

**Evansdale Public Library Monthly Board of Trustees
Meeting Minutes
July 19, 2010**

Board President Hansen called the meeting to order at 6:03 p.m.

Roll Call

Present: Burkett, Gray, Hansen, D. Johnson, K. Johnson, Kettwig, Nichols, Pritchett, and Rasanen.
A quorum was present.

Minutes

June minutes were read and approved. Burkett moved and Kettwig seconded. Ayes – 09.

Approval of June Bills

June bills to be paid in July were approved. K. Johnson moved and Pritchett seconded. Ayes – 09. The motion carried.

Treasurer's Report

Pritchett gave the Treasurer's report. K. Johnson moved and Rasanen seconded. Ayes – 09. The motion carried.

Circulation Report

The Board reviewed the circulation report for June. Director Jensen reviewed the numbers with everyone and reported attendance numbers were up from previous months and she attributes that to the summer program and also the Trolley Kids.

Director's Report

Director Jensen shared she had completed the end of the year fiscal reports. Jensen also reported they have received six boxes of new books which they have not been able to put onto shelves yet. Once the summer program is over she and Anne will have time to do this. Jensen reported the Library Reports have been sent to the State of Iowa. They are due each year by July 31st.

Director Jensen shared there is a Iowa Library Association Meeting in October in Coralville which she plans to attend.

Director Jensen also shared that the Summer Program went well. There were 17 attendees for the Grout Museum shell program and 16 attendees attended the end of the year Pizza party.

Old Business

None

New Business

- Election of Officers took place. A motion was made by Pritchett and seconded by K. Johnson to elect Gary Hansen to president, a motion was made by Burkett and seconded by Pritchett to elect D. Johnson to vice-president, a motion was made by D. Johnson and seconded by Hansen to elect Pritchett as Treasurer and a motion was made by Hansen and seconded by K. Johnson to elect Nichols as secretary. All motions carried by Ayes -09.

New Business (continued)

- The current charges for computer copies, photocopies and color copies were discussed. After much discussion it was decided that we would increase copy charges. Color copies will be increased to 50 cents each if they are on white background and \$1.00 each for color photo prints. A new policy will take place immediately in which there is a limit to 5 color photo prints per day. Black and white copy prices will also increase to 25 cents each. Rasanen made the motion and Kettwig seconded. Ayes – 09.

Discussion

Kettwig shared there will be an auction at the old Jewett site on July 24th. The doors will open at 8 am the auction will begin at 10 am. K. Johnson and D. Johnson have volunteered to help.

Hansen shared that he had spoken to Mayor Deutsch in regard to the pending Union Agreement. Mayor Deutsch assured Hansen that the Library Board will still have the same controls over the actual Library. If the Library Director's position falls under the Union Agreement we will not have say over the director's benefits and duties. Discussion took place and it was agreed that the Ordinance will need to be changed. The Director shared that an Agreement had not been reached yet between the city and the Union.

With there being no further questions or comments, the next Evansdale Public Library Board meeting will be held on Monday, August 16, 2010 at 6:00 p.m.

The meeting was adjourned at 7:08 p.m.

Respectfully submitted,

Jan Nichols
Secretary

**Evansdale Public Library Monthly Board of Trustees
Meeting Minutes
August 16, 2010**

Board President Hansen called the meeting to order at 6:05p.m.

Roll Call

Present: Gray, Hansen, D. Johnson, K Johnson, Pritchett, and Rasanen.

Absent: Burkett, Kettwig and Nichols.

A quorum was present.

Minutes

July minutes were reviewed and approved. Pritchett moved and Rasanen seconded.

Ayes – 06. The motion carried.

Approval of July Bills

July bills to be paid in August were approved. K Johnson moved and Gray seconded.

Ayes – 06. The motion carried.

Treasurer's Report

Director Jensen had no treasurer's report as she has not yet received any figures from the City Clerk's office.

Circulation Report

Circulation went down after the summer reading program ended, which is normal. The online use is up from last month and last year. With the use of the computer and online access, we can see the start of a shift in Internet usage. This is a trend which is expected to grow.

Director's Report

Director Jensen stated that she and Anne have been playing catch up trying to process the new books. They did start a cribbage group on Monday nights. There are 4 regulars so far. They are also looking into starting some sort of book discussion group. The hardest part is getting someone to be the mediator.

Old Business

a. New Library update

K Johnson stated that the Brewfest had a good turnout. D Johnson said that 3 of the City Council members attended. Rasanen asked if there was still controversy on this project. Director Jensen stated that there is a problem with the zoning commission. There may be too many members and the last 4 appointees may have to step down. So a revote for the Jewett property may be necessary.

