwig, McGuire, and Pritchett. Absent was Smock.

Pritchett/Brown approved the minutes. Ayes-Eight. The motion passed.

Brown/Henze approved the payment of September bills to be paid in October. Ayes-Eight. The motion passed. Surly noted that under W&J Electric \$438.00 was the estimate. A final bill has yet to be submitted, and that it may be lower than the original estimate as less conduit was used than expected.

Hibben gave the Treasurer's report. Remaining in budget under Education is \$162.17, Minor Equipment (\$602.39), office Supplies \$1087.16, and Books/Videos \$7,204.35. Approved by McGuire/ Brown. Ayes-Eight. The motion passed.

Surly presented the Circulation Report. The number of computer users is starting to level out, up only 2 users from 2002. The previous Saturday was the first day with all computers up and running and all were in use for a period of about 1.5 hours. There is a possibility the user numbers will increase with more computer units available. Brown asked Surly if she tracked computer usage hours last year, which she thinks she had. He thought it would be interesting to compare 2002 and 2003 usage. Surly said she would add that statistic to the Circulation Report if it was available. Brown said these figures may be beneficial at budget time, showing actual patron usage.

Epperson noticed headphones came with new computers, and Surly said there are 4 sets attached. Sanitary wipes and disposable earpieces are options to consider. Epperson said the schools encourage the children buying their own earpieces because of headlice issues: regular cleaning of the headphones will be important.

With computers so close together, headphones will be important as so many programs have audio components. Surly noted that the headphones are so efficient that children especially tend to sing/talk along with programs, and not realizing how loud their voices are.

Surly presented the Director's Report. She discussed the ongoing situation with our limited space and non-existent storage area. The only storage is the room across the hall. The Gambling Referendum Election made it necessary for Surly to move the new computers and tables out of that room to make space for voters. She decided to simply leave all the equipment in the library instead of moving it back to avoid problems.

Getting the electrician in to complete the work took longer than anticipated.

OLD BUSINESS

Computer/Furniture Update-Surly reported that all computer systems are in place. The arrangement of computers and furniture has been satisfactorily completed with limited space a consideration. The new computer stations seem to be user-friendly.

NEW BUSINESS

The Winter Reading Program update consisted of Pritchett reporting a fund of \$281.00 from the Friends of the Library. This is enough money to have another program this year. Epperson added that he has several

boxes of brand new books to be used as prizes, and has an ample supply of pencils and bookmarks. All participants will be awarded a prize of some sort.

The next meeting will be held November 17, 2003 at 7:10PM. Vice President Epperson adjourned the meeting at 7:42 PM.

Cheryl McGuire

Cheryl McGuire
Library Board Secretary

Henry Epperson
Library Board Vice President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
NOVEMBER 17, 2003 MEETING
MINUTES

The meeting was called to order by Board President Lisa Smock at 7:10 PM.

Roll was taken. Present in order of roll call: Brown, Epperson, Gray, Kettwig, McGuire, Pritchett, and Smock. Absent were Henze and Hibben.

Epperson/Brown approved the minutes. Ayes-Seven. The motion passed.

Kettwig/Pritchett approved October bills to be paid in November. Ayes- Seven. The motion passed. Surly commented on the low total of \$172.26 was due in part to not having yet received the many books that had been ordered.

Surly presented the Treasurer's Report. She noted the new form that had been added for the first time this fiscal year since the City had switched software programs. The "Expenditure Guideline" should appear monthly from now on. Remaining in the budget under Minor Equipment (\$646.02), Office Supplies \$1,086.91, Books/Videos \$7,109.13, and Open Access \$1,113.86.

Next was the Circulation Report. Surly added the computer figures that Brown had requested showing increased computer usage in both hours and users. Users increased from 120 to 201, and hours increased by 73.10 hours from 2002 too 2003 respectively. The format was changed that shows where the library's users reside, and all agreed it was much easier to read.

Surly presented the Director's Report. October was and average month with no complaints and no real problems. She did mention that a number of patrons were asking about "when the Library gets to move". She had to explain that nothing is in the works as yet.

