

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
September 21, 2009 Meeting
Minutes

Board Member Hansen called the meeting to order at 6:52 p.m.

A welcome was given to Kathy Steele, the newest board member. Introductions were made of the board members.

Roll call

Present: Hansen, Johnson, Kettwig, Pritchett, and Steele

Absent: Gray, Jensen and Nichols

A quorum was present.

Minutes

Minutes from the June meeting were approved. Kettwig moved and Pritchett seconded. Ayes 5. The motion carried.

Bill payment approval

July and August bills to be paid in August were approved. Pritchett moved and Johnson seconded. Ayes 5. The motion carried.

August bills to be paid in September were approved. Pritchett moved and Johnson seconded. Ayes 5. The motion carried.

Reports

Director Jensen gave the Treasurer's report in the absence of a Treasurer. Johnson asked if she could change the Treasurer's report to highlight the things the board focuses on most like the line items for books/subscriptions, office supplies, etc. Director Jensen said she would do that for the next meeting.

The Board reviewed the circulation reports provided by Director Jensen for the months of June, July and August.

Director Jensen presented the director's report.

- She said she was glad they were finally getting to meet and that she had been trying to get new board members appointed since May. Two were reappointed and a new member appointed at the September 15, 2009 city council meeting.
- The annual report is due at the end of October and she has been gathering statistics and preparing to complete it once she returns from vacation.
- She informed the Board of the success of this year's summer reading program. She highlighted on the various performances that they provided and the strong turn-out for the final party. She noted that this year they received about \$800 more in cash donations than from previous years, she thinks due in part to a change in format for how requests were made. They will do it again next year because it really made this year a lot of fun to do all the things that they did.

Old Business

1. Community Expansion Project.

- Kettwig reported that the Brewfest turnout was good.
- She also noted that they received a contract from the school board but there were a few errors that needed correcting and that the Evansdale Economic Development group would take possession of the Jewett School building a couple weeks after they are returned.

New Business

1. Vote for Officers

- President – Gary Hansen
- Vice-President – Deb Johnson
- Treasurer – Kathy Pritchett
- Secretary – Mary Jensen

The slate of officers were discussed and nominated. Kettwig moved to accept the above slate and Steele seconded. Ayes 5. The motion carried.

2. Change of October meeting

Library Director Jensen said she would be on vacation during the regular meeting date and asked that the meeting date be changed or cancelled. Pritchett moved to change the meeting date to the following Monday, October 26th at 6:00 PM and Johnson seconded. Ayes 5. The motion carried.

3. Sex Offender Policy

Library Director Jensen provided the Board with policies from seven different libraries to review. Discussion was held on which policies they liked and which wording they preferred. Library Director Jensen was asked to put together a policy for the October meeting.

With there being no further questions or comments, the next Evansdale Public Library Board meeting will be held on Monday, October 26, 2009, at 6:00 p.m.

The meeting was adjourned at 7:54 p.m.

Respectfully submitted,
Shannon Jensen
Library Director

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
October 26, 2009 Meeting
Minutes

Board President Hansen called the meeting to order at 6:03 p.m.

Roll call

Present: Gray, Hansen, Jensen, Johnson, Kettwig, Pritchett, and Steele

Absent: Nichols

A quorum was present.

Minutes

Minutes from the September meeting were approved. Johnson moved and Kettwig seconded. Ayes 7. The motion carried.

Bill payment approval

September bills to be paid in October were approved. Kettwig moved and Pritchett seconded. Ayes 7. The motion carried.

Reports

Pritchett gave the Treasurer's report.

The Board reviewed the circulation report provided by Director Jensen for the month of September.

Director Jensen presented the director's report.

- She informed them that she did not have much to report as she was gone on vacation for the first two weeks of October and has been preparing the Annual Survey, which is due at the end of October to the State Library of Iowa.

Nichols arrived at 6:18PM.

