

EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
July 16, 2007
Meeting Minutes

President Brown called the meeting to order at 7:15 PM.

Roll Call was taken. Brown, Hansen, Jensen, Kettwig, Paulsen, Pritchett and Thompson were all present. Gray and Johnson were absent.

Pritchett made a motion and Kettwig 2nd to approve June minutes. Ayes - 7. Motion carried.

Jensen made a motion and Paulsen 2nd to approve June bills prepaid in June. Ayes - 7. Motion carried.

Jensen made a motion and Paulsen 2nd to approve June bills to be paid in July. Ayes - 7. Motion carried.

Pritchett gave the Treasurer's Report.

Library Director Jensen gave the Circulation Report.

Director Jensen gave the Director's Report.

OLD BUSINESS

New Library Update:

Kettwig said there will be a dinner theater meeting on Saturday at 9:30 AM and hopes everyone can attend. She also noted that the Community Expansion Project would not be having a float in the Good Ol' Days parade or a booth during Good Ol' Days this year.

Advertising Items:

Director Jensen said that she had received all of the items from Creative Impact and she handed out notepads and hacky sacks to each of the Library Board members. She said they would have them available for both adults and children during Good Ol' Days.

Laptop in Library:

Director Jensen presented the Library Board with a spreadsheet of information she had compiled from libraries with laptop computers. There was discussion on the pros and cons of a laptop and whether or not it should be available for staff use only or for public use as well. Pritchett made a motion and Brown 2nd to approve the purchase of a laptop computer for staff use only not to exceed \$800 coming from the Open Access line item. Ayes – 7. Motion carried.

Summer Reading Program Update:

Director Jensen said that the previous Saturday had been their final day with little attendance. She said there was great attendance on the day that Sergeant Jeff Jensen of

the Evansdale Police Department did a CSI 101 program and showed the kids how to lift fingerprints and take fingerprints. Over the course of 4 weeks, she said there were about 45 regular participants, 26 who had met the reading requirements to be eligible for the drawing and she noted that there had been a winner of the portable DVD player that she personally donated to the library.

Laminator Update:

Director Jensen said she did purchase a laminator for the library and has had a chance to use it several times. She also stated that she is finding out that not all laminate is the same and there are definitely brands she prefers over others. She thinks it will be used. There was discussion as to whether or not it should be offered for public use. It was determined to wait and see if the public asks for it. If so, policy and fees would have to be set first.

NEW BUSINESS

Spare Room Improvements:

There was discussion as to whether or not the cabinets had been ordered for the spare room yet. Director Jensen explained that there had been a mix-up in the accounting in City Hall and as of the date of this meeting, the library did not have any money in the Capital Improvements line item although money had been budgeted. Apparently when Jane Walters was City Clerk, she had someone do the data entry and there were several inconsistencies with what was entered and what was supposed to be in there. This was one and Director Jensen said she had already brought it to the attention of new City Clerk Wheeler. Jensen made a motion and Pritchett 2nd to order the cabinets as soon as the money appears in the library's budget with payment coming from Capital Improvements and the excess, since the full asking amount of Capital Improvements was not given to us, from the library's Open Access line item. Ayes – 7. Motion carried.

Other:

Director Jensen stated as an FYI that during Fiscal Year 2007 the library turned over \$1,888.08 to the City of Evansdale and \$1,053.32 to the Friends of the Library (a total between the two of \$2,941.40) for monies received.

The next meeting will be August 20, 2007 at 7:10 PM.

The meeting was adjourned at 8:12 PM.

Respectfully Submitted,
Shannon Jensen
Library Director

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
August 20, 2007 Meeting
MINUTES

Vice President Paulsen called the meeting to order at 7:12 PM.

Roll Call was taken. Hansen, Jensen, Johnson, Kettwig, Paulsen and Pritchett were all present. Brown arrived at 7:15 and Gray at 7:19. Thompson was absent.

Pritchett made a motion and Kettwig 2nd to approve the July minutes. Ayes - 6. Motion carried.

Hansen made a motion and Jensen 2nd to approve the July bills to be paid in August. Ayes - 7. Motion carried.

