

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
MONDAY, JULY 20, 2015**

Call to Order: The meeting was called to order by President Borwig at 6:02pm.

Roll Call: Present: Borwig, Hansen, Johnson, Kettwig, Nichols, Pritchett, Burkett
Absent: Rasanen

Approval of June 15 2015 Monthly Meeting Minutes: Pritchett moved and Nichols seconded to approve the minutes from the June 15, 2015 meeting. Ayes – 7. The motion carried.

Approval of bills to be paid in July: Hansen moved and Kettwig seconded that we approve the June bills to be paid in July. Ayes -7. The motions carried.

Treasurer's Report: No report, the City has not entered the budget yet, so no numbers to pull.

Circulation Report: Non-print usage down, but Director Jensen shared it was a more normal usage for this time of year. Raymond usage up. Seven new library cards issued, 2 adults and 5 children.

Old Business:

- Summer program was successful. Forty five people attended the end of the year party which was held at the Community Response Center. The main act was unicycle jugglers. Director Jensen shared everyone seemed to enjoy themselves.
- Library Champion program – Today was the first day to sign up for the program and thirteen people have registered. The yard signs are done and Regal Plastics donated the stakes. It was discussed and there will be one sign per family.
- Communication – Director Jensen shared that she has used Facebook this year as a vehicle to notify the public of library activities. It has seemed to work well.
- Monitor – The monitor in the library continues to be updated. Director Jensen said the public seem receptive of the new addition.

New Business:

- Deb Burkett has submitted her resignation letter. They have purchased a home in Texas and will be living there ten months out of the year. Discussion took place if anyone knew of possibilities for new board members. Director Jensen shared the new guidelines where Government boards are encouraged to have a gender balance. It was suggested that we put an article in the Evansdale News. Any suggestions for new board members should be directed to Mayor Faas.

Discussion:

- Congratulations go out to Shannon and Anne for yet another successful Summer Reading Program.
- Mary Kettwig shared the Community Life Shelter is available for use, behind the new condominiums on Dodge Street.
- Mary Kettwig also shared information for the upcoming EEDC dinner theater on August 14th and 15th.

Adjournment: There being no further business the meeting was adjourned at 6:45pm.

Respectfully submitted,

Jan Nichols, Board Secretary

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
MONDAY, AUGUST 17, 2015**

Call to Order: The meeting was called to order by President Borwig at 6:01pm.

Introduction of Dick Clements – Director Jensen introduced the newest board member. Dick takes the seat of Burkett who has resigned from the board due to relocating out of state.

Roll Call: Present: Borwig, Clements, Hansen, Johnson, Kettwig, and Nichols
Absent: Prichett and Ransanen

Approval of July 20 2015 Monthly Meeting Minutes: Hansen moved and Johnson seconded to approve the minutes from the July 20, 2015 meeting. Ayes – 5. Abstained – Clements. The motion carried.

Approval of bills to be paid in August: Hansen moved and Kettwig seconded that we approve the July bills to be paid in August. Ayes -6. The motion carried.

Treasurer's Report: No report as the City has not entered the budget yet, so no numbers to pull. Director Jensen shared there was a donation made for Youth only from a Community Member in the amount of \$60.00.

Circulation Report: Numbers are more in line with normal usage, after summer reading program ended. Online database usage continues to improve.

Old Business:

- Library Champion program – There are 31 participants for the Champion program. Three families have multiple kids in the program. One sign will be given per household. Director Jensen will ask permission from parents when handing out signs if she can take children's photos. Family will turn in sheets, and will be allowed to keep the signs.
- Computer routing project – Cabinet is installed. Al Yu came and did part of the wiring. He will return to finish routing the circulation desk computers. Al will not charge for his services. He shared with Director Jensen it is his way to give back to the community. We still need a fan for the top of the cabinet. Hansen will trim off shelves for the back side of the cabinet to allow cords to drop.

New Business:

- Director Jensen shared there was a request form Elk Run Pre-School for the Library to become a Partner in Education. After much discussion, Hansen moved and Johnson seconded to decline the partnership but it was decided Director Jensen would share with Elk Run Pre-School that we are willing to support programs and initiatives they have. Being a volunteer board, we do not have the time available, nor the resources to effectively be a Partner in Education. Ayes – 6. The motion carried.

Discussion:

- Conversation about extending the Mobile Library to the Senior Apts on Central and Evans Rd. Director Jensen shared the Mobile Library at Evans Village is going well, but she would like more time to develop this program before starting a new one.
- Director Jensen shared she had interest from someone in Gilbertville who wishes to join the board and shared with her what she needed to do to become one.

