

**THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
*July 24, 2006 Meeting*  
**MINUTES**

The meeting was called to order by President Jerry Brown at 7:45 PM after a quorum had arrived. The newest Evansdale Board member, Teri Thompson, was introduced.

Roll call was taken. Present in order were Brown, Johnson, Kettwig, Pritchett and Thompson. Absent were Epperson, Gray and Paulson.

Pritchett/Johnson to approve minutes from the June board meeting. Ayes – Five. The motion carried.

Pritchett/Johnson to approve June bills to be paid in July. Ayes – Five. The motion carried.

Pritchett gave the Treasurer's report. Remaining in: Books/subscriptions: \$9137.47, Postage and copies \$381.14 and Capital Improvements \$7,000. She asked for verification about what she was supposed to read and noted that since it is the beginning of the fiscal year, not much money has been spent.

Surly gave Circulation report. She asked the new board members if they had any specific questions about the circulation report and they responded 'no'.

Surly gave the Director's report. She said that the County contracts were in at the Waterloo Public Library and needed to be signed by the President (Jerry Brown) and the Secretary (Henry Epperson). The contracts are at the front circulation desk. She said that she completed the workshop in Waverly the previous week and it gave her enough hours to renew her librarian certification for the next three years. She said that she is in the process of completing all of the state reports due July 31 including Open Access, Access Plus and Enrich Iowa to get more money for the upcoming fiscal year.

**Old business**

*Community Expansion Project:*

Kettwig gave a report on the Community Expansion Project. She said they sold \$157 worth of merchandise at the store during the Garden Walk and the Garden Club donated \$125. She said they are working on the float for the Good Ol' Days parade. She noted that during the Good Ol' Days, the CEP will have a booth serving Walking Tacos and Root beer floats. The next meeting will be Sunday at 2:00 PM. She said that Sue M. and she met with Carl Wyant and Shelly Smith of the City Council to show them the drawings and they appeared very enthused. She said they next met with Kenny Loftus and then finally Rick Hibben and Dick Dewater just this evening. She said overall the feeling is positive. Kettwig said the next step is to go back to Bob Johnson, get a breakdown of cost and find out some information on grant writing and then present to the City Council with some cost estimates. There was some discussion about the time frame we're looking at and Kettwig said that really depends on the School District.

*Good Ol' Days:*

Surly said that she is going to forgo the booth on Saturday and will keep the library open on that day and then have a booth down there during Family Day on Sunday.

*Summer Reading Program:*

Surly said the program is over. She said there were 76 registrants. She reported that they had 22 of 53 registered children as regular attendants, 5 of 14 teens and 4 of 9 adults. She said the programs the Imaginarium did were phenomenal and they only charged us half because of the low attendance. Pritchett said Anne had put up a dog tent in the YE section and she thought the Friends could buy a pup tent because kids were actually using it, sitting inside and reading and she thought it was really neat.

**New Business**

*Policy Committee members:*

Brown said he included this because we are down to one committee member and wanted to see if any of the remaining members or new members were interested in joining up to review and work on policies. Pritchett read some of the policy titles so everyone knew what we were talking about and explained the reasoning behind the policies.

Gray arrived at 8:09 PM.

The date and time of the next meeting will be August 28, 2006 at 7:10 PM.

The Board meeting was adjourned at 8:10 PM.

Respectfully submitted,

**Shannon Surly**

Shannon Surly  
Library Director

***THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES***

***August 28, 2006 Meeting***

***MINUTES***

President Brown called the meeting to order at 7:12. New board member, Mary Jensen, from Elk Run Heights was introduced.

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

Kettwig made the motion and Paulsen 2<sup>nd</sup> to approve the July minutes. Ayes 6. Motion carried.

Brown made a motion and Johnson 2<sup>nd</sup> to approve July bills to be paid in August. Ayes 6. 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 reported the committee made \$400 at the root beer float/walking taco stand at Good Ol' Days. The CEP took 2<sup>nd</sup> place with its float for the parade. Kettwig said they would be working on research and gather information on condo associations, dues, etc., meet with Tim Luce to gain information on who would own what, contacting the YMCA to find out who Norm Johnson's (who is retiring) replacement would be and setting up a meeting with that person.

