

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Monday, November 20, 2017 – 6:00 PM**

Call to Order: The meeting was called to order by President Hansen at 6:01 p.m.

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

Approval of October 16, 2017 Monthly Meeting Minutes: Kettwig moved and Johnson seconded to approve the minutes from the October 16, 2017 meeting. Ayes – 7. The motion carried.

Approval of bills to be paid in November: Clements moved and Johnson seconded that we approve the October bills to be paid in November. Ayes -7. The motion carried.

Treasurer's Report: The treasurer's report was read by Johnson and reviewed. There were no questions.

Circulation Report: The circulation report was reviewed. No discussion.

Old Business:
No old business

New Business:

- 1. Library Assistant probationary period ending evaluation and discussion/possible action of hourly wage step-increase:** Director Jensen noted that the probationary period of 90 days for the new library assistant had ended and she has been evaluated. Jensen noted that she is working out fine and is now working days without supervision. She said there will be a learning curve for quite some time but she has great potential. She has taken over many of the tasks that the previous assistant was involved with. Wages were discussed. She started at \$10/hour. There was discussion as to whether we give an increase now or wait for the next pay raise period in July. Johnson made a motion to approve a \$.25 increase starting with the next pay period and Pritchett seconded. Ayes – 7. The motion carried.
- 2. Discussion/possible action of purchase of library shirts for library assistant** – Discussion was held about buying new Polo shirts for the Assistant similar to the shirts purchased for the Director recently. Director Jensen said cost was \$23 per shirt. Rasanen motioned and Clements seconded to purchase three work shirts for the Assistant from ABC Embroidery. Ayes – 7. The motion carried.
- 3. Budget Committee** – Director Jensen said that the city would want a budget soon and recommended a budget committee be established. The next agenda item, Compensation Committee was brought up. Director Jensen noted that Hansen asked that this be included. Hansen spoke up and said that it went hand in hand with the budget committee. He said he felt that there should be a separate committee to discuss and determine wages if the board didn't want the budget committee to do it, so it wasn't done at an open meeting. Director Jensen read the minutes from the previous year where there was some discontent about the budget committee determining a rate increase and then others questioning it. After discussion, Hansen moved and Clements seconded to continue with the current budget committee process with three members who would set the pay rate increase and bring it, along with the budget proposal, forth to the board. The budget committee this year will consist of Hansen, Clements and Rasanen. Ayes – 7. The motion carried.
- 4. Compensation Committee** – Kettwig motioned and Johnson seconded to keep the compensation with the budget committee. After discussion, it was pointed out that this did not need to happen as that is the way it had been done for years. Kettwig withdrew her motion.

Discussion: Director Jensen said that after some questions on the City Clerk's end, and discussion with the city attorney as to whether or not our request for the change in the code of ordinance pertaining to the absences of board members was legal or whether or not it needed to go to the voters as a referendum, Director Jensen said that it was okayed by the city attorney and they will move forward with the changes requested. Director Jensen noted that the library will be closed on Thursday, November 23rd for the Thanksgiving holiday. As we discussed going into the training session, there was some confusion expressed with the wording in the previous minutes. Rasanen was unaware that when it said after the November meeting, that it meant directly following the November meeting.

Adjournment: There being no further business the meeting was adjourned at 6:44 p.m.

Respectfully submitted,

Kathy Pritchett, Board Secretary