Adjournment: There being no further business the meeting was adjourned at 6:45pm.

Respectfully submitted,

Jan Nichols, Board Secretary

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
MONDAY, SEPTEMBER 21, 2015**

Call to Order: The meeting was called to order by President Borwig at 6:04pm.

Roll Call: Present: Borwig, Hansen, Johnson, Kettwig, Pritchett, Clements, Rasanen
Nichols arrived at 6:08 pm.

Approval of August 17, 2015 Monthly Meeting Minutes: Kettwig moved and Hansen seconded to approve the minutes from the August 17, 2015 meeting. Ayes – 7. The motion carried.

Approval of bills to be paid in September: Johnson moved and Pritchett seconded that we approve the August bills to be paid in September. Ayes -7. The motions carried.

Treasurer's Report: No report as the City has not finished entering the budget yet so there are no numbers to pull.

Circulation Report: Discussion about database usage - Hansen asked if Director Jensen helped users to become familiar with the online database. Director Jensen shared that she has helped quite a few library patrons set themselves up. Depending on the electronic device it can be very quick, or take a little more time.

Old Business:

- Library Champion program – There were 27 participants for the Library Champion program. 18 individuals completed the program; several were family members. Nine signs were distributed, and photos were taken with recipients if they wanted their photo taken. Director Jensen said it was very low maintenance and she recommends we continue the program next year. We have signs left over to use.
- Computer routing project – The cabinet is installed. Al Yu has been busy with the startup of school, so he has not returned. Director Jensen will give him a call. The shelves that Hansen trimmed worked perfectly.

New Business:

- Worker's Compensation bonus for no claims in FY14 and FY15 was discussed. Mayor Faas shared his view on the compensation bonus. The City will pay retroactive pay, as he was not aware this was done in the past, but looking forward he is taking it to the Council for action. His personal feeling is it is not something he wishes to continue. Kettwig made the motion we pay the Director and the Asst. Librarian for prior years 2014 and 2015 compensation at the rate of one day's pay for each year and we follow City guidelines in future years. Nichols seconded. Ayes-7, Nays – Hansen.
- Freegal Renewal: Between September 14, 2014 and August 15, 2015 there have been 1, 063 Freegal songs downloaded. The cost to offer the service is rising from \$750 to \$773. After much discussion a motion was made to renew the subscription by Nichols and seconded by Borwig. A roll call vote was taken; Ayes-6, Nays – Pritchett and Hansen.
- Lego Project – There was much discussion on the idea of a Lego project for the library with regards to cost and what was necessary. Director Jensen shared we could use the \$60 donation to the youth program to get started. Johnson and Kettwig both shared they would personally contribute \$60 each to see the project off the ground. Friends of the Library could contribute \$500. Director Jensen will check avenues for a grant and Nichols will check with the Waterloo School District for resources to use to purchase bulk Legos and boards. If it was decided we should move forward on the Lego project. Director Jensen was asked to narrow down pricing and bring it back to the board next month.
- Signage in the library - Director Jensen would like signage. She is to pursue different types and styles and bring it back to the board for approval.

Discussion:

- Director Jensen shared that author Greer Macallister will be at the library for a book signing and question answer period on October 6th at 12:30pm. She is the author of the book *The Magician's Lie* which takes place in Waterloo/Janesville area. Director Jensen encouraged everyone to attend.

Adjournment: There being no further business the meeting was adjourned at 7:08pm.

Respectfully submitted,

Jan Nichols, Board Secretary

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Monday, October 19, 2015**

Call to Order: The meeting was called to order by President Borwig at 6:03 pm.

Roll Call: Present: Borwig, Clements, Hansen, Johnson, and Miller
Absent: Kettwig, Nichols, Pritchett and Rasanen
Quorum present

Welcome to and Introduction of new board member Linda Miller: Borwig welcomed newest board member, representing Gilbertville, Linda Miller to the table. The present board members went around and introduced themselves. Director Jensen asked Board member Miller to tell the board a little bit about her experience with libraries. Miller noted that she was the assistant librarian in Ely for a year and a half and her sister also works in the library field.

Approval of September 21, 2015 meeting minutes: Hansen moved and Clements seconded that we approve the September meeting minutes. Ayes -5. The motion carried.