Good Ol' Days:

Library director Jensen reported that she had fewer people than hoped stop by the booth on Sunday. She had picture books on display and available for children to read and gave prizes to them. All told, about 27 children participated.

Policy Committee:

New board members were mailed copies of the policy books for them to look over. Johnson and Thompson reported that they didn't notice anything they felt that needed to be updated or changed at this time. Pritchett made a motion and Thompson 2<sup>nd</sup> that we approve all policies as they stand. Ayes 6. Motion carried.

**NEW BUSINESS**

With regret, Epperson resigned his position on the library board and as secretary due to health. Pritchett made the motion to nominate Johnson as the new board secretary. Paulson 2<sup>nd</sup>. Ayes 5. Motion carried.

There was no other new business. Next meeting will be September 18, 2006 at 7:10  
Meeting was adjourned at 7:47.

Respectfully Submitted,  
Deb Johnson  
Secretary

***THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES***

***September 18, 2006 Meeting***

***MINUTES***

President Brown called the meeting to order at 7:12 PM. New board member, Mary Jensen, from Elk Run Heights was introduced.

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

Paulsen made the motion and Kettwig 2<sup>nd</sup> to approve the August minutes. Ayes 8. Motion carried.

Gray made a motion and Pritchett 2<sup>nd</sup> to approve August bills be paid in September. Ayes 8. Motion carried.

Pritchett gave the Treasurer's Report.

Library Director Jensen gave the Circulation Report.

Director Jensen gave the Director's Report. The library received a \$250 grant from Mid-American Energy to use towards new computer equipment. She also reported the new website was up and running, thanks to the hard work of Joanna, a student at the University of Illinois. She did this as a class project.

**OLD BUSINESS**

New Library Update:

Kettwig reminded all members of the Evansdale City Council meeting-taking place September 19 and to encourage citizens to come in support. Bob Johnston, of Johnston Development, of Altoona, would be present to give a presentation. He would present drawings and give a slide show of the new library and answer questions. Thompson has been working with Amy Davison of the YMCA on doing a survey to see what the citizens of Evansdale would like to see the Y offer. They are continuing to work on the division of property, condo agreement, etc.

**NEW BUSINESS**

Next Years Budget:

President Brown reported that the library's budget for next year needed to be to the Mayor by December. He asked for ideas and suggestions on what maybe needed to improve the library for its patrons. Library Director Jensen gave a few ideas such as, furniture, matching cabinets, etc. Members were asked to give some thought to this and bring them to the next board meeting.

There was no other new business. Next meeting will be October 16, 2006 at 7:10 PM.

Meeting was adjourned at 7:50 PM.

Respectfully Submitted,  
Deb Johnson  
Secretary

***THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES***

***October 16, 2006 Meeting***

***MINUTES***

President Brown called the meeting to order at 7:12 PM. New board member, Gary Hansen, from Evansdale was introduced.

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

Pritchett made the motion and Gray 2<sup>nd</sup> to approve the September minutes. Ayes 8. Motion carried.

Kettwig made a motion and Jensen 2<sup>nd</sup> to approve September bills be paid in October. Ayes 8. 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 and Paulsen put together an expansion project catalog to pass out to all board members. This catalog will also be mailed to citizens of Evansdale with the next news flier. It will also be available for review at the library. Doug Faas will be presenting the new library plans to the school board at their next meeting.

Next Years Budget:

Kettwig will ask Double K for a bid to construct new cabinets for the library. She has already received estimate for ready-made cabinets from Menards.

**NEW BUSINESS**

Budget Committee Members:

Brown, Kettwig, and Jensen, all volunteer to service on the committee to work on the budget.

Insurance Changes:

Library Director Jensen asked the board to approve for her to include her husband on her health insurance, if the need would arise. Hansen made a motion and Kettwig 2<sup>nd</sup> to approve for her to do so, if or whenever needed. Ayes 8. Motion carried. President Brown will present a letter to Mayor Mardis notifying him of this change.

Library Phone Use By Public:

Director Jensen reported that use of the library phone by its patrons was getting out of control. Many children as well as adults are using the phone to make personal phone calls, tying up the line for several minutes. It was decided that the policy committee should meet and come up with a policy for public use of the phone. Pritchett and Gray will serve on the committee.

There was no other new business. Next meeting will be November 20, 2006 at 7:10 PM.