OLD BUSINESS

Winter Reading Program-Smock is uncertain of her ability to do this program this year. Her personal situation has changed to include the full time care of two small children. She wondered whether or not Anne Johnson might be interested in assuming these duties. Pritchett mentioned that the volunteer from the Summer Reading Program, Wayne, expressed interest in future involvement with reading programs.

Other-Smock had discussed the issue of the storage space across the hall with the Mayor since the last meeting. He is not opposed to the Library using the space for the content server or for donated book storage. He had suggested possibly building a shelf to get it out of the way. He commented on getting some of the books out since it is community space.

Surly explained that our policy is to accept all book donations. They are not a stagnant collection as she may receive as many as 200+ books/month and may sell 60-70. It was agreed that the Library needs a Permanent storage space. Smock will talk again with the Mayor to clarify what our storage needs are. It is the only City entity with no storage.

Excess books are biannually donated to the Lions Club.

Smock asked about the noise factor of the content server being stored across the hall. It has two very powerful fans, which are very loud. It is possible to shut them down, however Surly noted that most companies run them continuously.

NEW BUSINESS

Shannon and Anne's Evaluation-The Board decided last year to do every two years. 2002 was not done, so these are due this year. Shannon evaluates Anne, and the Board evaluates Shannon. Surly received a standard evaluation form with 15 questions that she uses. It was agreed that Smock can review the evaluation with Shannon when completed instead of forming a committee.

Budget Committee-previous Budget Committee will assume the task of assembling the 2004 budget. Surly is recommending an on-line library catalog. The Mayor thought it would be good to ask for monies in the Capital Improvement Expenditure area since we have not requested this for 2-3 years. It is separate from the general budget. There is probably not a lot of money available for significant budget expansion. Library salary increases are based on negotiations that parallel the City's salary increases.

Brown/Kettwig/Smock will serve as the Budget Committee. Mayor Mardis usually wants this information by the end of January.

New Secretary-McGuire is resigning due to moving. Smock asked Epperson if he would consider taking over these duties, which he accepted. Pritchett/McGuire motioned to accept the new Secretary. Ayes-Seven. The motion passed.

Other-Pritchett mentioned an idea that another library used to generate return of materials: donate a canned good to have \$1.00 reduction in the fine. Smock said she thought donating a toy and waiving the fine altogether would be a good idea. Surly said this is doable with the timing of sending overdue notices to include this information. Epperson said we could collect toys from patrons and donate to Toys For Tots. There was some discussion, and a motion was made by Brown/Pritchett to add to the upcoming bulletin that the Library will accept toys until December 19, 2003 to negate the entire fine. Ayes-Seven. The motion passed.

Other- Smock discussed her concerns about her time constraints to fulfill the duties of Board President since she has additional home responsibilities. Discussion concluded that we should support her and Epperson will fill in when necessary. Between the two individuals, they can cover the running of the meetings.

Surly mentioned that the Library had sent books overseas to soldiers. The web address is Books for Soldiers. Com.

The next meeting will be held December 15, 2003 at 7:10 PM. Board President Smock adjourned the meeting at 7:55 PM.

Cheryl McGuire

Cheryl McGuire
Library Board Secretary

Lisa Smock
Library Board President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
DECEMBER 15, 2003 MEETING
MINUTES

The meeting was called to order by Board President Lisa Smock at 7:10 PM.

Roll was taken. Present in order of roll call: Brown, Epperson, Gray, Henze, Hibben, Kettwig, McGuire, and Smock. Absent was Pritchett.

Brown/ Kettwig approved the minutes. Ayes-Eight. The motion passed.

Brown/ Kettwig approved the payment of November bills to be paid in December. Ayes-Eight. The motion passed.

Hibben presented the Treasurer's Report. Books/Videos spent \$997.12, with a remaining bill of \$6,111.01. Open Access balance is \$1,113.86.