Old Business

1. Community Expansion Project.
 - Kettwig reported that the Evansdale Economic Development group closes on the Jewett property on Friday and that they already have access to the building. She said they are going to start cleaning it out and have already mowed the lawn. All items left behind become their property and will be sold at auction.
 - She showed plans of the building and the proposed drawing.
 - Kettwig asked that the Board consider making a motion to accept the Jewett property as their favored place for a new library. Discussion ensued. Nichols said she thought we should pursue the City Council to get their favor and said she didn't think Mayor Deutsch was in favor of this plan. Kettwig said that he was personally in favor but couldn't "jump on board" because of his position as Mayor. She said that the Council is interested in

dollar amounts. She said the most recent estimate they'd received was that it would cost \$.55/sq ft for heating which is less than what is paid at the current city hall. Hansen said he thought Nichols had a valid point and that we can only vote to continue with looking at the feasibility of that location. Jensen said the school was always the thing that held them back, and now that they had acquired it, what did it hurt to make a recommendation? Kettwig said that the City Council was waiting for an inkling as to what the Board wants to do. Hansen said he thought the Board could vote as to whether or not they agreed the location was acceptable. Pritchett asked if the condos were still being planned. She said she thought that was the issue with which Mayor Deutsch had an objection.

With no further discussion, Jensen moved and Gray seconded the motion that the Board supports the development of the library at the old Jewett School location.

Ayes 8. The motion carried.

- Kettwig said the 5th annual Christmas Open House would be on Saturday, November 21st from 9AM-2PM and that they had more than 20 vendors lined up.
- 2. Revisit Holiday issue – Discussion/Possible Action
 - There were a lot of misremembered opinions regarding if and how the holiday issue was resolved. Director Jensen said that since one of the holidays in question was coming up, she put it on the agenda for discussion and action. She said she had gone back through the minutes and found where it had been tabled but no decision had been ever made. Nichols thought a decision had been made, at least regarding President's Day. Kettwig moved and Johnson seconded to keep the library open both the day after Thanksgiving and on President's Day with the condition that if the Director works, he or she will be paid holiday pay as well as straight pay for the number of hours worked. If a part-time employee works, he or she will be paid straight time for the number of hours worked. Ayes 8. The motion carried.
- 3. Sex Offender Policy
 - Gray moved and Pritchett seconded to accept and adopt the sex offender policy as presented by Director Jensen. Ayes 8. The motion carried.

New Business

No new business at this time.

Mary Jensen, the Elk Run Representative, said she has submitted her resignation to the Elk Run Heights mayor effective with the next meeting. Because she is resigning, a new secretary will need to be elected and that will be on next month's agenda. With there being no further questions or comments, the next Evansdale Public Library Board meeting will be held on Monday, November 16, 2009 at 6:00 p.m.

The meeting was adjourned at 7:05 p.m.

Respectfully submitted,
Shannon Jensen
Library Director

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
November 16, 2009 Meeting
Minutes

Board President Hansen called the meeting to order at 6:03 p.m.

The new Elk Run Heights Library Board representative, Melanie Rasanen, was welcomed and introduced. The current Board and Library Director introduced themselves in roundtable fashion.

Roll call

Present: Gray, Hansen, Johnson, Kettwig, Pritchett, and Rasanen

Absent: Nichols and Steele

A quorum was present.

Minutes

Minutes from the October meeting were approved. Pritchett moved and Gray seconded. Ayes - 6. The motion carried.

Bill payment approval

October bills to be paid in November were approved. Johnson moved and Kettwig seconded. Ayes - 6. The motion carried.

Reports

Pritchett gave the Treasurer's report.

The Board reviewed the circulation report provided by Director Jensen for the month of October.

Director Jensen presented the director's report.

Nichols arrived at 6:09 p.m.

Old Business

1. Community Expansion Project

Kettwig reported that the Evansdale Economic Development group was waiting for two abstracts for the school and that they were emptying rooms of the east wing into the gym and they were selling equipment. She said they are also looking for grants for asbestos removal.

2. Board Secretary: Elect new – Discussion/Possible Action

Nobody volunteered for the position. Director Jensen said she would take minutes for another month but that a secretary is an Officer position and someone would have to volunteer to do it. It will be placed on the agenda for December's meeting.