Meeting was adjourned at 8:25 PM.

Respectfully Submitted,

Deb Johnson

Secretary

***THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES***

***November 20, 2006 Meeting***

***MINUTES***

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

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

Pritchett made the motion and Paulsen 2<sup>nd</sup> to approve the October minutes. Ayes 9. Motion carried.

Kettwig made a motion and Pritchett 2<sup>nd</sup> to approve October bills be paid in November. Ayes 9. 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 received a check for the state in the amount of \$889.44 and noted the library will be receiving more next month. This is for the sharing material program by the area libraries. She also discussed meeting with the other Black Hawk county librarians and their proposed budget to present to the County Board of Supervisors. She noted that the per capita for Evansdale was \$8.30 which is pretty paltry compared to the other county libraries.

**OLD BUSINESS**

New Library Update:

Kettwig reminded members that Saturday November 25 was the 2<sup>nd</sup> annual Christmas open house. The committee has received many nice donations from local businesses and they have sold 14 tables to various vendors. Doug Faas presented the new library plans to the school board at the last school board meeting. They were very exceptive to the plans.

Next Years Budget:

The budget for 2007 was presented. \$4,000 was added to the regular book budget, \$4000 was added for capital improvements to the room across the hall from the library for bookshelves, counters, etc. and \$2000 for new book sets. Annual pay raises for the library director and her assistant were also included including a pay step for the assistant for whatever benefit she may choose.

Policy Committee:

The committee presented two different proposals for use of the library phone by its patrons; one was to add a 2<sup>nd</sup> phone line and the other to restrict usage. Hansen made a motion and Jensen 2<sup>nd</sup> to adopt the restricted use policy as follows: Permission must be obtained from the library director or assistant to use the phone. They will place the call for the patron and monitor the call. Calls will be limited to three minutes. This policy will be posted by phone and enforced. Ayes 9. Motion carried.

**NEW BUSINESS**

Review Annual Report:

Library Director Jensen went over the report and answered board members questions.

There was no other new business.

Next meeting will be December 18, 2006 at 7:10 PM.

Meeting was adjourned at 8:05 PM.

Respectfully Submitted,

Deb Johnson

Secretary

***THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES***  
***December 18, 2006 Meeting***  
***MINUTES***

Secretary Johnson called the meeting to order at 7:22 PM.

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

Kettwig made the motion and Thompson 2<sup>nd</sup> to approve the November minutes. Ayes 5. Motion carried.

Hansen made a motion and Gray 2<sup>nd</sup> to approve November bills be paid in December. Ayes 5. Motion carried.

Gray gave the Treasurer's Report.

Library Director Jensen gave the Circulation Report.

Director Jensen gave the Director's Report. She said it has been a waiting month – waiting on budget presentations, waiting on additional continuing education for website development, waiting on books to process, waiting to see how the weather will affect business in the library.

**OLD BUSINESS**

New Library Update:

Kettwig reported that the open house was a success. Over 100 people attended the event and they made just over \$1000. At this time they have not heard anything more from the school board, but hope to by the next board meeting.

New Phone Policy:

Director Jensen reported that the new phone usage policy was going very well so far. She has removed the cordless phone all together, so patrons have to ask her to use the phone. This has cut down on the abuse and they are adapting.

**NEW BUSINESS**

There was no new business.

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

Meeting was adjourned at 7:40 PM.

Respectfully Submitted,  
Deb Johnson  
Secretary

**THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES**

**January 15, 2007 Meeting**

**MINUTES**

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

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

Kettwig made the motion and Thompson 2<sup>nd</sup> to approve the December minutes. Ayes - 9. Motion carried.

Gray made a motion and Pritchett 2<sup>nd</sup> to approve December bills be paid in January. Ayes - 9. 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 she has been attending workshops on updating the website through the PLOW (Putting Libraries on the Web) program and it will sit on the State Library's server. The annual accreditation report is due in the next few days. Jensen has also been looking into purchasing a new tape recorder for use at the board meetings to record the minutes. She is trying to find a nice recorder for around \$50.

**OLD BUSINESS**

New Library Update:

Foss continues to stay in contact with the school board on selling Jewett school to the city of Evansdale. At this time no decision has been made, but board members continue to be in favor of the proposal. They have also been working on new Evansdale welcome books for new citizens. They hope to have a sample for citizens to look over soon.