New Business

b. None

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Discussion

President Hansen asked for a clarification on the changing of Ordinance 232. The ordinance reads that the Library Board will set wages. This will need to be changed to incorporate the Union negotiations.

Director Jensen stated that the contract has not yet been accepted by the City Council.

Pritchett presented Director Jensen with a 2nd place Tournament Championship plaque, showing the Library sponsored team. This plaque is from the Evansdale Youth Sports Association, Senior Boys Ball Team division. Director Jensen said that she would hang it in the library. She also stated that she had contacted Natalie Finger as to why she was never notified about the 2nd place win. The library would have liked to have done something for the boy's great year. Natalie stated that the sponsors usually don't do anything special.

There being no further business the meeting was adjourned at 6:53 p.m.

Respectfully submitted

Kathleen Johnson
Board Member

Evansdale Public Library Monthly Board of Trustees
Meeting Minutes
September 20, 2010

Board President Hansen called the meeting to order at 6:07 p.m.

Roll Call

Present: Gray, Hansen, D. Johnson, K. Johnson, Rasanen, Burkett, Nichols

Absent: Kettwig, Pritchett

A quorum was present.

Minutes

August minutes were reviewed and approved. D. Johnson moved and Burkett seconded. Ayes – 07. The motion carried.

Approval of August Bills

August bills to be paid in September were approved. Nichols moved and K. Johnson seconded. Ayes – 07. The motion carried.

Treasurer's Report

Director Jensen shared a copy of the Expenditures by Department as of August 31, 2010 that she had received from the Clerk's office. She has not yet had time to put the figures in our normal spreadsheet. Expenditures were reviewed, no comments.

Circulation Report

Director Jensen reviewed the report with us. Circulation continues to follow a historical pattern with a downturn after the summer months. Overall 1,286 materials were checked out compared to 1,294 in August. A question was raised as to if the fine collection increasing and Director Jensen shared no more than normal. Director Jensen reported a few comments about price increases, but generally going over well.

Director's Report

Director Jensen reported that the month had been status quo. She shared that all new books have now been put on shelves. She will be attending the Iowa Library Association Conference in Coralville October 13 – 15, 2010.

Old Business

- Director Jensen attempted to share a DVD of pictures from the Oelwein Library, but it did not work. D. Johnson had visited and shared the things she liked and disliked about their set-up. They had a magazine room with chairs for sitting and reading which she felt was something we may wish to look at. Their "drop-off" area was discussed and it was noted if we were to have such, we would want to make sure it was a covered area. Discussion about starting a "laundry list" of things we would like to have if we are to obtain a new library.

- Hansen asked the status of the Union Contract and Director Jensen shared it had been settled. Hansen will check with the City Clerk's Office to see if the Ordinance 232 which states we oversee the Library Employees will need to be changed to incorporate the Union Contract.

New Business

None

Discussion

Game night is going well. Director Jensen shared there is a group of 4 regulars that come to play cribbage. The ages range from a 10 year old to someone in their 60s.

Much discussion about organizing a Book Discussion group. Burkett and Hansen agreed to start a group. Director Jensen will facilitate the first meeting and from there Burkett and Hansen would take over.

There being no further business the meeting was adjourned at 6:50 p.m.

Respectfully submitted

Jan Nichols
Secretary

**Evansdale Public Library Monthly Board of Trustees
Meeting Minutes
October 18, 2010**

Board President Hansen called the meeting to order at 6:00 p.m.

Roll Call

Present: Gray, Hansen, D. Johnson, K. Johnson, Rasanen, Burkett, Kettwig, Pritchett.

Absent: Nichols.

A quorum was present.

Minutes

September minutes were reviewed and approved. Rasanen moved and Burkett seconded. Ayes – 08. The motion carried.

Approval of September Bills

September bills to be paid in October were reviewed. Rasanen moved and Gray seconded. Ayes – 08. The motion carried.

Treasurer's Report

Pritchett gave the Treasurer's report.

Circulation Report

Director Jensen reviewed the report. Circulation was down from the previous month, along with this month last year. President Hansen thought the nice weather may have played a part.

Director's Report

Director Jensen reported that someone has stolen the donation jar that had sat up on the counter for years. She has an idea of who took it, but from now on all donations will be stored behind the desk until something permanent can be arranged. Director Jensen also stated that she has had a patron come forward volunteering to coordinate the book discussion group. The first meeting will be November 13th at 1:00 p.m.