Surly presented the Circulation Report. All circulation is down for November. Circulation patterns have been up and down for some time and Surly thinks that we are lower due to the fact that we are not providing the services that we could be due to funding and space issues. Computer usage is "way up". Surly stated that all five computers are in use very often with people waiting to use them. Surly believes that more computers could be in use if there were more funding and space to accommodate the demand.

Surly presented the Director's Report. There was an "attention" by the auditor re: bowling shirts. This was an advertising plan as discussed by the Board. However, insufficient comments were made in the minutes concerning this. Therefore, the City must respond to this citation even though it is only \$20.00. Surly stated that the point here is that if the Board can justify an expenditure in a proper manner, it would not have been flagged as a questionable item, and a good reminder for all future business.

OLD BUSINESS

Winter Reading Program- Anne Johnson is not interested in heading this program but will volunteer to help as will Wayne, who previously worked with the Summer program. Epperson said he would do it but will be out of town on one of the weekends. He would also like it if someone were overseeing the program. Gray volunteered herself and husband. Smock will assist and help launch the program.

Evaluations- Surly has not yet had time to complete her evaluations, and sit down with Smock. Johnson's evaluation is finished. Surly will be done in time for the next Board meeting.

Budget Committee- Brown noted the committee will meet on January 5, 2004 at 4:30 PM.

Toys for Tots- 42 letters for overdue materials were sent going back four months. Out of this, only 5 toys were received. Surly was disappointed in the response. Smock and McGuire thought trying again next year would be helpful, that patrons would get accustomed to the idea of a toy collection. Surly thought she might even donate a toy herself and randomly "wipe out" a patron's fine. Wayne also wanted to donate something, although he had no fines either. This would simply be a goodwill gesture.

NEW BUSINESS

Statistical Discussion- Surly was visited by a City Council member to discuss her concerns re: the Library. Funding and space are the biggest concerns for her. The end result of their meeting was the paper report which was included in the Board packet. Annual reports show that there are large circulation increases but proportionately small funding increases. Epperson noted that without a larger Library space, more funding would not work as there is such limited space to expand our service. Surly highlighted a few points about the status of the Evansdale Library as compared to other D-sized libraries in Iowa:

- 1..\$44,629 is our City funding. \$91,858 is the AVERAGE.
 2. 1,426 sq. ft .is our space. 6,786 sq.ft is the AVERAGE.
 3. Evansdale is not accredited, and therefore cannot meet some conditions such as volumes of books.videos, audios, etc. If we were accredited, there would be additional funding available through "Enrich Iowa".
 4. \$9 per person is spent/person, sheras the AVERAGE is \$32,96.
 5. Surly takes full advantage of the Interlibrary Loan program.
- Epperson said we should begin with a plan that projects over a few years. Kettwig wondered if there was any solid talk about moving the Library toany vacated spaces. Surly says there is none. Surly shared a quotation from Governor Vilsak: "Budgets are more than just numbers. Budgets reflect our values and priorities and they affect people's lives."

Surly said she is looking into grant-writing and other funding ideas. For example, Albia has non – governmental funds of \$205,000.

McGuire said she would like to see this library become a neighborhood library. Due to limited transportation access between Waterloo, Cedar Falls, and Evansdale, she thinks this is all the more reason to support this Library. This is the only option for quite a few residents for library use.

Brown mentioned Surly's E-mail re: cell phone usage in the Library. The Board needs to develop a policy on this.

The nest meeting will be held January 19, 2004 at 7:10 PM. Board President Smock adjourned the meeting at 8:11 PM.