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

Treasurer's Report: The treasurer's report was read in Treasurer Kettwig's absence now that all numbers have been given over by the city. Jensen noted that the library's report contained numbers only through the end of August and did not include September's expenditures yet, to match with the city's report.

Circulation Report: Hansen asked if the library had movie CD's to which Director Jensen asked if he meant DVDs. She said that we did, as well as movies on VHS, and music CDs. He asked how many we had and Jensen said without being near her computer she couldn't give a firm number but would guesstimate that there were about 400 in the collection. Hansen asked where they were and she said they were in the newest piece of furniture in front of the circulation desk. He thought that was a good number since they only approved for the purchase of 2 per month. Jensen said that sometimes, with funds available, she buys more, but they need to take into consideration that DVDs are donated as well and added to the collection.

Old Business:

- Lego Project – Director Jensen noted that the grant application was submitted and now it is a waiting game to find out whether or not we get the funds. Director Jensen was asked how much she ended up asking for, and she said that with the donations that were offered up here at the table as well as the patron donation receipted in, she ended up asking for \$1240 from the Community Foundation.
- Signage in the library – Director Jensen said this got put on the back burner until the grant application was finished, as well as the annual report to the state, which is due at the end of October.

New Business:

- Overdrive Advantage Program – Director Jensen had received information from the representative of the Overdrive Advantage program and presented it to the Board as they were looking at expanding the collection of audiobook and e-books that is provided to our patrons. She explained that \$1000 would be put into a holding account from which we would then use to purchase said materials. She said that since we already use Overdrive for our BRIDGES database, there would be no additional setup fees. Hansen asked about other companies that provide this service. Director Jensen said she was familiar with Overdrive that Waterloo uses, but it is the same company. Hansen said there is a company used in the library system in Johnson County, Kansas that should be looked at. Director Jensen asked him what it was and he didn't know for sure. He said the library itself was temporarily

closed down but thought the system had maybe transferred to the State Library of Kansas. Hansen continued to bring up how maybe they would have something Overdrive didn't and that he thought they may be cheaper. Director Jensen countered that there are probably plenty of items the Overdrive Advantage program has but are not visible because the BRIDGES consortium hasn't purchased them. She also thought that going with yet another database that provides audiobooks and e-books would a) just confuse the patrons who do use the service, and b) be a waste because the startup would provide such a limited quantity of items that the interest would drop. She also mentioned that she thought there would probably be a startup fee to go along with it. Hansen was also concerned with who would be responsible for deciding what materials were purchased, and if it would be all e-books or more audiobooks. Johnson said she thought that since Director Jensen was responsible for the purchasing of all other library materials, Jensen should be responsible for this as well. There was some discussion and the topic was tabled until Director Jensen could bring back more information from other companies.

- Budget Committee – Director Jensen noted that Kettwig said she would be willing to be a part of the budget committee again. Hansen said he would do it as well. Director Jensen asked Mayor Faas when they are looking at having budget figures turned in, and he said he'd like to have the budget done by year end. It was asked at the table if anyone else wanted to sit in on the budget committee. Clements said he would be interested too. Hansen noted that they typically try to meet on Thursdays since the library is open late on that day and Director Jensen works which allows her to give input. A date will be set for a meeting when Kettwig returns.

Discussion:

- None

Adjournment: There being no further business the meeting was adjourned at 6:46 pm.

Respectfully submitted,

Shannon Jensen, Library Director

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
MONDAY, NOVEMBER 16, 2015**

Call to Order: The meeting was called to order by President Borwig at 6:01pm.

Roll Call: Present: Borwig, Clements, Hansen, Johnson, Kettwig, Nichols, and Pritchett
Absent: Miller and Rasanen

Approval of October 19, 2015 Monthly Meeting Minutes: Hansen moved and Clements seconded to approve the minutes from the October 19, 2015 meeting. Ayes – 7. The motion carried.

Approval of bills to be paid in November: Hansen moved and Pritchett seconded that we approve the October bills to be paid in November. Ayes -7. The motions carried.

Treasurer's Report: Kettwig read the report. Director Jensen shared the City's report does not show Open Access, but we have a balance of \$2,500 according to her records in Open Access line item.

Circulation Report: Discussion about database usage. Director Jensen shared the movie DVD's status from discussion at last meeting. There are 430 in catalog. 29 current checked out, 133 overdue and 267 on shelves. Hansen asked could they check out if overdue and Jensen shared not if fine is above \$1.00.