Pritchett gave the Treasurer's Report.

Library Director Jensen gave the Circulation Report.

Director Jensen gave the Director's Report. She reported that the library has a new web address and that the digital audio books are now live.

OLD BUSINESS

New Library Update/Dinner Theater for CEP:

Kettwig and Paulsen reported they are continuing to work on the dinner theater. There will be a meeting Saturday August 25th at Prince of Peace Church. They are also planning the Christmas open house for December 8th and will be renting tables for \$25 to anyone interested and they were accepting donations of craft items to be sold as well.

Good Ol' Days Update:

Director Jensen reported a low turnout due to the rain, but had fun with the children and adults that stopped by. They also have advertising items left over for future use.

Laptop Update:

At this time the laptop has not been purchased. Director Jensen is waiting for the school sales to get the best deal.

Room Improvements Update:

The shelves will be ordered in the next few days, and should arrive in around 3 to 4 weeks. Brown verified that the board had authorized where the additional cost would come from. Director Jensen said that at the last meeting it was voted upon.

NEW BUSINESS

September meeting date cancel/change:

Director Jensen will be on vacation in September from the 9th to the 19th or 20th. After some discussion Hansen made a motion and Paulsen 2nd that we not meet in September

and to pre-approve payment of August bills to be paid in September. Ayes – 8. Motion carried.

County Contract Changes:

Director Jensen said the Black Hawk County libraries have been looking at ways to change the county contract formula which would allow for more money for our library. After much discussion she will check with other libraries in the county about her ideas and get their thoughts. She will report back to the board at our next meeting.

Other: Director Jensen noted what Ken Davenport had said on the Library Service Area blog regarding residents of other libraries who use our library and do not contract with us. He said libraries in this situation should sell cards to those residents who do not contract with our library and wish to use our services because libraries are not free services but prepaid services paid by taxpayers within the community and the contracting cities. More discussion will be held on this later.

Next meeting will be October 15, 2007 at 7:10 PM.

Meeting was adjourned at 8:27 PM.

Respectfully Submitted,
Deb Johnson
Secretary

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
September 17, 2007 Meeting
MINUTES

NO MEETING WAS HELD; NO MINUTES RECORDED.

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
October 15, 2007 Meeting
MINUTES

President Brown called the meeting to order at 7:12 PM.

Roll Call was taken. Brown, Hansen, Johnson, Kettwig, and Thompson were all present. Gray arrived at 7:17. Jensen, Paulsen and Pritchett were absent.

Brown made a motion and Kettwig 2nd to approve the August minutes. Ayes - 5. Motion carried.

Johnson made a motion and Thompson 2nd to approve the August bills to be paid in September. Ayes - 5. Motion carried.

Hansen made a motion and Brown 2nd to approve September bill to be paid in October. Ayes – 5. Motion carried.

Director Jensen gave the Treasurer's Report.

Library Director Jensen gave the Circulation Report.

Director Jensen gave the Director's Report. She just completed a 3 day conference in Coralville and will be attending another ongoing training session shortly.

OLD BUSINESS

New Library Update/Dinner Theater/Open House:

Kettwig reported the dinner theater is all set for October 27th. Fliers are out and tickets are on sale by persons involved in the play as well as at the library. They are busy planning the Christmas open house for December 8th from 10-3 at the Mary & Ron Kettwig home. They have 10-11 vendors and hope for several more.

Laptop Computer:

Director Jensen did purchase a laptop for the library for \$483. This has already been found to be of great value and very useful at the conference that she has attended in Coralville.

SPR Room Improvements Update:

Bookshelves for the room are ordered and should be ready to be put in or installed by the next board meeting. They will let Mary know a few days before they arrive so they can paint and clean area.

NEW BUSINESS

Budget Committee/Proposal:

Brown, Kettwig and Thompson all volunteered to service on the budget committee for the 2008 year.

Next meeting will be November 19, 2007 at 7:10 PM.

Meeting was adjourned at 7:40 PM.

Respectfully Submitted,
Deb Johnson
Secretary

EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES

November 19, 2007

Meeting Minutes

President Brown called the meeting to order at 7:11 PM.