Director Jensen reported that she toured the Coralville Library while at the Iowa Library Association Conference. She was very impressed and will have pictures for us at the next meeting. The conference was full of new ideas and from an online class she took, she plans to start an e-newsletter.

Director Jensen also stated that the City charged the Library \$141.56 for paper and postage for their portion of the Evansdale newsletter and she discussed this with the City Clerk. This was a charge that was not budgeted for and she did not know if they would want to contribute to the newsletter in the future. She had been asked if she wanted to put something in the newsletter but was not informed that the Library would be charged. It was the general consensus of the Board that the City Clerk should have presented this charge to the Library Board first for approval.

Old Business

Trustee Kettwig reported that the development committee did not receive the USDA library grant. They are moving forward with their other projects but still hope to apply again next year, if grants are available for libraries.

Pictures from the Oelwein library were passed around and some statistics were shared about their building.

It was brought to the attention of the board that the Mayor may propose a renovation of the city hall, which would include enlarging the library. It was agreed that any board member available should attend the Council meeting 10-19-2010 to see if anything is proposed.

New Business

Director Jensen stated that it is time to figure a budget for 2011. President Hansen, Trustees K Johnson and Burkett will serve on this committee, which will meet Thursday 10-21-2010 at 5:30p.m.

Discussion

President Hansen stated that he was not able to meet with the Mayor about the need to change the code that governs the Library Boards, now that the Union is in place.

There being no further business the meeting was adjourned at 7:08 p.m.

Respectfully submitted,

Kathleen M Johnson
Board Trustee

**Evansdale Public Library Monthly Board of Trustees
Special Renovation Meeting Minutes
November 17, 2010**

Because a majority of board members showed for the meeting, Board President Hansen called the meeting to order at 6:07 p.m.

Roll Call

Present: Burkett, Hansen, D. Johnson, K. Johnson, Rasanen

Absent: Gray, Kettwig, Nichols, and Pritchett.

A quorum was present.

Discussion

After the regular board meeting November 15th it was decided that a meeting needed to be held to come up with and devise a plan for the newly remodeled space being provided to the library by the city's renovations.

The board members in attendance discussed layout, storage, electrical needs and devised a workable drawing to present to the Mayor.

There being no further business the meeting was adjourned at 8:08 p.m.

Respectfully submitted,

Shannon Jensen
Library Director

EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Minutes of December 20, 2010

Board President Hansen called the meeting to order at 7:00 pm.

Roll Call

Present: Hansen, K. Johnson, Kettwig, Pritchett, Rasanen

Absent: Burkett, Gray, D Johnson, Nichols

A quorum was present.

Minutes

November minutes were reviewed and approved. Rasanen moved and K Johnson seconded. Ayes – 5. Motion carried.

Approval of November Bills

November bills to be paid in December were reviewed. Pritchett moved and Kettwig seconded. Ayes – 5. Motion carried.

Treasurer's Report

The Treasurer's report was reviewed. There was no discussion.

Circulation Report

As expected, circulation was down due to the construction.

Director's Report

Director Jensen stated that we have received a check from the State in the amount of \$1313.83, which needs to be spent by June 30, 2011. We have a total of \$6473.26 in our Open Access account along with a \$250.00 grant from Mid American Energy. These funds could be used in conjunction with the Library remodel and enlargement.

Director Jensen also stated that the first book discussion group met. There were six people who participated and it went over really well.

Old Business

- a. Director Jensen reviewed the annual survey for 2010. Kettwig moved, Pritchett seconded to accept and place on file. Ayes – 5. Motion carried.
- b. The budget for FY2011-2012 was reviewed making some changes to Capital Improvement increasing it to \$14,500.00. \$4000.00 for 5 new computers; \$3400.00 for the new wiring; and \$7100.00 for new furnishing, shelves and computer stations. Kettwig moved, Rasanen seconded to amend the FY2012 budget as discussed above. Ayes – 5. Motion carried.
- c. There was discussion on the remodel.

New Business

- a. It was moved by Rasanen, seconded by Hansen to renew the Movie License for \$175.00 which has dropped in cost from \$325.00. Ayes – 5. Motion carried.
- b. There was discussion on the upcoming database renewals. It was moved by Rasanen, seconded by Pritchett to renew the audiobooks and the encyclopedia database, but not the Learning Express. Ayes – 5. Motion carried.

Discussion

There was discussion about the progress on the remodel. Director Jensen was concerned that the extra electrical outlets have not been installed and she noted that the janitor closet door is not moved. President Hansen will revisit these items with the Mayor.