3. Other

No other old business at this time.

New Business

1. Accept and place on file 2009 Annual Survey

Nichols had some questions about some of the dollar figures that were listed and asked if they were correct and wondered why there was such a discrepancy from the previous year. Jensen looked at the report and could not say whether they were the correct numbers or not. She noted that the software used to collect the data for this year's annual survey was new and that it was quite possible there were some kinks or bugs in it. She said she would go over the survey line by line, and contact the state regarding any corrections that needed to be made. She will have a correct survey as well as any explanations at the December meeting.

2. Policy Manual Review, Revision and Approval

Discussion was held on how there was no restrictions to the renewal section of the circulation policy. Policy was changed to read:

Patrons are limited to two (2) renewals of an item, in person, over the phone or through email. If they wish to renew further, they must bring the item into the library. The cycle can be repeated up to two (2) times with a total of 6 checkouts per item before the material needs to be turned in.

Director Jensen asked about the limit of ten (10) books per patron and asked if the Board thought that should be increased. The Board was in consensus that for a library of our current size, that was sufficient and should not be changed.

All policies, with the above changes, are acceptable at this time.

Nichols moved and Kettwig seconded. Ayes - 7. The motion carried.

3. Other

Kettwig said that the new library will not just suddenly appear and she recommended that the library board contact the NEILSA (Northeast Iowa Library Service Area) to come out and discuss the new library with them. Nichols said she didn't think that the board could do anything until they had received Council approval. Kettwig said that they were planning to go to the City Council in two weeks time. Kettwig also noted that Dunkerton received a \$98,000 Iowa Vision Grant for their library and she said she thought the Board needed to really think about what they needed and wanted in a library. It was asked of Director Jensen to include brainstorming for a new library as an agenda item for the December meeting.

With there being no further questions or comments, the next Evansdale Public Library Board meeting will be held on Monday, December 21, 2009 at 6:00 p.m.

The meeting was adjourned at 7:20 p.m.

Respectfully submitted,
Shannon Jensen
Library Director

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
December 21, 2009 Meeting
Minutes

Board President Hansen called the meeting to order at 6:05 p.m.

Roll call

Present: Gray, Hansen, Johnson, Kettwig, Nichols, Pritchett, Rasanen and Steele.

Absent: None.

A quorum was present.

Minutes

Minutes from the November meeting were approved. Nichols moved and Steele seconded.

Ayes - 8. The motion carried.

Bill payment approval

November bills to be paid in December were approved. Nichols moved and Kettwig seconded.

Ayes - 6. The motion carried.

Reports

Pritchett gave the Treasurer's report. Director Jensen explained the Open Access program and funding to newest Board member, Rasanen.

The Board reviewed the circulation report provided by Director Jensen for the month of November. No comments or questions.

Director Jensen presented the director's report. She noted that she met with the other librarians of the Black Hawk county libraries regarding the asking of money from the BHC Board of Supervisors for 2010. She said they were asking for \$135,000 this year. She noted that they received their Direct State Aid check for \$1578.49 which needs to be spent by 6/30/10 and said more will be coming for Open Access and Access Plus. She said the policy manual was updated as was the circulation database with the changes made at the last meeting and she told them about a very large donation they received of nearly 400 books, most of which are older books or duplicates and will be available for sale in the book nook.

Old Business

1. Community Expansion Project

Kettwig reported. She said the abstracts were in hand and that attorney was working on deed, closing and title. Scrappers are waiting. People are talking to INRCOG regarding money opportunities. Partners in Ed are interested in a presentation and they are still selling items from Jewett and have sold about \$7000 worth of stuff thus far.

2. Board Secretary – Elect New

Nichols volunteered to fill the position. Johnson moved and Steele seconded. Ayes - 8. The motion carried.

3. Discuss and place on file Annual Survey for 2009

After discussing the survey with Director Jensen walking the Board through the numbers that were off and explaining the discrepancies in rent not taken one year and then doubled

and taken the next year, some benefits not paid and numbers being off in the previous year's report, Pritchett moved and Johnson seconded to accept Annual Survey for 2009. Ayes – 8. The motion carried.