**NEW BUSINESS**

Director Jensen requested that the February meeting be moved to February 26, as she will be on vacation at the time of the regular scheduled meeting. Brown made a motion and Paulsen 2<sup>nd</sup> to move the February meeting. Ayes - 9. Motion carried.

Next meeting will be February 26, 2007 at 7:10 PM.

Meeting was adjourned at 7:37 PM.

Respectfully Submitted,  
Deb Johnson  
Secretary



**THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**February 26, 2007 Meeting**  
**MINUTES**

President Brown called the meeting to order at 7:13 PM.

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

Brown made a motion and Kettwig 2<sup>nd</sup> to approve the January minutes, citing a spelling correction. Aye - 5. Motion carried.

Paulsen made a motion and Johnson 2<sup>nd</sup> to approve the January bills to be paid in February. Ayes - 5. Motion carried.

Gray gave the Treasurer's Report in Pritchett's absence.

Library Director Jensen gave the Circulation Report.

Director Jensen gave the Director's Report. She is continuing to work on getting the staff set up to take their continuing education classes online. Jensen also reminded the board that we have to spend the Enrich Iowa money of \$889.44 before the end of the fiscal year or lose this money. The other money from the State for Open Access and Access Plus totaling \$996.10 can be spent at any time.

**OLD BUSINESS**

New Library Update:

Kettwig and Paulsen explained that they held a meeting in February with Doug Faas, who reported he still felt the School Board would render a decision on Jewett Elementary this Spring. They are also working with Prince of Peace Church to use their facility for another dinner theater play. They hope to have this all put together and be able to put on the dinner theater sometime in Sept. The new Welcome book is close to completion and should have a sample for the board to review at the next meeting in March.

Tape Recorder Update:

Director Jensen is still looking for a good recorder. She is having a hard time finding a recorder that is in the middle price range, as the Board has requested that we not get the cheapest one but not spend \$300 to \$400 either.

Kid's School Poster Update:

Jensen is going to check on the cost of having some posters made up promoting new children materials available at the library. Paulsen suggested that we get some kind of poster that can be used year round and then post a list of new material on an 8 ½ X 11 sheet of paper every season and added to a corner of the poster.

Budget Proposal Update:

Pritchett and Library Director Jensen presented the budget for next year to the City Council and answered any questions they had.

**NEW BUSINESS**

Policy Committee:

At the current time the library doesn't have a policy regarding collection development. Director Jensen contacted the Library Service Area and received a sample policy for a library similar in size. She then tweaked it to fit the library's needs and presented to Pritchett, who is on the Policy Committee, what she had come up with. At this time Pritchett had not gotten back to her with approval or any changes. This will need to be approved and in place by April 1<sup>st</sup>.

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

Meeting was adjourned at 8:05 PM

Respectfully Submitted,  
Deb Johnson  
Secretary

**THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**March 19, 2007 Meeting**  
**MINUTES**

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

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

Brown made a motion and Paulsen 2<sup>nd</sup> to approve the February minutes. Ayes - 9. Motion carried.

Paulsen made a motion and Pritchett 2<sup>nd</sup> to approve the February bills to be paid in March. Ayes – 9. Motion carried.

Pritchett gave the Treasurer's Report.

Library Director Jensen gave the Circulation Report.

Director Jensen gave the Director's Report. Starting the 1<sup>st</sup> of April or May she hopes to have the library set up for patrons to download audio books onto MP3 players. There will be about 12,000 books available online to download. The only requirement to use this service will be an Evansdale Library card.

**OLD BUSINESS**

New Library Update:

They will be meeting with Prince of Peace Church Sunday March 25 on using their fellowship room for the next dinner theater. If members approve, it will cost \$100 - \$150 to rent the room for the evening. The new Welcome Books are complete and they are selling advertising slots to help pay for publishing. Doug Faas feels the school board may make a decision on Jewett Elementary by June 2007.

Tape Recorder Update:

After much research and looking, Director Jensen purchased a new tape recorder and microphone for the library from Radio Shack for \$30.

Kid's School Poster Update:

Director Jensen said she is still working on the posters.