Roll Call was taken. Brown, Hansen, Jensen, Johnson, Kettwig, Paulsen, and Thompson were present. Gray and Pritchett were absent.

Hansen made a motion and Kettwig 2nd to approve October minutes. Ayes - 7. Motion carried.

Hansen made a motion and Johnson 2nd to approve October bills to be paid in November. Ayes - 7. Motion carried.

Library Director Jensen gave the Treasurer's Report.

Library Director Jensen gave the Circulation Report.

Director Jensen gave the Director's Report. She reported that the library had received \$155 from a CD lawsuit and \$1,581 in Direct State Aid. The funds from the lawsuit must be spent in 3 months time and the Direct State Aid must be spent by June 30, 2008.

OLD BUSINESS

New Library Update:

Kettwig reported that they had a profit of nearly \$2000 from the dinner theater. They received a considerable amount of positive feedback and many asked when the next one would be. The Christmas Open House will be December 8th. They have 18 vendors lined up and will also have a bake sale. Fliers have been posted around and information is on the library web site as well. In addition, the water company will advertise it on their upcoming bills. There will be a display of the new library as well as the condos.

SRP Room Improvements:

The price of the shelves went up. Last February, they wanted around \$2250, but when Kettwig went to place the order, the price had risen to \$3750. After much discussion, Brown made a motion and Paulsen 2nd to take \$2000 from capital improvements and \$1500 from Open Access to purchase the new shelves including installation. Ayes – 7. Motion carried.

NEW BUSINESS

Discussion and Approval of Budget Proposal to present to City Council:

The board looked over the proposed budget and asked several questions about different line items. After all questions were answered Brown made a motion and Thompson 2nd to accept the budget to be proposed. Ayes – 7. Motion carried.

Discussion and Approval of 2007 Annual Report:

The board looked at and discussed the annual report. Hansen had a couple of questions pertaining to the director's salary which was noted that this information is from the previous fiscal year. Also questioned were the cities that are provided service to without compensation. Director Jensen noted that some of them fall under Open Access because they contract with other cities, but some contract with no one. After all questions were answered Brown made a motion and Jensen 2nd to accept the 2007 annual report to the state library. Ayes – 7. Motion carried.

Other:

Kettwig recognized Shannon Jensen on her 10-year anniversary as Director of the Evansdale Public Library. Congratulations to her and a thank you for all her hard work and dedication.

Next meeting will be December 17, 2007 at 7:10 PM.

Meeting was adjourned at 8:15 PM.

Respectfully Submitted,
Deb Johnson
Secretary

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
December 17, 2007 Meeting
MINUTES

President Brown called the meeting to order at 7:15 PM.

Roll Call was taken. Brown, Gray, Hansen, Jensen, Johnson, Kettwig, Paulsen and Thompson were all present. Pritchett was absent.

Jensen made a motion and Hansen 2nd to approve the November minutes. Ayes - 8. Motion carried.

Brown made a motion and Thompson 2nd to approve the November bills to be paid in December. Ayes - 8. Motion carried.

Library Director Jensen gave the Treasurer's Report, Circulation Report, and the Director's Report.

Santa came to the library on December 15th and was sponsored by the Evansdale Early Risers Exchange Club. This is the 1st year that Santa has come to the library so turn out was small, but 9 children did have their pictures taken with Santa.

OLD BUSINESS

New Library Update/Open House:

The 3rd annual Christmas open house had a good turn out even though the weather was terrible. Proceeds from the open house were \$1,319.50. Kettwig also reported that proceeds from the Mystery Dinner Theater were \$1,473.34 and that they have received a Thrivent grant for \$500.

SRP Room Improvements Update:

Library Director Jensen and Kettwig painted the walls and the new shelves have been installed by Double K Homes. Once the room gets settled, the remainder of the walls will be painted.

NEW BUSINESS

Sale of Metal Shelving from SRP Room and Other Stored Items:

Director Jensen was looking for direction as to what the Library Board wanted to do with the old metal shelving and other items from the SRP room. After much discussion, it was decided to see if any other city department would have a use for any of the items, and if not, or what ever they didn't take may be placed up for sale.

