

EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Monday, July 20, 2020 – 6:00 p.m.

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

Roll Call: Present: Borwig, Brown, Kettwig, Nichols, Peterson, and Pritchett
Absent: Johnson
A quorum was present.

Approval of June 15, 2020 Monthly Meeting Minutes: Borwig moved and Pritchett seconded to approve the minutes from the June 15, 2020 board meeting. Ayes – 6. Nays – 0. The motion carried.

Because one of the bills to approve was up for discussion on the agenda, Borwig asked to move those to the end after discussion was held.

Treasurer's Report: Director Jensen said she's received no new budget information for the new fiscal year from the city so there is no Treasurer's report yet.

Circulation Report: The circulation report was reviewed by the board.

Old Business:

- A. Update on the Summer Reading Program** – Director Jensen said they have just gotten underway with the summer reading program. She explained that aside from participants coming in to the library to check out books or to grab “take and make” craft kits if desired, it is all being done virtually and at home. She said that they were having a dwarf hunt where pictures of dwarves were hung around in downtown local businesses for them to find, and an activity sheet with items for them to complete each week was distributed as well. She said that all craft instructions as well as the activity sheets and all other things pertaining to the program were put up on the library's website so they could get them from there if they chose to do so.
- B. New sign placement** – Director Jensen informed the board that all of the new signs had been erected by the street department and she did drive around town to make sure they were all where the board asked them to be placed and she said they are. She said they really do pop with the bright blue color and hopes that they make a difference.

New Business:

- A. Library Credit Card discussion/possible action** – Nichols said the credit card had been asked of her by the city clerk and she had asked Director Jensen for clarification. Director Jensen said that the account was established in 2003 because in 2002 it was determined that the auditors did not like the library having a petty cash line item and wanted it closed. In order to handle things like payment for postage and other necessities, a credit card account was researched and opened with Capital One. Jensen said that the card is in the library's name but it has her personal name attached to it, as well as her social security number. This is why she pays for any outstanding charges and then asked for reimbursement when payment was not an option, like during the COVID-19 shutdown: so that it doesn't negatively

impact her credit score. Nichols didn't think this was a fair practice and said she shouldn't have to do that. There was also a question about the point redemption on the card. Jensen said that last year points were redeemed for gift cards to Barnes and Noble and Amazon to be used as prizes for the Summer Reading Program and were given away to participating patrons. Nichols felt like that was a fair use of the points. Jensen continued that there are currently 5,620 miles on the card and those could be cashed in for a check payable to the city if it was decided to close the account. She said she did contract Capital One to see if they could get a card just in the library's name since it was a government entity and was told no.

Nichols moved and Kettwig seconded to ask the city to supply the library with a credit card from their account, and if approved, Director Jensen will cancel the library's account and shred the card. Ayes – 6. Nays – 0. The motion carried.

- B. Waterloo Courier subscription discussion/possible action** – Discussion was held. After cancelling the subscription because of an increase in price from \$287.77 to \$435.50 in November 2018 an offer was sent in August 2019 for an annual subscription of \$160 which was approved. Now they are billing for \$235.99 and Jensen included it because of the budget cuts and wondered if the BOT feels it's necessary. Borwig moved to cancel the Courier subscription for lack of use and because she feels it should be provided for free to public libraries. The motion died for lack of a second. Nichols moved and Pritchett seconded to renew the Courier subscription at the rate billed of \$235.99 but asked Director Jensen to try to get it lowered if possible. Ayes – 5, Nays – 1 (Borwig.) The motion carried.
- C. Election of Officers** – Nichols moved and Borwig seconded to postpone the election of officers to the next meeting because of possible upcoming board changes. Ayes – 6. Nays – 0. The motion carried.

Approval of bills to be paid in July: Kettwig moved and Nichols seconded to approve the payment of bills to be paid in July. Ayes – 5. Nays – 1 (Borwig). The motion carried.

Discussion: Director Jensen gave a brief explanation of the new Bold360 chat service being paid for by the state and said they are just waiting to get it set up so the library can start using it. She also gave an update on the conversation held with the Boys and Girls Club. She said that they are not currently allowing volunteers into the building and although doing Walking Wednesdays, they are trying to get outside rather than inside another building where exposure could happen, but that the library may be able to go over and do some kind of program outside with the kids. Also, the book donations may be accepted but they were going to have to check and get back to us.

It was noted that board member Johnson's husband recently passed away and flowers will be sent. Nichols will make those arrangements and any board members that wish to contribute can do so.

Adjournment: The meeting was adjourned at 7:08 p.m.

Respectfully submitted,

Shannon Jensen, Library Director