**Policy Committee**

Collection Development Policy:

Pritchett and Director Jensen had a policy all put together for review by the board. After much discussion Johnson made a motion and Hansen 2<sup>nd</sup> that we adopt said policy with board member Jensen doing some editing and have this ready for review and submit for amendment by the next meeting. Aye – 9. Motion carried.

## **NEW BUSINESS**

New Ergonomic Chair for Desk:

Hansen made a motion and Jensen 2<sup>nd</sup> to approve Director Jensen to purchase a new chair not to exceed \$200. Aye – 9. Motion carried.

Advertising Items:

The library has \$600 in advertising to spend by June. Some of the items to look into getting are book covers for school books, 3 x3 note pads, and calendars. Director Jensen will check on quantity and prices.

Wireless in the Library:

Director Jensen had done some research on other libraries in Iowa that are about the same size as the Evansdale Public Library and found that 21 out of 23 who responded offered wireless service for their patrons. For about \$70 the library can purchase a router that would make the library wireless and have a range of 200-250 feet from the building. With that, patrons could bring their laptop computers to the library and sit in the parking lot and use the Internet if the library is not open. Jensen made a motion and Kettwig 2<sup>nd</sup> to approve the purchase of the router to make the library wireless. Aye – 9. Motion carried.

Next meeting will be April 16, 2007 at 7:10 PM.

Meeting was adjourned at 8:38 PM.

Respectfully Submitted,  
Deb Johnson  
Secretary

**THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**April 16, 2007 Meeting**  
**MINUTES**

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

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

Jensen made a motion and Brown 2<sup>nd</sup> to approve the March minutes. Ayes - 7. Motion carried.

Hansen made a motion and Pritchett 2<sup>nd</sup> to approve the March bills to be paid in April. 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:

They met with Prince of Peace Church Sunday March 25 on using their fellowship room for the next dinner theater. Members of the church did approve use of the room at no charge and said the youth and fellowship groups would sponsor the event with all proceeds going to the community expansion project. It was also suggested that when the new community expansion project is finished, it might be used as an emergency shelter for residents as with the ice storm in February. All that is needed is several generators purchased to have on hand for such a need. The new Welcome books are going over well with many businesses and churches purchasing ads.

Kid's School Poster Update:

Director Jensen reported that she has found it would run \$50 per poster to purchase the type of posters requested. Johnson made a motion and Jensen 2<sup>nd</sup> that we purchase one poster to try out in the library to see how it works for now. Ayes – 7. Motion carried.

Collection Development Policy:

Board member Jensen worked on revising the policy and presented to the board. Brown made a motion and Kettwig 2<sup>nd</sup> to accept revised collection development policy. Ayes – 7. Motion carried.

Advertising Items:

Pritchett made a motion and Hansen 2<sup>nd</sup> for Director Jensen to purchase 500 notepads and 288 hackey sacks to use as promotional items for Good Ol' Days and other events.

Wireless in the Library:

Director Jensen reported that she had everything purchased for the library to go wireless. She hoped to have it set up and running in the very near future.

**NEW BUSINESS**

Selling Garbage Stickers in the Library:

Director Jensen reported that the City Clerk had asked her if she would sell garbage stickers in the library for citizens that can't make it to city hall during regular business hours. The board felt allowing this may bring other problems such as not enough cash on hand to make change, residents then wanting to leave their water bill payment, etc. Hansen made a motion and Pritchett 2<sup>nd</sup> to decline the request.

Other:

Library Director Jensen pointed out the Withdrawn Books reports included in packets and noted that each year we are withdrawing more and more books to make room for new. Kettwig reported that she had contacted Pro Signs about the condition of the library sign. Pro Sign said they would come and make needed repairs.

Next meeting will be May 21, 2007 at 7:10 PM.

Meeting was adjourned at 8:10 PM.

Respectfully Submitted,  
Deb Johnson  
Secretary

**THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**May 21, 2007 Meeting**  
**MINUTES**

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

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

Jensen made a motion and Hansen 2<sup>nd</sup> to approve the April minutes. Ayes - 7. Motion carried.

Brown made a motion and Paulsen 2<sup>nd</sup> to approve the April bills to be paid in May. Ayes – 7. Motion carried.

Gray arrived at 7:16 PM.