Old Business:

- Much discussion about the Overdrive Advantage program. Director Jensen shared she had tried to call the company Hansen asked her to call, Access 360 and did not get any answers, or returned calls. Hansen said he would try to contact them. OverDrive has a minimum deposit of \$1,000. Limited to 3 titles at a time. Books are lent for 2 weeks. Director Jensen is unaware if offer is still there as it was from September. Also discussed Freading which initial cost was \$500.00. No set up fee since we use their music service. Books were classified as 5 tokens, 3 tokens or 1 token based on the age of the book. Each token is valued at 50 cents. Patrons can check out three books per week. After much discussion, the board recommended Director Jensen check out the Overdrive program to start January 1, 2016.
- Budget committee has not met yet. Hansen, Clements and Kettwig to meet November 24th.
- Signage in library - Director Jensen had nothing new to report. Her time as been spent on preparing the 2015 Annual Report as time allowed amongst other duties.
- Director Jensen shared a grant request was made to the Community Foundation for \$1,240 for the Lego project.

New Business:

- 2015 Annual Report: The report was shared. Johnson moved and Hansen seconded that we approve the annual report and Director Jensen will send to the State. Ayes – 7. The motion carried.
- Disposal of black wire video racks: Hansen moved and Clements seconded that we allow disposal of the old wire rack. Director Jensen to check with R & M Metals as disposal option. Ayes – 7. The motion carried.
- Disposal of old computers: Director Jensen shared that Al Yu had looked at old computers. He pointed out to her computers that were worth keeping as backups. He also advised her how to “fry” the hard drives on the others before disposing. Nichols moved and Johnson seconded that Director Jensen be allowed to dispose of old computers as appropriate. Ayes – 7. The motion carried.

Discussion:

- No discussion

Adjournment: There being no further business the meeting was adjourned at 6:49pm.

Respectfully submitted,

Jan Nichols, Board Secretary

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
MONDAY, DECEMBER 21, 2015**

Call to Order: The meeting was called to order by President Borwig at 6:03pm.

Roll Call: Present: Borwig, Clements, Hansen, Johnson, Nichols, and Pritchett
Absent: Kettwig, Miller and Rasanen

Approval of November 16, 2015 Monthly Meeting Minutes: Pritchett moved and Hansen seconded to approve the minutes from the November 16, 2015 meeting. Ayes – 6. The motion carried.

Approval of bills to be paid in December: Hansen moved and Nichols seconded to approve the November bills to be paid in December. Ayes -6. The motion carried.

Treasurer's Report: Kettwig reviewed the report. There were no questions.

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

Old Business:

- Overdrive Advantage/Axis 360/Freegal program: After determining that the Freegal program was not an option after last month's meeting, it came down to the two other programs. Director Jensen said she had spoken to both reps and had the chance to review both databases. She said they were both comparable with regards to price; the only difference was the Overdrive Advantage was a supplement to what we already use. Nichols moved and Hansen seconded to approve and go with Axis 360. Ayes – 6. The motion carried.
- Director Jensen noted that she received notification from Mayor Faas that the library did receive the grant for the Lego project. She noted that the grant amount received was \$1240, and with the other monies already received and promised, it makes up a total of \$1500. She said that checks would be distributed at the award ceremony on Wednesday, January 27th at 10AM at the Waterloo Center for the Arts. Hansen volunteered to go there to receive the check. Jensen said that once the monies were received she would begin purchasing the necessary equipment and start the planning of the Lego program.

New Business:

- Marcus Norman was here to represent the Boy Scouts Pack #3126 (Students of Poyner, Highland and Lincoln) and to request to have fundraiser tickets (Dad's Belgian Waffle breakfast, Saturday, February 6th, 8-11am, \$6 in advance) available at the library for purchase. Hansen moved to allow the request and Johnson seconded. Ayes – 6. The motion carried.
- Director Jensen informed the board that one of last year's Summer Reading Program programs, Suit Up!, lost the check paid for their services in the amount of \$150, and did not get it cashed within the 90-day allotted time frame. They asked for a new check to be reissued. Johnson moved to cancel the old check and reissue a new one, stating that this would be a one-time reissue. Nichols seconded the motion. Ayes – 6. The motion carried.
- Director Jensen said that they had received several requests recently for language acquisition materials, especially English as a second language, which the library does not have because there are so many different languages to which this applies. She said that while doing the research for the

e-book/audiobook program, she came across a couple of different language databases in which she received information, and reviewed. Her recommendation was the Transparent Language database, which provided access to the learning of over 95 languages for the annual amount of \$500 for their library. She said they had the money to cover it in the books/subscription line item. Nichols said she will get information to the teachers in the Waterloo Community School district about this program. Director Jensen feels that with computers, tablets and smartphones being ubiquitous in use, providing more access to digital material is inevitable. The goal is to find the databases most desired and provide those since price is an obvious issue. We will see what type of use it gets and adjust accordingly next year. Nichols moved and Johnson seconded to approve the Transparent Language database for one year. Ayes – 6. The motion carried.