Adjournment

It was moved by Hansen, seconded by Kettwig to adjourn. Motion carried at 8:25 pm.

Respectfully submitted,

Kathleen Johnson, Trustee

EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
January 17, 2011

Board President Hansen called the meeting to order at 6:17 pm.

Roll Call

Present: Gray, Hansen, D Johnson, Kettwig, and Pritchett

Absent: Burkett, K Johnson, Nichols and Rasanen

A quorum was present.

Minutes

December minutes were reviewed and approved. D Johnson moved and Kettwig seconded. Ayes – 5. The motion carried.

Approval of December Bills

December bills to be paid in January were reviewed. D Johnson moved and Pritchett seconded. Ayes – 5. The motion carried.

Treasurer's Report

The Treasurer's report was reviewed. There was no discussion.

Circulation Report

As expected, circulation was down due to the continued construction.

Director's Report

Director Jensen stated that we have received a check from the State in the amount of \$1045.98 for Open Access and Interlibrary Loan transactions, money which does not need to be spent by June 30, 2011. This brings our current Open Access total to \$7621.13.

Director Jensen continued by saying that the request had gone to the Black Hawk County supervisors for a raise in funding for the seven county libraries but she has not heard back yet as to whether or not it will be approved although it doesn't look like it will be.

Finally, she noted that construction continues. She said that the circulation computer monitor ceased to work and a replacement would need to be purchased. She borrowed the monitor from the public catalog computer which is not in use right now as power issues are limited.

Old Business

- a. Discussion of library renovations was held. Pritchett asked if anything was going on with the casino grant. She said she thought Nichols was doing something with it and she asked Director Jensen if she'd heard anything from her regarding it. Jensen said no. President Hansen passed out blank drawings of the library space for board members to fill in with ideas. He said there had been discussion about moving the storage shelves over by the south side, the

book sale shelves in front of it to give a closed off area for work purposes, which prompted discussion about where we'd move the computers. Director Jensen still thinks that the computers would best be served along the South side of the room for monitoring and separation purposes. President Hansen said if they had the software similar to Dysart that monitored the computers and what was being accessed, then location wouldn't be an issue. He asked Director Jensen to look into it the said software and she said she would. President Hansen said that he would discuss with the Mayor about the finishing of the storage area and the removal of the accordion window from the North side of the library.

New Business

- a. President Hansen said he had an in depth discussion with the Mayor regarding the Union position of the Library Director and how, because of her Union position, they were no longer able to carry out their role as the Library Board. He said decisions needed to be made as to whether or not they were going to rewrite their role, hand it over to the city or force the director to give up her position within the Union. President Hansen said he was told that the Board should be negotiating with the Union for wages and other things related to the Library Director, but apparently not the Library Assistant. Director Jensen asked President Hansen if he had discussed this issue with anyone other than the Mayor, like the Library Service Area or the Union itself. He said no. He then continued to say that it is an unprecedented arena, as according to the Mayor, Director Jensen is the only director in the state of Iowa to be represented by a Union. It was asked of Director Jensen if she thought the Union representative would come to the February meeting to address questions from the Library Board and she said she could check with him to see if this was possible. She also said she could send out a request to find out if there are any other directors that are covered by Union representation. More will be determined at the next meeting.

Discussion

None

Adjournment

With no further questions or comments, the library board meeting was adjourned at 7:39 pm.

Respectfully submitted,

Shannon Jensen, Library Director

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
February 21, 2011**

Board President Hansen called the meeting to order at 6:02 pm

Roll Call

Present: Gray, Hansen, D. Johnson, Kettwig, Pritchett, K. Johnson, Nichols, Rasanen

Absent: Burkett

A quorum was present.

Minutes

January minutes were reviewed and approved. Kettwig moved and Pritchett seconded.
Ayes – 8. The motion carried.

Approval of the January Bills

January bills to be paid in February were reviewed and approved. K. Johnson moved and Pritchett seconded. Ayes – 8. The motion carried.

Treasurer's Report

The treasurer's report was reviewed. The amount in open access was questioned. Director Jensen said the correct amount was \$7,100.00, but this only shows what was budgeted.

Circulation Report

Circulation continues to be down due to the construction. Pritchett asked about feedback from the community and Director Jensen shared she felt that everyone was understanding and anticipating the finished product.

Director's Report

Director Jensen reported the construction was still in progress. Nothing had been done for approximately 2 to 3 weeks. The last thing that had been done was the new doors to the outside on the East side. Carpet is here for the missed strip and the bathroom hallway, but not installed yet. No electrical for the computers had been run. Still operating with limited shelving and out of boxes. Director Jensen shared no grants or donations have been received for the new shelving and tables.