No other old business at this time.

New Business

1. Annual renewal for movie licensing

Discussion was held about ways that programming could be changed to get a better response. Director Jensen said that if they showed any movies for any programming they should be legally licensed and should continue to do so. It was discussed that Director Jensen would check into the projectors that connect to laptops and screens to provide a better picture and maybe even a mobile one for the senior housing centers. Licensing will be renewed for another year. Nichols moved and Rasanen seconded. Ayes – 8. The motion carried.

2. Renewal of Databases

Discussion was held. Director Jensen said she really thought they should continue to use the online access for the encyclopedias because the print set doesn't get used and costs double but some form of encyclopedia should be provided. The Board agreed. Kettwig moved and Steele seconded to renew the Britannica Online subscription for another year for \$390. Ayes – 8. The motion carried.

Discussion was held on the other databases provided and their limited usage. Director Jensen said she could check into different databases and report back with some other options and alternatives.

3. Advertising Items

During discussion, it was decided that we really need to focus on getting our website address out there, so promotional items will have our website address on them. Nichols moved and Johnson seconded to purchase the magnetic calendars like we got last year, including our website address, for under \$250 if they could be obtained within a reasonable amount of time considering the date. Ayes – 8. The motion carried.

Hansen moved and Nichols seconded to purchase 500 pens like the ones we get with a change to include our website address on them. Ayes – 8. The motion carried.

It was also recommended that Director Jensen check into the cost of advertising in the Waterloo Courier and the Insider. She suggested getting the library's name into some of the bigger and wider circulated papers but she said she didn't think it could be done without a price.

4. Brainstorm for new library

This item was tabled until a later meeting.

With there being no further questions or comments, the next Evansdale Public Library Board meeting will be held on Monday, January 18, 2010 at 6:00 p.m.

The meeting was adjourned at 7:10 p.m.

Respectfully submitted,
Shannon Jensen
Library Director

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
January 18, 2010 Meeting
Minutes

Board President Hansen called the meeting to order at 6:06 p.m.

Roll call

Present: Gray, Hansen, Kettwig, Rasanen and Steele.

Absent: Johnson, Nichols, and Pritchett.

A quorum was present.

Minutes

Minutes from the December meeting were approved. Steele moved and Gray seconded. Ayes - 5. The motion carried.

Bill payment approval

December bills to be paid in January were approved. Library Director Jensen noted that there was one correction. Bill for Redbook magazine subscription should have read \$21.37 instead of \$21.97. Kettwig moved and Steele seconded. Ayes - 5. The motion carried.

Reports

Library Director Jensen gave the Treasurer's report in the absence of Treasurer Pritchett.

The Board reviewed the circulation report provided by Director Jensen for the month of December. It was noted that there were several decreases. Jensen said that there were three days that were affected because of the blizzard-like conditions. She also told them that while City Hall closed, the library remained open and just one day the library closed early at five o'clock instead of staying open until seven when it was dark and the roads were bad.

Director Jensen informed the board that everything that would have been included in the director's report, was on the agenda somewhere for discussion so she'll wait until each point comes up.

Old Business

1. Community Expansion Project

Kettwig reported. She said the EEDC has taken over ownership of the Jewett School property; the papers have been signed and they just need to pick up. She noted they've had about \$8,500 total sales from the school thus far. She said they were presenting to the City Council at their meeting on February 16th 6PM and invited all the board members to attend. She said that Partners in Education had also asked them to do a presentation which they'll be doing in March. She said they were also working on the condo drawings and that three choices will be available.

2. Database Discussion – Possible Action

Library Director Jensen said she had gathered information from several sources regarding the databases but was still waiting on one company for information. Since the current databases didn't expire until February, she asked that this be tabled until the next meeting.

3. Brainstorm for new library

Although several ideas were discussed about what would be nice or popular in the new library like natural light, study rooms or carrels and a reading pit, it was decided that the Board would request the North East Iowa Library Service Area to come out and lend their knowledge and expertise to the Board on this matter. Library Director Jensen will contact Eunice Riesberg at the LSA and set this up.