Disposal of National Geographic Magazines:

Board policy is that all National Geographic Magazines must be kept forever. There are many boxes full of old magazines from the 1920's to 2007. Each board member will be doing some checking to see if there is a demand for them to sell.

Other:

Board President Brown presented Library Director Jensen with a desk pen set and gift certificate for 10 years of service to the library. Thank you Shannon for your dedication and hard work.

Next meeting will be January 21, 2008 at 7:10 PM.

Meeting was adjourned at 7:55 PM.

Respectfully Submitted,
Deb Johnson
Secretary

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
January 21, 2008 Meeting
MINUTES

Vice President Paulsen called the meeting to order at 7:12 PM.

Roll Call was taken. Gray, Hansen, Johnson, Kettwig, Paulsen, Pritchett, and Thompson were all present. Brown & Jensen were absent.

Hansen made a motion and Kettwig 2nd to approve the December minutes. Ayes – 7. Motion carried.

Hansen made a motion and Pritchett 2nd to approve the December bills to be paid in January. Ayes - 7. Motion carried.

Pritchett gave the Treasurer's Report.

Director Jensen gave the Circulation Report.

Jensen gave the Director's Report.

OLD BUSINESS

Community Expansion Project Update:

Kettwig reported Doug Foss called DeWitt Jones on the progress of turning the old school over to the city of Evansdale. He found that the City is at the top of the list to receive the building, and that the school board is behind the project. It was thought a decision would be made in the next couple of months.

SPR Room Improvements Update:

Painting has continued in the room with completion shortly.

Disposal of Metal Shelving and Other Stored Items:

Waste Water took all of the upright units, but all other shelving units and unused or unneeded office equipment remain. Hansen made a motion and Johnson 2nd to dispose of all unused or needed items. Ayes – 7. Motion carried.

Geographic Magazines:

Director Jensen is to check on storing the magazines in the street garage until the new larger library is completed.

NEW BUSINESS

Open Access Monies Arrived (Director Request for new computer and Summer Reading Program funds): Jensen reported in the past she has only had around \$500 to spend for the Summer Reading Program. She requests that she be granted more money to put together a nicer, more fun program for the children. The board asked her to put together what she thought she may need to do this and report back in February. Gray made a

Motion and Pritchett 2nd for Director Jensen to spend up to \$800 out of the Open Access account for a new computer. Ayes – 7. Motion carried.

Next meeting will be February 18, 2008 at 7:10 PM.

Meeting was adjourned at 8:30 PM.

Respectfully Submitted,
Deb Johnson
Secretary

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
February 18, 2008 Meeting
MINUTES

President Brown called the meeting to order at 7:18 PM.

Roll Call was taken. Brown, Gray, Hansen, Johnson, Kettwig, and Thompson were all present. Jensen, Paulsen & Pritchett were absent.

Hansen made a motion and Kettwig 2nd to approve the January minutes. Ayes – 6. Motion carried.

Hansen made a motion and Brown 2nd to approve the January bills to be paid in February. Ayes - 6. Motion carried.

Director Jensen gave the Treasurer's Report.

Director Jensen gave the Circulation Report.

Director Jensen gave the Director's Report. She talked about contacting the Governor and representatives regarding the budget cuts for state funding. She also explained the fall that she took in City Hall and said that she was on light duty until she was cleared by the doctor at Allen's Occupational Health.

OLD BUSINESS

Community Expansion Project Update:
Kettwig had nothing new to report.

SPR Room Improvements Update:

Director Jensen & Kettwig reported the room has been painted and they are now looking for art work and other items to decorate the walls. Director Jensen said that she was working on getting the room back together when she fell and it has had to be put on the backburner for the time being.

Disposal of Metal Shelving and Other Stored Items:

One metal shelving unit remains. All other items have been disposed of.

Geographic Magazines:

Director Jensen reported that she spoke to Street Superintendent Craig Sutton and the magazines could be stored in plastic containers at the Street Department garage if they have room after all city and Water Works records have been received.

NEW BUSINESS

Open Access Monies Arrived:

Director Jensen requested this matter be tabled until the next meeting as an informational meeting was cancelled due to weather and they are still putting together some ideas.