Cheryl McGuire

Library Board Secretary

Lisa Smock

Library Board President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
DECEMBER 15, 2003 MEETING
MINUTES

ADDENDUM

A few points were inadvertently omitted re: the Statistical Discussion. They are as follows:

1. Surly said in her discussion with the City Council member, he felt that Surly's biggest mistake was in making the library work. The large circulation increases do not reflect a proportionate funding growth. He feels as though the Library Board members may not have the "BIG PICTURE" with respect to growth and circulation. Surly feels the Board could be instrumental in the future of the Library, but so far have been submissive to the prevailing idea that the City of Evansdale is in a "budget crunch". She said that since no one is making any waves, we appear to be satisfied to just "live with that." Part of the problem is that in most communities, the library is in a separate building and not housed in City Hall.
2. Brown stated that in past years, City departments are told at the budget meetings that there is a serious "budget crunch". Surly was told by the Mayor to not expect to be able to increase her budget. There were several comments about the large expenditure or \$1.7 million for the Community Response Center, and yet there is no money for the Library to properly grow.
3. Epperson suggested that we take photos of the Winter Reading Program, for example, to show the usage of youth patrons. There is usually a large crowd in very cramped quarters.
4. Surly wants to take a course in grant writing to be able to generate non-governmental funding for the Library. She said that the Gates Foundation Grant was the first she had ever written.
5. McGuire commented on the perception of this library as sandwiched between the larger communities of Waterloo and Cedar Falls. She thinks that many people simply do not think it is important for Evansdale to have a good library when there are two others so close.

Under Other New Business, Surly is checking with other libraries re: their policies on cell phone use and will share these ideas with the Board.



Cheryl McGuire
Library Board Secretary

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
19 JANUARY 2004 MEETING MINUTES

1. The meeting was called to order by Board President Lisa Smock at 7:10
2. Roll was taken. present in order of roll call: Brown, Cooksey, Epperson, Gray, Henze, Kettwig and Smock. Absent Hibben & Pritchett.
3. Brown/Gray approved the minutes. Ayes -Seven The motion passed
4. Kettwig/Henze approved the payment of December paid in January.
\$1082.72 Total bills Ayes -Seven The motion passed
5. Shannon Surly presented the Treasurer's Report,
Spent to date \$22,972.12 remaining in the budget \$26,501.73
6. Shannon Surly presented the Circulation Report,
total of all materials checked out was 595 which was down 33 from 2002
all areas except non-print were up in December.
7. Shannon Surly presented the Director's Report,
8. OLD BUSINESS
 - A. Winter Reading Program was discussed
 1. Gray/Brown motion to open the Library 1 hour early each Saturday in February for the winter reading program. This includes 1 extra hour of pay per week for the librarian on duty. Ayes -Seven The motion passed The winter reading program will be on the 4 Saturdays in February from 10:00 to 12:45
 - B. Evaluations of staff was discussed
 - C. The Budget Committee will present proposed budget and requested that Board Members be present at the February 3rd City Council meeting to show support for our budget.
 - D. Discussion of cell phone use in the library was discussed
It was decided that the Policy Committee should develop a policy limiting cell phone use in the library
9. NEW BUSINESS
 - A. Kettwig brought up new purchases of shelves and displays
after discussion Smock requested that prices for items be obtained for future decision on purchases
10. The next meeting will be February 16, 2004 at 7:10 P.M. President Smock adjourned the meeting at 8:00

Respectfully Submitted;


Henry L. Epperson
Secretary

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
16 FEBRUARY 2004 MEETING MINUTES

1. The meeting was called to order by Board President Lisa Smock at 7:12
2. Board President Lisa Smock updated the agenda to add Library Improvement Committee and New President
3. Roll was taken. all were present
4. Brown/Kettwig approved the minutes. Ayes -Nine The motion passed
5. Hibben/Brown approved the payment of January bills paid in February. \$1159.33 Total bills Ayes -Nine The motion passed
6. Hibben presented the Treasurer's Report,
Spent to date \$23,490.60 remaining in the budget \$25,342.40
7. Shannon Surly presented the Circulation Report, total of all materials checked out was 746
8. Shannon Surly presented the Director's Report,
9. OLD BUSINESS
 - A. Winter Reading Program was discussed
 1. 48 kids the first week
 2. Discussed problem of lost shoes
Kettwig/Gray to buy new shoes for lost pair. Ayes -Nine The motion passed
 - B. Brown gave report on the budget proposal given to the city. There has been no feedback on the proposal.
 - C. Smock reported policy on cell phone use will be ready for next meeting.
10. NEW BUSINESS
Library Improvement Committee was appointed: Brown, Gray, Hibben, Kettwig, Pritchett and Smock volunteered to serve on the committee. Their first meeting will be Monday 1 March at 6:00.
11. President Smock reported that she would be resigning as president at our next meeting but she will continue to serve on the board .
12. The next meeting will be March 15, 2004 at 7:10 P.M. President Smock adjourned the meeting at 8:30