No other old business at this time.

New Business

1. Budget Discussion

Library Director Jensen recapped to the Library Board on the rush of putting together a budget committee, meeting to put some numbers together and then her presentation to the City Council the previous week. She said that the Budget Committee asked for just a \$200 increase in postage because of the higher number of interlibrary loan transactions that they've been seeing which requires more postage for returns and \$625 for software licensing and support fees. All other line items were staying the same and they were not asking for anything in Capital Improvements. She said that a final budget was not prepared yet and that the city had until sometime in March to supply it to the state. She said there were still some issues with regards to salary and insurance because of the union negotiations, but she will get them a copy of their final budget when it is given to her and any changes they want to make can be made then as far as line item disbursements.

With there being no further questions or comments, the next Evansdale Public Library Board meeting will be held on Monday, February 15, 2010 at 6:00 p.m.

The meeting was adjourned at 7:05 p.m.

Respectfully submitted,
Shannon Jensen
Library Director

**Evansdale Public Library Monthly Board of Trustees
Meeting Minutes
February 15, 2010**

Board President Hansen called the meeting to order at 6:00 p.m.

Roll Call

Present: Hansen, Johnson, Kettwig, Rasanen, Steele

Absent: Gray, Nichols, Pritchett.

A quorum was present.

Minutes

The minutes from the January 2010 board meeting were approved. Kettwig moved and Steele seconded.

Ayes – 5. The motion carried.

Approval of January bills to be paid in February

January bills to be paid in February were approved. Johnson moved and Steele seconded. Ayes – 5. The motion carried.

Treasurer's Report

Director Jensen gave the Treasurer's report in Pritchett's absence.

Circulation Report

The Board reviewed the circulation report for January. There were no comments or questions.

Director's Report

Director Jensen informed the board that the library had received a second check from the State Library of Iowa for Open Access, ILL and Infrastructure in the amount of \$915.08 making the grand total this year from the state \$2493.56, \$1578.49 of which has to be spent before 6/30/10.

She noted that they held a card making workshop the first Saturday of the month with Dianne Peterson and Marie Cook, the silhouette artist, both from Cedar Falls. This is the fourth time they have held this workshop here. She said a notice was put in the Evansdale News, the Courier and on the website and there were seven attendees. She shared that the library has been fighting a leaky ceiling in a straight line that begins over the Director's computer and runs the entire length of the ceiling. She also told them that on January 21st, the day of the big ice storm, she took a spill getting out of the vehicle in the parking lot. She said she had to go to Occupational Health and has been going to Physical therapy for a torn bicep tendon and that it is a worker's comp issue. She said for the most part is okay but she still has some tenderness when reaching for things.

Old Business

1. Community Expansion Project Update

Kettwig said Director Jensen had emailed her regarding the USDA grant that had become available with the up to 35% or \$500,000.00. She said that what they found out was that they could get a loan for the amount with a 40-year payback schedule at 4.25% interest. She also noted that the YMCA had sent a letter of intent and was interested in leasing 6000 square feet. She briefly touched on the fact that they would start a Capital Campaign and she said that they were on the agenda to present at the City Council meeting the next night. Nichols expressed that she "had issues" regarding the CEP being on the library agenda month after month as old business and feels that it should be under discussion. She also noted that she has a problem with the condo project that they are proposing. A consensus of the Board was

that it would be appropriate to move this current agenda item to discussion at the end of the meeting.

Hansen challenged the minutes from the October meeting and said that he did not think the information regarding the Board's supporting the development of the library at the old Jewett School location was represented correctly. The minutes were read aloud and Director Jensen pointed out that she was the one who took and transcribed the minutes. She noted that she asked several times at the table during that meeting regarding the wording of the motion to make sure that it was correct, knowing that there may be issues down the road, and how it was written in the minutes was verbatim. She also noted that the October minutes were approved by this Board in November.