Old Business

- Much discussion on library renovations was held. G. Hansen shared he had received a quote from Imperial Design for shelving, tables and check out desk. J. Nichols asked should we not be going out for bids for these items. Pritchett asked Nichols if she was related to Nichols Home Improvement in town and Nichols responded yes. Nichols felt we should contact them for the opportunity to bid the new library items. However, being related, she felt she should not be the one to contact them. Hansen agreed he would contact Ron Nichols for a competitive bid. Kettwig will contact Haycraft Cabinets for another bid, as they did the original oak shelving in the library. It was discussed that bids need to be secured for like items. G. Hansen will share the designs and dimensions he has already received.
- Hansen asked Director Jensen had she contacted any other libraries in the state as she was asked to do to find out if any were represented by a Union. She stated she had put the request on a Library List serve in the State and did not have any response. She did however receive an email from another like size library which was polling like size libraries. She forwarded that email to each of the seven (Vinton, Sheldon, IA Falls, Winterset, Harlan, Humboldt and Osceola.) Each of them responded that their Director's were not members of the Union, but some of their employees were. Pritchett asked Director Jensen if she had contacted the Union representative to come to our meeting. Director Jensen said he was not available for this meeting, but may be next month.

New Business

- Kettwig mentioned that the Park Board applies for numerous grants throughout the year. Siebel would like a letter of endorsement of the Park Board projects from the Library Board. Nichols will type up the letter and forward it to Hansen for review and signature before our next meeting.
- Nichols shared she was working on the Grant application for the Black Hawk Gaming Commission. It is due by April 1, 2011. One of the enclosures must be a detailed listing of what we wish to purchase with the grant monies. Discussion took place and it was decided we should have a complete list by next meeting from the vendors we are requesting quotes from.
- The Auto Repair Database is up for renewal. After discussion about the lack of use, Rasanen made the motion to drop the service and Nichols second. Ayes – 8. The motion carried.
- The Novelist Complete is also up for renewal. Again, after discussion and explanation by Director Jensen that the service was available elsewhere, Pritchett made the motion to not renew the service and D. Johnson second. Ayes – 8. The motion carried.
- Discussion on the Raymond and Elk Run contract fees. The amount billed to Raymond has increased by \$2,564 per year from \$6,829 to \$9,393. This is due to the census change from 2000 of 537 to 2010 of 788. Much discussion took

place. Hansen proposed an incremental increase to the city of Raymond for the increase as to not hit them all at once. Rasanen shared if Raymond was to receive incremental payments, Elk Run would want the same. Nichols made the motion we not allow incremental increase to the City of Raymond. Rasanen seconded. Ayes – 7, Nays – 1 (Hansen).

Discussion

None

Adjournment

With no further questions or comments, the library board meeting was adjourned at 7:54 pm.

Respectfully submitted,
Jan Nichols, Secretary

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
March 21, 2011**

Board President Hansen called the meeting to order at 6:02 pm

Roll Call

Present: Gray, Hansen, D. Johnson, Kettwig, Pritchett, K. Johnson, Nichols, Rasanen

Absent: Burkett

A quorum was present.

Minutes

February minutes were reviewed and approved. Gray moved and K. Johnson seconded. Ayes – 8. The motion carried

Approval of the February Bills

February bills to be paid in March were reviewed. Gray moved and K. Johnson seconded. Ayes – 8. The motion carried.

Treasurer's Report

The treasurer's report was reviewed. No questions.

Circulation Report

Circulation appears to be increasing. Hansen felt it was due to the library being put back together.

Director's Report

Director Jensen reported the library is mostly put back together now. We are awaiting some shelving to help with the organization of the youth fiction and youth non-fiction section. At this time what is there is not considered permanent, only make-shift until more shelving is obtained.

Old Business

- Condition of the library was discussed. It appears most of the books now have homes. Organization continues, but it is looking much better.
- The status of the Black Hawk Gaming Grant was discussed. Nichols shared packets of the grant application which she had put together. Still needed for the application was a firm quote for the furnishings and a current balance sheet. Once these items are obtained, Nichols will get the required signatures and send the grant application in by the due date of April 1, 2011.