Gray 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 and Paulsen reported that the Welcome books were almost complete and would be out in June. The dinner theater has been set for Saturday, October 27. They will do a noon performance, serving a soup and sandwich lunch and a formal dinner for the evening performance. They plan to contact Friendship Village as well as other senior centers to see if they would have an interest for their residents.

Kid's School Poster Update:

Director Jensen reported she had received the poster and was working on getting it ready to display.

Advertising Items:

All advertising items have been ordered and will be on hand for summer activities.

Sign Repair Update:

Pro Signs came and looked at the library sign and said it should have lasted longer than it did. The Street Department came and removed the library sign, took it in for repair, returned a few days later and hung it back up. All this was done for no charge.

Wireless in the Library:

Director Jensen reported she has been working on getting the wireless up and running. She has wireless working inside the building, but has not yet got it to work outside.

**NEW BUSINESS**

Laptop for Library use:

Director Jensen asked that the Library Board of Trustees think about purchasing a laptop computer. Library staff would use this when they attend training sessions and it could be used in the library when all other computers are in use. After much discussion the matter was tabled. Director Jensen was asked to compile a list of pros and cons on libraries with laptops.

Other:

Hansen asked that with the new audio books now available, if there was a way to track the usage and add this to the circulation report. Director Jensen said she would check into that possibility.

Next meeting will be June 18, 2007 at 7:10 PM.

Meeting was adjourned at 8:13 PM.

Respectfully Submitted,  
Deb Johnson  
Secretary



**EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**June 18, 2007**  
**Meeting Minutes**

President Brown called the meeting to order at 7:14 PM.

Roll Call was taken. Brown, Hansen, Jensen, Johnson, Kettwig, Paulsen, Pritchett and Thompson were all present. Gray arrived at 7:23 PM.

Jensen made a motion and Brown 2<sup>nd</sup> to approve May minutes. Ayes - 9. Motion carried.

Johnson made a motion and Paulsen 2<sup>nd</sup> to approve May bills to be paid in June. Ayes - 9. 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 summer reading program had started and was going well.

**OLD BUSINESS**

New Library Update:

Kettwig brought some of the new welcome books to show everyone and reported so far they had received good feedback from new residents on how nice and helpful they were. There will be a meeting to plan the next dinner theatre on June 23<sup>rd</sup> at Bonnie Happel's home. All are welcome to come. She also reported that Zack Thoma would be directing the play.

Kid's School Poster:

Director Jensen brought the poster to show and shared her ideas to display it for the different seasons. This fall the poster will be on display in the schools, but until then it will be on display in the hallway of the City Hall/ Library.

Advertising Items:

All items have been ordered and are waiting for arrival. Jensen was hoping they would be here by the end of the week.

Laptop in Library:

Director Jensen had no further updates at this time.

Wireless in Library:

Director Jensen noted that the wireless is working inside the library, but she is not sure if it is working outside the building. In the last 30 days there have been 3 patrons come in to use this service.

Audio Book Usage Stats:

Director Jensen reported that she would be able to track and report the usage on the circulation report.

**NEW BUSINESS**

Preapproval of All Final Bills To Be Paid Before Fiscal Year Ends 2007:

Brown made a motion and Thompson 2<sup>nd</sup> that any outstanding bills to come in before June 30<sup>th</sup> be paid in June. Ayes – 9. Motion carried.

Library Closure For Good Ol’Days:

Brown made a motion and Kettwig 2<sup>nd</sup> that the library be closed Saturday August 4<sup>th</sup>. Ayes – 9. Motion carried.

Election of Board Officers:

Kettwig made a motion and Hansen, Jensen, Thompson, and Gray all quickly 2<sup>nd</sup> that all current officers remain in office for the next fiscal year. Ayes – 9. Motion carried.

Officers for next year are: President: Jerry Brown, Vice President: Kim Paulsen, Treasurer: Kathy Pritchett and Secretary: Deb Johnson.

Other:

Director Jensen reported that Kettwig, Hansen and Pritchett’s terms were expiring June 30<sup>th</sup>. She said Mayor Mardis plans to reappoint each of them for another term at the City Council meeting if they were willing to serve and they should contact him if they had any objections. Each said they would serve.

The next meeting will be July 16, 2007 at 7:10 PM.

The meeting was adjourned at 7:45 PM.

Respectfully Submitted,  
Deb Johnson  
Secretary