2. Database Discussion – Possible Action

Databases were reviewed and discussed. It was decided to renew the Auto Repair Reference Center from Ebscohost and newly subscribe to the Learning Express Library, a database that offers practice tests for a multitude of grades and subjects with the add-on for the Microsoft Products learning with the money taken from Open Access. Nichols moved and Rasanen seconded. Ayes – 7. The motion carried.

New Business

None

Discussion

None

With there being no further questions or comments, the next Evansdale Public Library Board meeting will be held on Monday, March 15, 2010 at 6:00 p.m.

The meeting was adjourned at 7:07 p.m.

Respectfully submitted,
Shannon Jensen
Library Director

**Evansdale Public Library Monthly Board of Trustees
Meeting Minutes
April 19, 2010**

Board President Hansen called the meeting to order at 6:01 p.m.

The new Evansdale Library Board representative, Deb Burkett, was welcomed and introduced. The current Board and Library Director introduced themselves in roundtable order.

Roll Call

Present: Burkett, Gray, Hansen, Johnson, Kettwig, Nichols, Pritchett, Rasanen, Steele

Absent: None

A quorum was present.

Minutes

No minutes to approve for February. Miscommunication on who was keeping minutes as Secretary Nichols arrived late. Director Jensen was keeping minutes, so she will type them and have them for the next meeting.

No meeting was held in March due to a family emergency.

Approval of February and March Bills

February and March bills to be paid in March and April were approved. Burkett moved and Steele seconded. Ayes – 9. The motion carried.

Treasurer's Report

Pritchett gave the Treasurer's report. Johnson moved and Rasanen seconded. Ayes – 9. The motion carried.

Circulation Report

The Board reviewed the circulation report for February first. Steele asked if it is normal for circulation to drop in the month of February. Director Jensen explained the fluctuation is standard from month to month and year to year.

Burkett asked Director Jensen to explain the circulation report, and Director Jensen explained each line item on the report. Director Jensen also explained the process of adding and weeding books from the collection.

Usage of the video library is increasing and it was also noted that the new databases in the collection are starting to have increased hits.

The Board then reviewed the circulation report for March.

Director's Report

Director Jensen shared she had fallen behind due to her recent absence in March and was busy catching up on mail, email, etc. She also shared there is a shortfall in the Cities budget and she is hoping that does not affect her line item for purchasing books as she has vendors set to visit.

Director Jensen shared that Anne had set up puzzles in the annex room and they seem to be going over very well. She shared there are people using the puzzles on a daily basis. Once one puzzle is complete a new one is placed in the room.

Old Business

None

New Business

- Rasanen brought up that the Denver Library was recently featured in the Courier about cake pans they have to check out. She wondered if we would take donations and what we thought about offering that service. Director Jensen shared that we had done this in the past, but there was little interest and due to space limitations it was discontinued. Discussion took place and if we were to get a new library that had the space this is something that we could pursue.
- Nichols asked Director Jensen if we ever donate books when they are weeded from the collection. Director Jensen said yes. Nichols mentioned contacting the Black Hawk County Jail and donating to their inmate library. Director Jensen will check into this.

Discussion

- Hansen shared he had stopped at the Dysart Library and found out some facts on it. He shared the Library was constructed for \$711,000 with a large donation from Norma Anders. Hansen was impressed with the set-up of the Library and what it had to offer. It was decided that a few would take a road trip on May 6, 2010 at 5pm to see the Library. Director Jensen reminded everyone there must be minutes if a quorum is present.
- Kettwig shared the USDA grant application was completed by the EEDC and would be submitted in a few days. They are currently working on a large capital campaign and other grant opportunities. Hansen asked who was building the Library and Kettwig responded that the EEDC group was building the Library; the City of Evansdale was not. Kettwig shared the Library Board can decide what they would like in the Library and place that in the bid. If they do not take the lowest bid you have to explain why. EEDC would like to use Johnson Development.
- Kettwig also shared that the Dinner Theater on Friday April 23rd and April 24th had a lot of interest. Few seats were available for April 24th performance.
- Johnson asked if there needed to be a cell phone policy for Board Members during the meeting. Johnson found the texting from the last meeting upsetting and wanted to make sure members did not use their phones. Nichols apologized for the use at the prior meeting and explained she was the Treasurer of another group and she was receiving text as it was an important meeting she was missing to attend this one. It was decided that Board President Hansen would remind us to turn our cell phones off or on vibrate. Agreement amongst most there was no need for a policy.
- Pritchett asked Director Jensen about the Union Contract. Director Jensen shared her thoughts and how the employees of the city were feeling. Director Jensen shared job descriptions were rewritten. Contract is still in mediation and the City wants certain positions removed from the Union. This will be taken to PERB for a ruling. Director Jensen's position is one in question.