New Business

- Rich Kurtenbach with Local 288 was introduced and provided an explanation of the Union. Pritchett asked Kurtenbach since the Director is under the directions of the Library Board, in such that we have set the wages, hours, etc. for the director and asst. library director how the employees joining the Union affects us. Kurtenbach explained that there are three labor classes not allowed to participate in the Union and they are Managerial, Confidential and Supervisory. Kurtenbach did not feel that the Director's position fit into any of these classes. Kurtenbach further explained that every bargaining unit is unique. If there are questions whether a position qualifies for Union protection these decisions may be made by the PERB. A question arose whether we as a Library Board have free and independent judgment in setting wages, employment, policies, etc. Kurtenbach asked did we have further questions and at that time. Kettwig asked how many city employees where in the Union. Kurtenbach said 7. Kettwig then asked if as a Library Board we wished to keep the control and not let it fall to the City, where we would have to rewrite our policies, what would happen if the Director and Asst. Directors positions we not allowed in the Union. Kurtenbach responded some could construe that as trying to bust the Union.
- Mayor Deutsch then introduced Craig Ament as the City Attorney. Ament was there to answer questions from the Cities perspective. Since the City is currently in Union Negotiations, information could not be shared in an open session.

Hansen made a motion to go into closed session to further discuss the status of the Library Boards position on the strategy/negotiation meeting. Nichols 2nd it. Ayes – 7, Nays – 1 (Gray). The Board went into closed session at 7:23pm with the City Attorney Ament and Mayor Deutsch present.

The meeting was reopened at 8:38pm.

- BYKI Language Database Subscription was discussed. Director Jensen explained it was a foreign language database much like Rosetta Stone. After discussion that the same type of service is available of other local libraries Nichols made a motion that we not commit to participating in the data base service. Pritchett 2nd it. Motion carried. Ayes – 8.

Discussion

None

Adjournment

With no further questions or comments, the library board meeting was adjourned at 8:45pm.

Respectfully Submitted,

Jan Nichols, Board Secretary

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
April 18, 2011**

Board President Hansen called the meeting to order at 6:03 pm.

Roll Call

Present: Burkett, Gray, Hansen, D. Johnson, K. Johnson, Nichols, Rasanen

Absent: Kettwig, Pritchett

A quorum was present.

Minutes

March minutes were reviewed. A few changes were noted; Nichols will make the corrections. Rasanen moved with corrections and Gray seconded. Ayes – 7. The motion carried.

Approval of the March Bills

March bills to be paid in April were reviewed. K. Johnson moved and D. Johnson seconded. Ayes – 7. The motion carried.

Treasurer's Report

The treasurer's report was reviewed. No questions.

Circulation Report

Circulation appears to be increasing. Director Jensen shared 17 of the long term past due books were returned. Discussion about the non-book materials checked out was down. This was because in March 2010 there was 251 online database hits. Director Jensen felt that was abnormal and the figures for March 2011 were more realistic.

Director's Report

Director Jensen shared the Library is pretty much organized. She is awaiting new shelving to complete the young adult section. Director Jensen shared the electrical is still not working.

Old Business

- Hansen shared he had placed an order for six more shelving units to match the three oak ones we currently have. Funding will come from our Open Access monies which need to be used by June 30th. Director Jensen shared the electrical is still not run. K. Johnson inquired on the hold up of moving the computers. Nichols volunteered to call Mayor Deutsch about the computers and electrical since she had a conversation with him earlier that it would be an easy job. She will report back to the board at the next meeting.

- The status of the Grant applications was discussed for the Black Hawk Gaming Grant and the Community Foundation Grant. The Board thanked Nichols for applying for the Gaming Grant and Hansen for applying for the Community Foundation Grant. Discussion on the matching funds and how

we would best utilize the \$15,406 the City has pledged. Consensus was to wait and see if and what Grants are awarded and decide then.

