

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Monday, July 16, 2018 – 6:00 PM**

Call to Order: The meeting was called to order by President Hansen at 6:03 p.m.

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

Approval of June 18, 2018 Monthly Meeting Minutes: Pritchett moved and Borwig seconded to approve the minutes from the June 18, 2018 meeting. Ayes – 5. The motion carried.

Approval of bills to be paid in July: Hansen moved and Johnson seconded to approve the bills to be paid in July. Ayes - 5. The motion carried.

Treasurer's Report: There was no treasurer's report yet as a final report from FY2018 has not been received from the city, and nothing has been prepared for the new fiscal year.

Circulation Report: The circulation report was reviewed. There were no comments or questions.

Old Business:

1. **Review/Revision/Approval of Overdue Material Policy:** Considerable discussion was held on the revised overdue policy as presented by Director Jensen with the changes made to it from the last meeting. She noted that Pritchett asked it be placed on the agenda once again after having received the email that had come from the State Law librarian about the workshop she'd attended and how charging overdue fines affects a library and its services negatively. Hansen said he still thinks the section in #5 with regards to "exceeding the grace period of 45 days" and still being allowed to check materials out was too lenient and would like to see it removed. Borwig said she felt that it was acceptable, because of quick last minute run-ins or other circumstances. It was felt that if the addition of "discretion of library staff" was made, that it could be left up to the staff who knows its patrons. Hansen moved and Johnson seconded to approve the policy striking the "exceeding the grace period of 45 days" and adding "or at the discretion of the library staff." Ayes – 3. Nays – Borwig and Kettwig. The motion carried.
2. **50th anniversary celebration discussion:** The Community Days celebration is in twelve days and we are ready with the float, float riders, and activities downtown. Director Jensen read an email that she had received from Sarah Meyer-Ryerson, a previous director that was invited to ride in the float, thanking Director Jensen for the invitation but declining. However, she wanted to congratulate the board for the wonderful milestone, and congratulating Director Jensen for her work over the past 20 years.

New Business:

1. **Review/Revision/Approval of Library Director Benefits:** Director Jensen said that there was some confusion about the holiday pay which prompted the third item of new business on the agenda and asked that the board revisit and reconsider the policy. It was noted that when the policy was written there was a committee and members felt another committee should be formed to review and revise if necessary. Borwig, Hansen and Johnson volunteered to sit on that committee, and will meet at a later date. This issue will be tabled until such time.
2. **Review/Revision/Approval of Library Assistant Benefits:** Tabled until committee can meet.
3. **Discussion/Possible Action on Director's Holiday Pay for Memorial Day:** Director Jensen informed the board that she had put in for pay for Memorial Day and that it was denied by the

City Clerk, DeAnne Kobliska. She was told that it wouldn't be paid because it was a Monday holiday, the policy says employees are paid for holidays on days they are typically scheduled to work, and Director Jensen doesn't typically work on Mondays. Jensen defended her view by noting that during FY2018, of 52 Mondays, she worked 26 of them in some fashion, and that she had come in to work five of the six Mondays leading up to the holiday. She noted that she was paid for the Labor Day holiday which also falls on a Monday without question. She felt there was a lack of understanding on both the city's side and her own on exactly how the policy is supposed to work which was why she asked for clarification. Kettwig noted that even the board meetings are on Mondays and Director Jensen is at every one. Hansen did not feel that she should be paid for the holiday. Kettwig moved and Borwig seconded to approve the holiday pay for Director Jensen for Memorial Day. Ayes – 4, Nays – Hansen. The motion carried.

Discussion: Johnson said she was not going to be able to accept the position of secretary. She feels that because DeAnne does the minutes for the City Council and Sandy does the minutes for the Water Works that Director Jensen should take the minutes for the Library Board meeting. Pritchett gave kudos to Jensen for sorting the minutes out for her in the past. Director Jensen noted that this could be done, however they would have to review and make changes to the bylaws, as it says that a panel of officers including a president, vice-president, treasurer and secretary would be made up of board members. She will put it on the next agenda.

Hansen asked if Director Jensen had received any notification about the BRIDGES notifications and she said no.

Adjournment: There being no further business the meeting was adjourned at 7:24 p.m.

Respectfully submitted,

Shannon Jensen, Library Director