With there being no further questions or comments, the next Evansdale Public Library Board meeting will be held on Monday, May 17, 2010 at 6:00 p.m.

The meeting was adjourned at 7:19 p.m.

Respectfully submitted,
Jan Nichols
Secretary

**Evansdale Public Library Monthly Board of Trustees
Meeting Minutes
May 17, 2010**

Board President Hansen called the meeting to order at 6:04 p.m.

Roll Call

Present: Burkett, Hansen, Johnson, Rasanen, Steele

Absent: Gray, Kettwig, Nichols, Pritchett

A quorum was present.

Minutes

February Minutes were approved. Steele moved and Johnson seconded. Ayes – 5. The motion carried.

Pritchett arrived at 6:06 p.m.

April Minutes were discussed. Rasanen said that she would like to see a correction to the minutes. She noted that in the minutes it discussed her saying the Denver Public Library was recently featured in the Courier with cake pans, however she does not know that to be true. She said that she had just mentioned she was aware that they had the cake pans and asked the info about the Courier to be stricken from the recorded minutes. April minutes were approved. Steele moved and Pritchett seconded. Ayes – 6. The motion carried.

Gray arrived at 6:08 p.m.

Approval of April Bills

April bills to be paid in May were approved. Pritchett moved and Rasanen seconded. Ayes – 7. The motion carried.

Treasurer's Report

Pritchett gave the Treasurer's report.

Circulation Report

Director Jensen asked if there were any questions or comments pertaining to the circulation report. There were none at the time.

Director's Report

Director Jensen had nothing to report at this time.

Old Business

None

New Business

- Eunice Riesberg with the Northeast Iowa Library Service Area came at the request of the board to discuss new library issues. She disseminated handouts on public library building project sequence and time schedule, library building committees and finance committees, the public library building in the 21st century, library construction – what

nobody will tell you, and tips for designing library buildings – from librarians. She asked the board members to peruse the documents and she would be happy to answer any questions. Hansen asked her if she specifically knew of any other libraries that were built by a separate organization and she said she did not know of any off hand. He also asked why light bulbs should not be purchased from Europe, in reference to one of the handouts. She noted that libraries have run into the problem of having different light bulbs in multiple lighting fixtures and then having stocking issues. Also, you don't want bulbs that are hard to obtain. Johnson asked if with this presentation, do we follow up with it under discussion or add it into the agenda. Steele thought that it needs to be included in the agenda. There was a consensus to include it on the agenda as discussion of library development, ongoing.

- Motion for library to close for Good Ol' Days on Saturday, June 12th so the staff could include a table during the festivities. Rasanen moved and Steele seconded. Ayes – 7. The motion carried.

Discussion

- Hansen brought up a new trip to the library in Dysart as nobody but he showed for the last one. After consultation with calendars, it was decided upon to travel to Dysart on Wednesday, June 9, 2010 at 5 p.m. Hansen asked Director Jensen to send an email to all board members prior to that date to remind them.
- Director Jensen said that was going to answer the questions regarding the Union the best as she could. She said the PERB hearing that she was subpoenaed to was postponed until May 26, 2010 so no decisions had been made yet on that end. She said she spoke with the Union representative regarding Pritchett's question about who will make decisions about pay and that she was told by Ritchie Kurtenbach, the Union representative, the Union is in negotiations with the City with regards to the wages of all city workers, including library personnel. She said that she thought a representative of the library board should have been included, since a member of the Water Works Board was, however apparently none was asked. She said she should know more by the next meeting as to whether or not her position will even be included in the bargaining unit.