New Business

- Hansen presented a letter whereby the City of Gilbertville was asking for a possible contract with joining the library for usage. Nichols made motion and K. Johnson second that we as a Board send a proposal based on per capita to Gilbertville in response to their letter. Ayes – 7. Rasanen volunteered to work up the figures with various scenarios and forward the spreadsheet to Director Jensen. Director Jensen will then type a letter to the City of Gilbertville with the cost per capita based on the different scenarios of the other cities contracts.
- Director Jensen shared she would be on vacation at the date of our next meeting. K. Johnson made the motion and Burkett seconded it that we move our May meeting to Tuesday, May 31st. Ayes – 7. The motion carried.
- Hansen shared that the Library Board needs to discuss the Board's preference on allowing the Library Director and the Assistant Library Director to belong to the cities employee's union. Hansen shared the information that Mr. Kurtenbach shared with us at the last meeting with D. Johnson and Burkett to catch them up to speed. Hansen also shared that at the present time allowing the positions to be part of the Union was a conflict for the Library Trustees guidelines. At present we do not have any power over the two positions and cannot direct their work requirements. Much discussion took place. K. Johnson felt we should consider the people in the positions when making this decision. Nichols shared we should remove ourselves from the personal level and make the decision based on solely the positions of Library Director and Asst. Library Director.
 - Hansen made the motion to request the City to petition to remove the library employees from the City Union. Burkett 2nd. Roll Call Vote: Burkett – Yes, Gray – Yes, Rasanen – Yes, Hansen – Yes, Johnson, D. – No, Johnson, K. – No, Nichols – Yes. Ayes – 5, Nays – 2. Motion carried.
 - Hansen made the motion to request the City to petition to remove the Library Director position from the City Union. Burkett 2nd. Roll Call Vote: Burkett – Yes, Gray – Yes, Rasanen – Yes, Hansen – Yes, Johnson, D. – No, Johnson, K. – No, Nichols – Yes. Ayes – 5, Nays – 2. Motion carried.

Discussion

- K. Johnson asked Director Jensen to share with the Board what has happened to her benefits since she was terminated from the City in her part time 6 hour position. Director Jensen shared she was paid out her vacation time and comp time, she no longer gets the \$138 insurance kick-back and she is not earning any sick leave. Her sick leave is still showing on her check, but she is no longer accruing it. Nichols asked if she is accruing vacation and Director Jensen said she has not earned any vacation time since being paid out at the end of February. Discussion was held about how Director Jensen's benefits were voted on and established by the Library Board. Most were upset that they had ceased. Nichols said it may be contracted language that when she was terminated from the city and is part of the Union that all the benefits were paid out to her. Nichols volunteered to contact Mayor Deutsch regarding the benefits and report back to the Library Board.

Adjournment

With no further questions or comments, the library board meeting was adjourned at 8:00pm.

Respectfully Submitted,

Jan Nichols, Board Secretary

EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING

Minutes of May 31, 2011

Board President Hansen called the meeting to order at 6:02 p.m.

Roll Call:

Present: Burkett, Hansen, D Johnson, K Johnson and Kettwig

Absent: Gray, Rasanen, Nichols and Pritchett

A quorum was present.

Minutes:

D Johnson moved and Burkett seconded to accept the minutes. Ayes – 5. Motion carried.

Approval of April Bills to be paid in May:

Kettwig moved and D Johnson seconded to approve the April bills. Ayes – 5. Motion carried.

Treasurer's Report:

Treasurer's report was reviewed. Jensen noted one change to minor equipment, adding \$59.00 for May. This brings the equipment balance remaining for this year to \$151.01, with a total current remaining budget of \$28,138.69.

Circulation Report:

The circulation showed a lot of increased activity for May.

Old Business:

a. Library renovations

- Hansen met with Keith Haycraft to discuss making the shelves in the new bookcases movable. This can be done and the units should be ready in two (2) weeks. Kettwig recommended that Hansen get the bill right away so we can get it paid with the Open Access money.
- There was discussion as to what renovations items needs to be completed. There needs to be two (2) ceiling tiles replaced, trim around the window and floor and electrical work done in the little program room. The storage room needs electrical work and upper edge molding. The fire extinguisher and D-fib need to be moved in the main library, along with replacing yellowed ceiling tiles where the Water Works office was. Also noted that the library does not have a key for the D-fib unit. As the library is opened later than the City office, a key should be obtained.

b. Library Grants

- Director Jensen passed out a copy of the letter from the Gaming Association, granting us \$15,000.00. Hansen needs to call and set up an appointment with Beth Knipp to sign the Grant. There were questions as

to what we should do about matching funds if we should get both grants that were applied for. No resolution at this time.

- c. Library Contracts (Raymond, Elk Run, & Gilbertville)
 - Raymond has contracted for 10 years with Dunkerton at \$5.00 per person. Elk Run's vote was 2 – 2, so a revote will be on June 14th. Gilbertville does not meet until June 6th.
 - After lengthy discussion and budget adjustment, Burkett moved and Kettwig seconded that we offer \$9.54 per person, basing this on the rate, if all four library had stayed with us. Ayes – 5. Motion carried.
 - After more discussion, Kettwig moved and Burkett seconded that we offer this rate with a 3 year contract. Ayes – 5. Motion carried.