- The city's proposed wage increase is 3%. The budget committee proposed that Director Jensen receive \$.50 (2.9%) and Assistant Johnson receive \$.40 (3.1%). Hansen moved and Clements seconded to approve the wage increases recommended by the Budget Committee. Ayes – 6. The motion carried.
- Johnson moved and Hansen seconded to accept the proposed budget for FY2016-2017 and submit to the city. The only money being asked for above and beyond in the general fund line items is to accommodate pay increases. The Committee is asking for \$13,100 in Capital Improvements. \$10,500 to expand the new e-book/audiobook database, and \$2600 for a new STEM computer system in the youth department to replace one of the game computers with something more educational. Ayes – 6. The motion carried.

Discussion:

- Pritchett said that she just wanted to thank everyone on the board and on staff for their hard work. She said oftentimes it goes unnoticed and it's rarely addressed.

Adjournment: There being no further business the meeting was adjourned at 7:01pm.

Respectfully submitted,

Shannon Jensen, Library Director

**Evansdale Public Library
Monthly Board of Trustees Meeting
Monday, January 18, 2016**

No quorum – a meeting was not held.

Respectfully submitted,
Shannon Jensen, Library Director

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Monday, February 15, 2016 – 6:00 PM**

Call to Order: The meeting was called to order by President Borwig at 6:01pm.

Roll Call: Present: Borwig, Clements, Hansen, Johnson, Kettwig, Nichols, and Rasanen
Absent: Miller and Pritchett

Approval of December 21, 2015 Monthly Meeting Minutes: Kettwig moved and Clements seconded to approve the minutes from the December 21, 2015 meeting. Ayes – 7. The motion carried.

Approval of January 18, 2016 Monthly Meeting Minutes: Rasanen moved and Hansen seconded to approve the minutes from the January 18, 2016 meeting. Ayes – 7. The motion carried.

Approval of bills to be paid in January: Johnson moved and Nichols seconded that we approve the December bills to be paid in January. Ayes -7. The motions carried.

Approval of bills to be paid in February: Johnson moved and Nichols seconded that we approve the January bills to be paid in February. Ayes -7. The motion carried.

Treasurer's Report: Kettwig read the treasurer's report. Director Jensen shared it now matches the City's, except we have an \$8,500 approximate balance in Open Access monies, in which \$2,500 is budgeted and some of which needs to be spent this fiscal year.

Circulation Report: Hansen asked what monies go to the City and why? Director Jensen shared fines computer copies, duplicate cards, faxes and refunds go to the City. Money that goes to the Friends of the Library is photocopies, book/magazine sales, donations, ink recycling, and book consignment funds.

Old Business:

- Axis 360 Program – Director Jensen shared it is a work in progress. Subscription will start when the site is up and running at full capacity. We have not been invoiced for anything yet for startup. The library will be billed as she makes purchases, and after the site is up and running.
- Transparent Language Update – The database is up and live and has been running since February 1, 2016. Director Jensen has bookmarks in the library to advertise the site. Nichols will notify ELL interpreters dept. with Waterloo School district of the service. The invoice has been processed for payment.
- Lego Grant update – Hansen attended the Community Foundation Community award ceremony to receive the grant monies for the library. Director Jensen is in the process of buying Legos and setting up the program. She will write a report by June 30th on the program and send to the Community Foundation on the program. Rasanen shared what she has experienced at the La Porte City Library in regard to their Lego Program. Great ideas were shared.
- Budget Update – The budget is still being worked on by the City Council. Director Jensen shared there is one council member that continues to question the amount of money in the Books & Subscription line item. Director Jensen shared she does not think he understands what the \$10,000 that looks like extra monies is monies that she has already “spent” on other programs. Additionally she needs money throughout the year to buy new books as they are published, not just buying what's available at the beginning of the fiscal year. Director Jensen will attend the Council Workshops on the budget items. Hansen asked Director Jensen if she had a spreadsheet to share with the Council of what our budget is for our town, compared to other libraries our size. Director Jensen thought she had something that would suffice if needed and would get it to the City Clerk for inclusion at the table.

