

EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Monday, March 18, 2019 – 6:00 p.m.

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

Roll Call: Present: Borwig, Clements, Hansen, Johnson & Kettwig
Absent: Nichols, Pritchett & Rasanen
A quorum was present.

Approval of February 18, 2019 Monthly Meeting Minutes: Kettwig moved to make a motion and Johnson seconded to approve the Monthly Meeting Minutes on February 18, 2019. Ayes – 5. Nays – 0
The motion carried.

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

Treasurer's Report: Kettwig read the treasurer's report.

Circulation Report: The circulation report was reviewed. Borwig asked what the expenses were for the Director and Assistant Director. Assistant Director Rand was paid \$95.86 for a summer reading program round table in Elkader public library; therefore, it was her mileage. Director Jensen was paid \$136.21 for post office runs, etc. therefore, it was for mileage cost incurred since June 2018.

Old Business:

A. Discussion/Action to send out Summer Reading Program donation request Letters:
Budget was approved by the city per Director Jensen. Director Jensen stated when sending out the request letters to the businesses there is always an option for cash donations or donations for "stuff". Director Jensen would like to send out the letters regardless if EPL Board of Trustees (BOT) strikes out to the cash option. The money that will be received will be payable to the city and per Hansen, it should be stressed that the money goes to the city and should be included in the letter with the notation "the money is still being used for the summer reading program". Johnson moved to make a motion and Clements seconded to approve sending out the summer reading program donation request letters with the above changes. Ayes – 5 Nays – 0 The motion carried.

New Business:

A. Auditors Finding – Mayor Faas addressed the auditor's findings regarding the "Friends of the Library" (FOTL). Mayor Faas stated it can be kept going, but it must be donations only. Mayor Faas stated that we need to have a FOTL Board of Trustees. The FOTL board of trustees must consist of 3 members to make decisions

of how the money is spent. The checks written from FOTL must have two signatures. Whoever the second signer is will to be on the bank account. Hanson asked if the 3 members could be from the BOT and Mayor Faas stated they can, however it would be in the FOTL best interest that there is someone from the outside. Mayor Faas reiterated that the decisions of the FOTL cannot be made by the BOT. Hanson and Pritchett are currently FOTL. All FOTL must pay a lifetime due of \$5.00 or \$10.00. Concluded with looking for 1 more FOTL board member.

- B. Purchase of 2019 World Book Encyclopedia Set** – Direct Jensen was contacted by the representative with a quote for the 2019 set. In 2015 the BOT decided to purchase the 2014 version. BOT decided every 5 years this would be revisited if it should be purchased. The cost for the 2019 set is \$849.00. It was discussed as to how often the encyclopedias are used and how they could be obsolete by the time we would receive the 2019 version. The thought was to look into a web-based encyclopedia, if there was such a thing. Also, Director Jensen stated that she could find out what the previous years cost would be. Borwig made a motion and Kettwig seconded to not purchase the 2019 or any other sets at this time and revisit it in 1 year (2020) to see if any persons are utilizing the 2014 encyclopedias. Ayes – 5 Nays – 0 The motion was carried.
- C. Renewal of A to Z USA and/or A to Z world Travel** – Director Jensen received notice of the renewal. The renewal went up 5% on both for 2019 for a grand total of \$446.25. The cost for A to Z USA is \$262.50. The cost for A to Z world travel is \$183.75. Hanson made a motion and Kettwig seconded to not renew A to Z USA and/or A to Z world Travel due to lack of usage. Discussion was that Google was better to use. Ayes – 5 Nays – 0 The motion carried.
- D. Director Performance Review - Review/Approve** – Director Jensen stated that the formal review that was completed met the states standards to Tier 1. Borwig made a motion and Clements seconded to accept the performance review as written. Ayes – 5 Nays 0 The motion carried.

Discussion: Director Jensen said that when they had the summer reading program last year, they had shirts designed by a student with the West High School graphic design department. West High has them available this year if anyone would like to purchase. The tie-die shirt is \$9.00 and the color shirt is \$5.00.

Adjournment: 6:34 pm

Respectfully submitted,

Jenny Borwig, Secretary