New Business:

- a. Advertising Items
K Johnson moved and Burkett seconded that we purchase \$600.00 worth of advertising pad and pens. Ayes – 5. Motion Carried.
- b. Authorizing payment of shelves from Open Access
K Johnson moved and Kettwig seconded to pay for shelves from the Open Access line item in June. Ayes – 5. Motion carried.

Discussion:

Director Jensen stated that long time Evansdale Librarian Bernice Green passed away on May 26th. Director Jensen was unable to get a hold of Trustee Pritchett so she could send flowers from the Friends of the Library. Director Jensen sent them on her own behalf. She also stated that the family had directed memorials to our library. Burkett brought up the question as to what Trustee Nichols found out about the Director's benefits. As no one has talked with Nichols, this will have to wait until the next meeting. D Johnson reminded us that next month we need to elect officers.

There being no further business the meeting was adjourned at 8:04 p.m.

Respectfully submitted,
Kathleen Johnson
Acting Secretary

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
June 20, 2011**

Board President Hansen called the meeting to order at 6:03 pm

Roll Call

Present: Burkett, Hansen, K. Johnson, Kettwig, Nichols, Pritchett

Absent: Gray, D. Johnson and Rasanen

A quorum was present.

Minutes

May minutes were reviewed. A few changes were noted, Nichols will make the corrections. Pritchett moved and Nichols seconded. Ayes – 6. The motion carried.

Approval of the May Bills

May bills to be paid in June were reviewed. Kettwig moved and K. Johnson seconded. Ayes – 6. The motion carried.

Gray arrived at 6:09 PM.

Treasurer's Report

The treasurer's report was reviewed. Budget balance is \$22,168.09. Preauthorization was given to Director Jensen to have expenditures in June and payment of, prior to fiscal year end.

Circulation Report

Circulation was down a little. Director Jensen attributes this to the public not visiting the library as much to check out the renovations. Also noted was that during summer months, historically, the circulation of materials declines.

Old Business

- There appears to still be a checklist of items which need completed for the library renovations. Kettwig and K. Johnson have compiled a checklist. Kettwig will get the list to Hansen, and Hansen will talk to Mayor Deutsch for the finishing touches.

- Hansen reported that the Library Board was awarded the Black Hawk Gaming Grant in its entirety. \$15,000 was awarded. Hansen has signed the necessary paperwork and found the procedures for accessing the grant funds. Vendors must supply an itemized bill to the City, the City pays the bill and then the City will bill the Gaming Commission for the funds expended, with proper documentation as proof. Hansen also reported the Library Received \$5,000 from the Community Foundation Grant. The Board thanked Nichols for applying for the Gaming Grant and Hansen for applying for the Community Foundation Grant. A presentation of the check from the Community Foundation will be held on August 24, 2011. Hansen and Jensen will attend the presentation.

- Discussion took place on the Library Board searching for grants for new computers. Hansen will check and see what grants are available.
- Discussion on the shelving units we currently have and how many additional shelves need to be purchased. Also the office area (check-out) desk was discussed. Hansen said he had requested quotes from the same companies he got quotes for the shelving. Nichols asked if he had contacted Nichols Home Improvement like discussed previously. He said he had not. Nichols said that she felt they should be contacted since they were a local business and also they had done all of the work for the City's work stations. Hansen will contact Ron Nichols for a quote.
- A committee was formed to work together and come back to the board for what other needs we have for the renovations and how best to spend the Grant monies. Committee members are Hansen, K. Johnson and Kettwig. Director Jensen will also attend as she provides the best input for the Library's needs.
- Contracted Cities will be Gilbertville and Elk Run Heights. A motion was made by K. Johnson and seconded by Pritchett that we change the contract wording to say that the contract is a 1 year contract with a 3 year price guarantee of \$9.54 per capita. Ayes – 7. Motion carried.

New Business

- Election of Officers was held for 2011-2012. New Officers are as follows:
 - President ~ G. Hansen
 - Vice-President ~ K. Johnson
 - Secretary ~ J. Nichols
 - Treasurer ~ K. Pritchett
- Confidentiality Policy Review ~ Discussion was held on an incident where a contracting board member wanted a name of citizens and their addresses. The action was a miscommunication between Hansen and the other board member. Policy will stay in place and we will not give out personal information. We can however give out statistical information on their citizen's usage.

Discussion

- Burkett asked if we had ever thought of having DVD's for rental. Discussion took place that we do have some on site and they are checked out. Everyone thought it was a good idea if we continued this practice. Jensen will look into the cost of additional DVD's.

Adjournment

With no further questions or comments, the library board meeting was adjourned at 8:00pm.

Respectfully Submitted,

Jan Nichols, Board Secretary