New Business:

- Policy Review Schedule – Director Jensen noticed the Policy Review policy was old and had not been updated since November 2009. The policy states it is to be reviewed every three years. The policy was changed to read:
 - *Policy review is an ongoing process, therefore:*
 - *After all policies are brought up to date they shall be reviewed every five years and/or revised as needed.*
 - *All Library Board of Trustees members, library personnel and the library shall be supplied with a copy of all approved policies.*

Director Jensen will monitor what needs reviewed/updated and place copies in the Board's monthly packets for review and discussion. We will do this each month until all policies are current.

Discussion:

- Hansen shared he has had to wait up to 16 weeks for some of the audiobooks he has on hold.
- Rasanen shared the La Porte Library did a "Blind date w/books" explaining the concept. Director Jensen shared we had done this in the past and some years it went over well, others not so well.
- Rasanen also talked about the story hour time done at the La Porte City Library. Nichols asked if we do a Pre-school story hour and Director Jensen shared we did not. Discussion took place and it was decided it would be something to look at to try, provided we find a volunteer or two. Logistics will be looked at. Jensen will begin informally polling patrons with young kids to see if they'd come and when would work best for them.

Adjournment: There being no further business the meeting was adjourned at 7:17pm.

Respectfully submitted,

Jan Nichols, Board Secretary

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Monday, March 21, 2016 – 6:00 PM**

Call to Order: The meeting was called to order by President Borwig at 6:04pm.

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

Approval of February 15, 2016 Monthly Meeting Minutes: Johnson moved and Kettwig seconded to approve the minutes from the February 15, 2016 meeting. Ayes – 6. The motion carried.

Approval of bills to be paid in March: Hansen moved and Clements seconded that we approve the February bills to be paid in March. Ayes -6. The motion carried.

Treasurer's Report: Kettwig read the treasurer's report.

Circulation Report: The report was reviewed.

Old Business:

- Axis 360 Program – Director Jensen shared it is still a work in progress. She said that some content has been purchased and with a few glitches that are still left to be worked out with the vendor, it will be ready to go live soon. She will be putting it up on the website in the next week but will provide board members with information prior to that so that they may take a look at it in advance.
- Lego Grant update – Director Jensen said Legos have been purchased and she is waiting for the arrival of everything. She noted that she purchased a good starting base, including storage containers, books, Legos, characters and bases, and still has more than half the money remaining. She said her plan is to get the program running and see what is needed or desired to spend the remaining money. She noted that she will be putting something in the Evansdale News to look for someone who might be interested in facilitating the program.
- Budget Update – Director Jensen noted that the budget requests passed and that the library will be receiving their full budget asking for FY17. There was brief discussion about how the e-book/audiobook money will be spent and whether or not she will be purchasing books that are single user or those with term stipulations. Jensen said she will purchase what is available, but will try to get those things that are forever items for the collection. She noted that some things, especially those by popular authors, just don't have that as an option. If you want them, you have to purchase the license year after year.

New Business:

- Code of behavior policy review: Amend/Approve – Director Jensen informed the board that she had been in touch with the city attorney because of a problem patron who has a mental condition. She said she did not want to break any laws with regards to the ADA, but also needed to make sure that all of the patrons were covered with this policy. She noted that the city attorney suggested wording or things to cover in the policy. After discussion, the library board came up with some wording changes and asked Director Jensen to submit it again to the city attorney for approval before finalizing it at the next meeting.
- Auditor's findings – Director Jensen provided the board members with copies of the schedule of findings from the auditor for the two things pertaining to the library: the petty cash fund and the stamp for checks received by the library which have already been taken care of by the city, and the report to the city of monies expended by the Friends of the Library. The city currently receives

information for monies received from the Friends of the Library group. When monies are expended, the city will receive a report.

- City's request to direct photocopy monies from the Friends of the Library to the City – Director Jensen noted that this was another auditor item but the request was made to her by City Clerk Kobliska. She said Kobliska asked her why the Friends received the money for photocopies when the photocopier was purchased by the city. Jensen told her that at one time the Friends of the Library had been responsible for the photocopier, contract and supplies, but when it broke and the contract was invalid, the board directed Jensen to go with a smaller tabletop copier purchased by the library. Hansen moved and Johnson seconded to start turning all photocopy monies received to the library over to the city rather than the Friends of the Library. Ayes – 6. The motion carried.