With there being no further questions or comments, the next Evansdale Public Library Board meeting will be held on Monday, June 21, 2010 at 6:00 p.m.

The meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Shannon Jensen
Library Director

**Evansdale Public Library Monthly Board of Trustees
Meeting Minutes
June 21, 2010**

Board President Hansen called the meeting to order at 6:04 p.m.

Roll Call

Present: Burkett, Gray, Hansen, Johnson, Kettwig, Pritchett, Rasanen, Steele

Absent: Nichols

A quorum was present.

Minutes

May Minutes were approved. Steele moved and Pritchett seconded. Ayes – 8. The motion carried.

Approval of May Bills

May bills to be paid in June were approved. Kettwig moved and Johnson seconded. Ayes – 8. The motion carried.

Treasurer's Report

Pritchett gave the Treasurer's report.

Circulation Report

Director Jensen asked if there were any questions or comments pertaining to the circulation report. There were none at the time.

Director's Report

Director Jensen provided the Board with a written report highlighting a check received from the State in the amount of \$101.88 which had been originally cut from the Open Access Program but was partially restored, the tent and table for Good Ol' Days which was extremely wet at the beginning but the rain stopped around noon so they were able to play with the kids that stopped by. She said they shot off Alka-Seltzer rockets and played a library version of 3 cup monty with the kids. If they found the marble under one of the three cups they got a free book. If not, they got another prize. She told them that the library is in the process of registering for the Summer Reading Program and it looks like it'll be a busy season. She also commented on the movies, Grout Museum programs, wildlife in Iowa and genealogy programs scheduled. She informed them that the county contracts had come back and that the library will receive \$2202 in county funding. She also told them of the decision handed down by PERB relating her position. She said the city had dropped the challenge against her and that she was allowed to remain with Union coverage.

Old Business

- Mary Kettwig informed them that the USDA Grant application had been submitted, the Evansdale Economic Development Corp. (EEDC) was working on a grant from asbestos removal from the gaming commission as well as working with talking to INRCOG regarding a CAT grant. Hansen had taken pictures of the Norma Anders Public Library in Dysart when they visited it last month. Director Jensen brought down the library's laptop computer and the Board gathered round and looked at a slideshow of the pictures. Hansen had also taken some pictures of the Eldora Public Library on a recent

visit there. We discussed what we liked (glassed in office, portable sign, shelving used properly, big Jack & the Beanstalk mural) and things we didn't like (wasted space, cardboard storage on bottom shelves, bathrooms so out of the way, bland colors). There was discussion about getting another group together and visiting some other libraries such as Jesup, Oelwein, Conrad and Independence. President Hansen asked if Director Jensen could get the hours of operation information for the next meeting and she said she would. They also mentioned a computer program that the library in Dysart uses to monitor computer activity. Director Jensen said she was aware of similar software but she would look into what they use and find out about their satisfaction with the product.

New Business

- None.

Discussion

- Pritchett told the Board about a memorial donation to the Friends of the Library received from the family of the late Pearl Dewater who was an avid library user. The donation was in the amount of \$125 and she asked them to think of something special to buy in her honor.
- Director Jensen told them that they had set up a small young adult section with the use of a shelving unit from Jewett that the EEDC gave to the library. She said that she and Anne were in the process of re-cataloging the books that are appropriate for the young adult section and separating them from the younger geared youth fiction books. She said she thought it very important that they keep this in mind with the new library planning. She said it's a very important age demographic that typically get forgotten about and we've never done anything because of our space limitations but decided it was time to do something, even if that meant giving them six shelves they could call their own and go straight to when looking for books.
- President Hansen asked about voting for officers. Director Jensen said that since it was not on the agenda, it was not something they could do at the present meeting but it could be added to the agenda for next month.

With there being no further questions or comments, the next Evansdale Public Library Board meeting will be held on Monday, July 19, 2010 at 6:00 p.m.

The meeting was adjourned at 7:32 p.m.

Respectfully submitted,

Shannon Jensen
Library Director