Respectfully Submitted;



Henry L. Epperson
Secretary

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
March 15, 2004 MEETING
MINUTES

The meeting was called to order by Board Vice-President Henry Epperson at 7:20 PM.

Hibben asked if we should change the time of the meeting because of the delay due to the New Library Advisory Committee times. Surly said it had to be changed by ordinance. Brown suggested keeping better track of time during the other meeting and if it ran long again to change the time of their meeting.

Roll was taken. Present in order of roll call: Brown, Epperson, Gray, Henze, Hibben, Kettwig, and Pritchett. Absent were Cooksey and Smock.

Brown/Pritchett to approve the minutes from the February Board meeting. Ayes – Six. The motion passed.

Hibben/Brown to approve the payment of February bills to be paid in March. Ayes – Six. The motion passed.

Hibben gave the Treasurer's report. She noted we have \$827.74 remaining in office supplies, \$2822.01 in books and subscriptions, and in Open Access \$3371.83 remaining.

Epperson noted we still have some large amounts remaining and suggested we look at things to purchase.

Surly presented the Circulation report. Total number of all materials checked out was 1087.

Surly presented the Director's report.

OLD BUSINESS

Winter Reading Program Update – Epperson said this year was a success. He said we had weeks of 48 and 60 kids. There were a couple of times it was just packed in the library. He said there were a few problems and they learned from the different issues that came up.

Policy Committee - Gray/Kettwig to approve and accept the cell phone usage policy. Ayes – Seven. The motion passed.

Other – None.

NEW BUSINESS

Elect New President – Pritchett volunteered to be President until July elections. Ayes – Seven. The motion carried.

New Library Advisory Committee Report – Hibben reported on the meeting with the new library advisory committee and told the board of some of the ideas that had come up with regards to the library.

Enrich Iowa expenditures – Kettwig/Gray to accept and authorize Surly's ideas of purchasing a new computer to replace oldest computer, XP for the two with Windows ME on them, Norton Anti-virus for two without and software for online OPAC. Ayes – Seven. The motion passed.

Other – None.

Comments and Questions – None.

Epperson announced that the date and time of the next meeting will be April 19, 2004 at 7:10 PM.

Board Vice-President Epperson adjourned the meeting at 8:30 PM.

Shannon Surly
Library Director and Secretary

~~Jerry Brown~~
~~Library Board President~~

THE EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING

Held at the Evansdale Public Library
19 April 2004 MEETING MINUTES

1. The meeting was called to order by Board President Pritchett at 7:10
2. Roll call was taken Cooksey, Smock, Brown, Gray, Henze, Epperson, Kettwig, and Pritchett were present Hibben was absent
3. Kettwig/Brown approved the minutes. Ayes -Eight The motion passed
4. Smock/Gray approved the payment of March bills paid in April.
\$892.62 Total bills Ayes -Eight The motion passed
5. Shannon presented the Treasurer's Report,
Spent to date \$25362.24 remaining in the budget \$23470.76
7. Shannon Surly presented the Circulation Report, total of all materials checked out was 882
8. Shannon Surly presented the Director's Report,
9. OLD BUSINESS
 - A. Policy Committee reported they had nothing new.
 - B. New Library Committee reported they had talked about several options but they are now perusing using the old Fire Station. They are looking into renovation costs, design ideas and feasibility of the building for Library purpose.
10. NEW BUSINESS
 - A. Cooksey suggested more consequences for overdue books. Brown suggested that before we start making a new policy that we contact the Police Chief and discuss options.
 - B. Pritchett asked about the summer reading program. Anne is still planning the reading program.
11. The next meeting will be 17 May 2004 at 7:10 P.M.
12. Meeting was adjourned at 7:55