Discussion:

None.

Adjournment: There being no further business the meeting was adjourned at 7:34pm.

Respectfully submitted,

Shannon Jensen, Library Director

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
MONDAY, APRIL 18, 2016**

Call to Order: The meeting was called to order by President Borwig at 6:02pm.

Roll Call: Present: Borwig, Clements, Hansen, Johnson, Kettwig, and Nichols
Absent: Miller, Pritchett and Rasanen

Approval of March 21, 2016 Monthly Meeting Minutes: Hansen moved and Clements seconded to approve the minutes from the March 21, 2016 meeting. Ayes – 6. The motion carried.

Approval of bills to be paid in April: Johnson moved and Kettwig seconded that we approve the March bills to be paid in April. Ayes -6. The motion carried.

Treasurer's Report: Kettwig read the report. Director Jensen said the program expenditure line isn't truly in the negative because of the grant funds we received, but not recorded by the city.

Circulation Report: Discussion about online usage. It appears it is being accessed quite often.

Old Business:

- Axis 360 Program – Director Jensen shared it is up and running. She has advertised it in the Evansdale News and the Citywide Newsletter. She also explained that audio books are “forever books” and E-books are “term books” although some are “forever books.” Axis 360 has apps for I-phone, Android, and Kindle Fire but is not available for MP3 players.
- Lego Program Update – Legos are in. Director Jensen has advertised for a volunteer to help with the program, but no one has shown interest. Nichols suggested Director Jensen contact Poyner and Bunger schools to see if they have an employee interested in helping with the programming.

New Business:

- Code of Behavior Conduct Policy – It was agreed to change the code of conduct to the lawyer's recommendation, as outlined in the handout which was given.
- Fine Free Month for May 2016 – It was discussed and approved that we make May the fine free month. Patrons who owe past fees can donate to the food drive, for reduction in fees. Hansen moved and Nichols seconded, Ayes – 6. The motion carried.
- Approval to send out donation letters for Summer Reading Program – Director Jensen asked for approval to send out donation letters to businesses to ask for donations to help fund the summer reading program. Kettwig moved and Johnson seconded, Ayes – 6. The motion carried.
- Open Access Expenditure – Director Jensen shared there was \$1,422.14 in open access monies which need spend by the end of the fiscal year. Much discussion as to what was still needed for the library. Director Jensen to check into signage and use the funds for that.

Discussion:

- No discussion.

Adjournment: There being no further business the meeting was adjourned at 6:39pm.

Respectfully submitted,

Jan Nichols, Board Secretary

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
MONDAY, MAY 16, 2016**

Call to Order: The meeting was called to order by President Borwig at 6:00pm.

Roll Call: Present: Borwig, Clements, Hansen, Johnson, Kettwig, Miller and Pritchett
Absent: Nichols and Rasanen

Approval of April 18, 2016 Monthly Meeting Minutes: Kettwig moved and Johnson seconded to approve the minutes from the April 18, 2016 meeting. Ayes – 7. The motion carried.

Nichols arrived at 6:03pm.

Approval of bills to be paid in April: Hansen moved and Johnson seconded that we approve the April bills to be paid in May. Hansen asked why the Junior Guild bill was so high. Director Jensen shared it is an annual subscription for the Young Easy, Youth Fiction and Young Adult books. 13 books each month are shipped. The Guild picks the books, but Director Jensen can swap out titles as necessary. We have had the subscription for at least ten years. Ayes -8. The motion carried.

Treasurer's Report: Kettwig read the report. Director Jensen shared we still have \$780 left in books and subscriptions, but she still has two months left to use the money. She does not see it will be a problem to spend it.

Circulation Report: Discussion held regarding online usage numbers which appear to keep rising.

Old Business:

- *Lego Program Update* – The Legos are in. Director Jensen has advertised for a volunteer to help with the program, but no one has shown interest. Director Jensen shared she has contacted the Poyner Principal, Hawkeye and UNI Child Development programs, and had heard nothing back from any of them. Director Jensen shared at this point it will be difficult to start up the Lego Program before the Summer Reading program because they would be utilizing the same space. She will continue to look for a volunteer to head the program after the Summer Reading program.
- *Open Access Expenditure Ideas* – Director Jensen shared she does not like any of the signage she has been able to find. She will continue to look, but asks that we use the available Open Access monies for something else. Many items were discussed and it was decided Director Jensen would order Royal Blue Bags for patrons, acrylic cubes for the Lego Program as display cases, and whatever remains from the \$1,422 open access monies, she was given authority to spend on e-books/audiobooks. Johnson moved and Nichols seconded. Ayes – 8. The motion carried.