Election of Board President:

Vice President Kim Paulsen will act as interim President until June when new officers are elected.

Next meeting will be March 17, 2008 at 7:10 PM.

Meeting was adjourned at 7:50 PM.

Respectfully Submitted,
Deb Johnson
Secretary

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
March 17, 2008 Meeting
MINUTES

Vice-President Paulsen called the meeting to order at 7:15 PM.

The newest board member, Jan Nichols, was welcomed and introduced to the board. Each board member and Director Jensen introduced themselves to her. Nichols told the board that she is a resident of Evansdale on Grand Blvd., she works for the Waterloo Community Schools, and is married with three children.

Roll Call was taken. Gray, Hansen, Jensen, Kettwig, Nichols and Paulsen were all present. Johnson, Pritchett and Thompson were absent.

Kettwig made a motion and Hansen 2nd to approve the February minutes. Ayes – 6. Motion carried.

Hansen made a motion and Jensen 2nd to approve the February bills to be paid in March. Ayes - 6. Motion carried.

Board member Gray gave the Treasurer's Report.

Director Jensen gave the Circulation Report.

Director Jensen gave the Director's Report.

OLD BUSINESS

Community Expansion Project Update:

Kettwig had nothing new to report. She said they were waiting to hear from the Waterloo Community Schools.

SPR Room Improvements Update: With Director Jensen's injury, this has slowed down because of her light duty status, but she is trying to get some things done.

Open Access Monies for Summer Reading Program:

Director Jensen read off the requested items for the Summer Reading Program from Assistant Librarian Johnson. The board agreed to the requests.

Gray made a motion and Jensen 2nd to authorize \$600 above and beyond whatever donations are received and given to the Friends of the Library to come from Open Access for said requested purchases. Ayes – 6. Motion carried.

NEW BUSINESS

Advertising Items:

Director Jensen said they still had money in the advertising line item and would like to get started on getting some advertising items purchased now. She said they were getting low on magnets and pens and wondered if the board had other ideas they would like to pursue. The items discussed to get pricing for were: Pens, magnetic calendars, small

book calendars, small (12 oz. – 16 oz.) water bottles, calculators, LED lights and flower highlighters. Director Jensen will get pricing for next month's meeting.

Request to close library for Good Ol' Days (June 21st, 2008):

There was brief discussion about this. Director Jensen said that this year, with the change of date for Good Ol' Days, the celebration falls just before sign-up for the Summer Reading Program. She said Assistant Librarian Johnson and she have been thinking of things they can do down during Good Ol' Days to promote the summer reading program and maybe get a higher count this year. The board thought that was a great idea. Hansen made a motion and Gray 2nd to close the library the Saturday of Good Ol' Days. Ayes – 6. Motion carried.

Next meeting will be April 21, 2008 at 7:10 PM.

Meeting was adjourned at 7:50 PM.

Respectfully Submitted,
Shannon Jensen
Library Director

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
April 21, 2008 Meeting
MINUTES

Vice President Paulsen called the meeting to order at 7:10 PM.

Roll Call was taken. Gray, Hansen, Jensen, Johnson, Kettwig, Nichols, Paulsen, Pritchett and Thompson were all present.

Johnson made a motion and Thompson 2nd to approve the March minutes with the correction of Nichols having 3 children. Ayes – 9. Motion carried.

Jensen made a motion and Kettwig 2nd to approve the March bills to be paid in April. Ayes - 9. Motion carried.

Pritchett gave the Treasurer's Report.

Director Jensen gave the Circulation Report.

Jensen gave the Director's Report.

OLD BUSINESS

Community Expansion Project Update:

Kettwig reported they were still waiting for the Waterloo schools. She also reported that they had been gathering information on selling Schwann's ice cream bars as a fundraiser at Good Ol' Days. She asked for a couple of volunteers to help plan and organize. All volunteers to help and work.

SPR Room Improvements Update:

With Director Jensen on light duty work status, she hasn't been able to complete much physical work. Kettwig had received prices for oak bookshelves to match the cupboards already in place. Three 36" x 88" x 12" shelves would run \$720. No action was taken at this time. It will be put on next month's agenda.