Respectfully Submitted;


Henry L. Epperson
Secretary

THE EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING

Held at the Evansdale Public Library
17 May 2004 MEETING MINUTES

1. The meeting was called to order by Board President Pritchett at 7:10
2. Roll call was taken Cooksey, Brown, Gray, Henze, Hibben, Epperson, Kettwig, and Pritchett were present Smock was absent
3. Anne Johnson reported on Rambling Readers Program: has 17 kits that go to 6 places. Could use 5 more kits (kits cost \$100)
4. Anne Johnson reported on Summer Reading Program:
June 7-July 17 Discover New Trails at the Library
11-7 Monday through Thursday
5. Hibben/Brown approved the minutes. Ayes -Eight The motion passed
6. Brown/Kettwig approved the payment of April bills paid in May.
\$3997.08 Total bills Ayes -Eight The motion passed
7. Hibben presented the Treasurer's Report,
Spent to date \$26828.02 remaining in the budget \$22004.98
8. Shannon Surly presented the Circulation Report, total of all materials checked out was 731. Computer use was up 58 users and 148 hours
9. Shannon Surly presented the Director's Report,
10. OLD BUSINESS
 - A. Cooksey reported that the Police chief is willing to send letter to people with overdue materials. She also reported that this needs to be added to our policy. Policy Committee will update policy. A collection agency gets 39% of fee.
 - B. New Library Committee reported that Jerry Brown talked to the Mayor about using the old fire depart for a new library. He also reported that he took the issue to the City Council. He said that the council was not positive to the idea. They suggested expanding in the present building.
 - C. Kathy Pritchett talked with the Mayor about the Library getting other fines and was told that this is not possible.
11. NEW BUSINESS
 - A. The board was asked to sponsor a T-Ball team.
Epperson/Brown the board decline but the board members contribute money to pay for the sponsorship of the team
 - B. Pritchett informed board she will be absent the next meeting.
 - C. Gray/Brown Authorize purchase of \$500.00 in books to replace books in the Rambling Readers kits

13. The next meeting will be 21 June 2004 at 7:10 P.M.
14. Meeting was adjourned at 7:55

Respectfully Submitted;

Henry L. Epperson

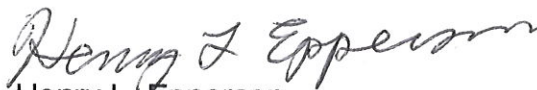
Henry L. Epperson
Secretary

THE EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING

Held at the Evansdale Public Library
20 June 2004 MEETING MINUTES

1. The meeting was called to order by Board Vice President Epperson at 7:15
2. Roll call was taken Brown, Cooksey, Epperson, Gray, Kettwig, and Smock were present Henze, Hibben, and Pritchett were absent
3. Brown/ Cooksey approved the minutes. Ayes -Six The motion passed
4. Smock/Kettwig approved the payment of May bills paid in June
Ayes -Six The motion passed
5. Shannon presented the Treasurer's Report,
Budget changes made by the board not reflected in budget given to board by City Clerk. Epperson to contact Mayor to find out why they are different. ours 51,333 theirs 49,044
6. Shannon Surly presented the Circulation Report,
7. Shannon Surly presented the Director's Report,
8. OLD BUSINESS
 - A. Policy Committee reported they will have overdue policy for next meeting.
 - B. New Library Committee reported they are pursuing two options; one to expand in City Hall, the second to move to the fire station.
9. NEW BUSINESS
 - A. Election of Officers Smock/Brown to elect
Kettwig President Brown Vice President
Epperson Secretary Cooksey Treasurer
Ayes -five The motion passed
11. The next meeting will be 19 July 2004 at 7:10 P.M.
12. Meeting was adjourned at 8:00

Respectfully Submitted;


Henry L. Epperson
Secretary