New Business:

- *Carpet Cleaning* – Director Jensen shared the Water Works plans to clean their carpets. The City of Evansdale is not at this time. She noted that the carpets were cleaned this time last year and the library's portion was \$165. Director Jensen asked if the Board was interested in cleaning the library's carpets, and if so, asked for permission to close the library on Saturday, May 28th, so the carpets would have time to dry. It was decided that the carpets should be cleaned, but an extended 3 day weekend should not be necessary. Director Jensen was directed to get carpet cleaning prices from other vendors such as Harris and Mr. Carpet, and report at the next meeting. If a successful price is found, the Library Board would authorize the Library to close on Community Day – July 30th for drying.

- *Evansdale Community Days* – Director Jensen and the Asst. Director will come up with a table top idea for the Community Days event. The family type activities will be located in the plaza along Lafayette. Hansen made the motion and Pritchett seconded to close the library during Community Days. Ayes – 8. The motion carried.

Discussion:

- Director Jensen shared a letter she had received from a patron thanking Anne for the nice job she does. The patron felt she had her own “personal” librarian. Hansen asked if a report could be made regarding the content in the new e-book/audiobook database. He’s interested in knowing how many of the items are term versus “forever” owned books. Director Jensen said since it’s all relatively new she wasn’t too familiar with the reports yet, but she could try to find out that information. Nichols thought that getting something quarterly would be a good idea.

Adjournment: There being no further business the meeting was adjourned at 6:45pm.

Respectfully submitted,

Jan Nichols, Board Secretary

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
MONDAY, JUNE 20, 2016**

Call to Order: The meeting was called to order by President Borwig at 6:02pm.

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

Approval of May 16, 2016 Monthly Meeting Minutes: Pritchett moved and Kettwig seconded to approve the minutes from the May 16, 2016 meeting. Ayes – 7. The motion carried.

Approval of bills to be paid in June: Hansen moved and Clements seconded that we approve the May bills to be paid in June. Ayes -7. The motion carried.

Treasurer's Report: Kettwig read the report.

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

Old Business:

- *Lego Program Update* – Director Jensen noted that she has found somebody who agreed to run the program. Melissa Stansbery was recommended; she is a regular patron with a young daughter of her own. She also said that she got the acrylic display cases in and she saved \$60 a case (\$600) by buying a smaller case and just cutting down the bases. With the Summer Reading Program in motion currently, the plan is to start the Lego program after the Summer Reading Program ends this month, most likely the first week of August. She hopes to run the program bi-monthly to start.

New Business:

- *Election of Officers* – A slate of officers made up of Borwig for President, Johnson for Vice-President, Nichols for Secretary and Kettwig for Treasurer was nominated and closed. Rasanen moved to accept this slate of officers, and Hansen seconded. Ayes – 7. The motion carried.
- *Approval of payment in advance for any end-of-month bills:* Director Jensen asked that in keeping with past practice, the Board allow her to submit any late incoming bills to the city for payment before the end of the fiscal year. Hansen moved and Clements seconded to allow Director Jensen to submit any late bills for payment before June 30. Ayes – 7. The motion carried.

Discussion:

- Kettwig asked if the board was interested in having a float entry in the parade. Jensen said that with the Summer Reading Program in full swing, and closing the library and having something planned for Evansdale Community Days, it wasn't something she could feasibly put together by herself. She said she could certainly ask if there was any interest from the kids involved in the Summer Reading Program. Pritchett was interested in running with this. She said she had a vehicle that could be used and just needed to get some carpet or something to put down in the bed, and she could get the Library's sponsored youth team to participate wearing their shirts. She said she'd like to find a way to highlight the sponsors for the Summer Reading Program as well. Jensen noted that the SRP theme was Ready, Set, READ! so the library had some sports-related themed posters that could be used on a vehicle.
- Borwig asked about where we were standing on the carpet cleaning issue. Director Jensen said she had contacted all of the proposed businesses for quotes but not all of them had been out

yet. She was still expecting a couple of them that week. She would bring it to the table when she had all of the information.

Adjournment: There being no further business the meeting was adjourned at 6:40pm.

Respectfully submitted,

Shannon Jensen, Library Director