Advertising Items – Discussion /Possible Action:

Director Jensen had prices for several advertising items. After much discussion Pritchett made a motion and Jensen 2nd to order 250 magnet 2009 calendars for \$150. Ayes-9. Motion carried. Director Jensen will try to get samples or pictures of the other items to bring to next month's meeting for the Board to look at.

NEW BUSINESS

Mayor To Discuss New Library Proposal:

Mayor Deutsch was unable to attend the meeting.

Cook Book Fundraiser Idea:

Anne Johnson, library assistant, had put out a request for patrons to submit their favorite recipe to share with others. Director Jensen and Johnson thought a library cookbook would be a fun idea. Jensen investigated G & R Publishing in Waverly and said it would take at least 150 recipes to make a book, would cost about \$4.30 per book to have bound and published and they could sell for about \$10 each making a \$570 profit on 100 books. Jensen was asked to gather more information for next month's meeting.

Next meeting will be May 19, 2008 at 7:10 PM.

Meeting was adjourned at 8:24 PM.

Respectfully Submitted,
Deb Johnson
Secretary

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
May19, 2008 Meeting
MINUTES

Treasurer Pritchett called the meeting to order at 7:12 PM.

Roll Call was taken. Gray, Hansen, Jensen, Johnson, Kettwig, Pritchett and Thompson were all present. Nichols and Paulsen were absent.

Hansen made a motion and Jensen 2nd to approve the April minutes. Ayes – 7. Motion carried.

Johnson made a motion and Kettwig 2nd to approve the April bills to be paid in May. Ayes - 7. Motion carried.

Pritchett gave the Treasurer's Report.

Director Jensen gave the Circulation Report.

Jensen gave the Director's Report. The U of I hospital specialist recommended surgery on her knee; more info will follow. She is still on minimal light duty. She met with Mayor Deutsch who reported that Jim Benda wanted to meet with the board sometime to present them with another option to bring a new library to Evansdale. The letter/email campaign to the state representatives made a huge impact according to the Jensen. She said that it appears as though the state budget will not be cut this year which will make a huge difference in the money the library receives through Enrich Iowa and Open Access. Jensen has also applied for funds from MidAmerican who usually awards the library \$250. Registration for summer reading program begins June 23rd and program begins June 28th. They will have pre-registration during Good Ol' Days.

OLD BUSINESS

Community Expansion Project Update:

Kettwig reported she called the Waterloo Schools and talked with Michael who is the head of finance for the schools. She found that it could be up to two years before Jewett School is released. They will also have an ice cream booth at Good Ol' Days and asked for volunteers to help work the stand.

SPR Room Improvements Update:

New ceiling tiles have been installed and purchased posters framed and received. Jensen is still limited to completing the clearance of the rest of the room but is working on it as she is able.

Advertising Items – Discussion /Possible Action:

Director Jensen brought several ideas and items to show to purchase for advertising. After some discussion Pritchett made a motion and Thompson 2nd to purchase 250 can koozies in blue. Ayes – 7. Motion carried.

Jensen made a motion and Kettwig 2nd to purchase 50 Rise to the Occasion Calculators to give out in some way to new adult patrons issued a library card. Ayes – 7. Motion carried.

Bookshelves for SRP Room:

Kettwig reported that Haycraft Custom Cabinets would make the library 3 oak 3" x 80" x 12" bookshelves for \$720.00. These shelves would be portable, so they could be moved and used at the new library when the time comes. Gray made a motion and Jensen 2nd to purchase 3 bookshelves. Ayes – 7. Motion carried.

NEW BUSINESS

No new business

Next meeting will be June 16, 2008 at 7:10 PM.

Meeting was adjourned at 8:01 PM.

Respectfully Submitted,
Deb Johnson
Secretary

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
June 16, 2008 Meeting
MINUTES

Due to the flooding during the first part of the week, the Library Board of Trustees meeting for June 2008, was cancelled.

All Board of Trustees members were notified.

The next meeting will be held Monday, July 21, 2008 at 7:10 PM.

Respectfully Submitted,
Shannon Jensen
Library Director