

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
July 21, 2008 Meeting
Minutes

Director Jensen distributed Kim Paulsen's resignation letter effective July 15, 2008. The Board expressed both its appreciation for Paulsen's contributions to the Evansdale Public Library and its regret that she would no longer be serving with us. Because Paulsen had been serving as the acting chair in her role as Board vice-chair, the election of Board officers was moved to the top of the agenda. Nominations were made by Kettwig and seconded by Pritchett, and the motion passed with six ayes and no nays. The motion carried.

New Board officers are: president, Thompson; vice-president, Hansen; secretary, Jensen; treasurer, Nichols.

President Thompson called the meeting to order at 7:20 p.m.

Roll call

Present: Gray, Hansen, Jensen, Kettwig, Pritchett, Thompson

Absent: Johnson, Nichols

A quorum was present.

Minutes

May minutes were approved. Hansen moved and Pritchett seconded. Ayes 6. The motion carried.

June minutes were approved. Hansen moved and Kettwig seconded. Ayes 6. The motion carried.

Bill payment approval

May bills paid in June received approval via phone calls. Formal approval was moved by Kettwig and Hansen seconded. Ayes 6. The motion carried.

June bills to be paid in July was moved by Pritchett and seconded by Hansen. Ayes 6. The motion carried.

Reports

Pritchett gave the treasurer's report.

Director Jensen gave the circulation report noting that circulation was down somewhat in June, possibly because of the flood.

Highlights from the director's report include:

- \$250 was received from Mid American Energy and turned over to Friends of the Library so that it can be accessed as needed.
- The Summer Reading Program highlights included programming by the Grout Museum, card making and silhouetting by area craftspersons, and a

Mary Kay transformation session for mothers and their daughters. All of the special programs were well-received.

- Participant numbers for the Summer Reading Program: 65 signed up, 51 submitted their contracts, and approximately 35 were consistently active.
- Director Jensen shared some recent research which shows that most Americans hold their libraries in high esteem. Those who view libraries as transformational agents are more willing to support them through increased funding.

Old Business

1. Community Expansion Project.
 - \$114 was made selling Schwan's ice cream during Evansdale's Good Old Days.
 - The can drop located by Station Mart is going well, and Kettwig reported that she picks cans up from filled bins regularly.
2. SRP Room Improvements Update.
 - Posters are up, and more changes will be made to the room when the Summer Reading Program ends.

New Business

Pritchett asked if the library's meeting room could be used for informational sessions about casualty and loss caused by the recent flooding. The Waterloo Library's meeting room was used for this purpose. Pritchett will talk to the mayor or deputy city clerk to explain this request. The Board saw no problem in using our room for these sessions. The casualty and loss meetings will tentatively be held the week of July 28, 2008.

The next Evansdale Library Board meeting will be held on August 18, 2008, at 7:10 p.m.

The meeting was adjourned at 8:06 p.m.

Respectfully submitted,
Mary Jensen
Secretary

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
August 18, 2008 Meeting
Minutes

President Thompson called the meeting to order at 7:14 p.m.

Roll call

Present: Gray, Johnson, Nichols, Pritchett, Thompson

Absent: Hansen, Jensen, Kettwig

A quorum was present.

Hansen arrived shortly after Roll Call was taken.

President Thompson suspended the normal order of the meeting so that our guests could go first.

They included Jim Benda and Shelly Schmit from Lockard Realty and Jason Huff of Huff Construction. Mr. Benda had included a packet of information which the Board members received regarding the available space at Evans Crossing. He said he was interested in either selling the space bare bones, selling it turn-key or leasing it if the Board decided they were interested in that route. He was offering to sell the space for \$830,760 as is and that includes 13,846 square feet of space. He also had a proposed schematic of how the library could look finished. He said that about \$70/square foot could provide a decent, to-be-proud of library which would have the library looking at roughly 1.7 million dollars. Mr. Benda also discussed the pros of having the library in that particular location. He said that in his opinion, it would be beneficial to keep the library in the downtown area because that is the area this city depends on for economic growth. He said that it would enable people to do one-stop shopping (go to the post office, go to the library, grab some Chinese for lunch) and it would be a convenience for people in that location. Build time was discussed and Mr. Huff and he both agreed that we'd be looking at an approximate build time of 6-7 months. Pritchett said that she would be interested in seeing the space and Mr. Benda said he would be more than happy to take us through it. With no further questions, they took their leave. Some table discussion was held regarding the pros and cons of the library paying for the Community Center portion of it and a consensus was held that the Board would like to invite Mayor Deutsch to the meeting in September to hear his opinion and find out where the City Council might stand on the project in this location.

Minutes

July minutes were approved. Pritchett moved and Johnson seconded. Ayes 6. The motion carried.

Bill payment approval

July bills paid in August were approved. Hansen moved and Gray seconded. Ayes 6. The motion carried.

Reports

Director Jensen gave the treasurer's report.

Director Jensen gave the circulation report.

Highlights from the director's report include:

- Director Jensen finally received the final budget information from the city. She said that their asking budget was cut despite what she had been told by one councilperson. She said the money they had asked for programming, equaling \$1000 was not included in their budget.
- She noted that she had a couple of long thought of projects in the works including a monthly or bi-monthly newsletter and a map of the library for patron reference.
- She informed the Board that the library received \$2064 from the County for FY 2009 and that Open Access and Access Plus money would be coming along shortly.

Old Business

1. Community Expansion Project.
 - Kettwig was not present to give a report.

New Business

1. Change Meeting Date in October.
 - Director Jensen noted that she will be on vacation over the date of the regularly scheduled meeting. She recommended changing or canceling the meeting.
 - Johnson moved and Pritchett seconded to change meeting to the Monday prior, October 13, 2008 at 7:10 p.m. Ayes 6. The motion carried.
2. Approval of funds for new circulation computer.
 - Money was pre-budgeted for this expenditure in Capital Improvements. Gray moved and Nichols seconded to approve not more than \$1400 for a new circulation computer. Ayes 6. The motion carried.
3. Approval of funds for replacement chairs for computer stations
 - Money was pre-budgeted for this expenditure in Capital Improvements. Pritchett moved and Nichols seconded to approve not more than \$500 for five new chairs at public access computer stations. Ayes 6. The motion carried.

The next Evansdale Library Board meeting will be held on Monday, September 15, 2008, at 7:10 p.m.

The meeting was adjourned at 8:20 p.m.

Respectfully submitted,
Shannon Jensen
Library Director

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
September 15, 2008 Meeting
Minutes

President Thompson called the meeting to order at 7:15 p.m.

Roll call

Present: Hansen, Jensen, Johnson, Kettwig, Pritchett, Thompson

Absent: Gray, Nichols

A quorum was present.

Minutes

August minutes were approved. Johnson moved and Pritchett seconded. Ayes 6. The motion carried.

Bill payment approval

August bills to be paid in September were approved. Hansen moved and Kettwig seconded. Ayes 6. The motion carried.

Reports

Director Jensen gave the treasurer's report in the treasurer's absence.

Director Jensen gave the circulation report noting that circulation was down somewhat in August. The Board discussed ways to bring more patrons to the library, including food bank donations and Toys for Tots donations in lieu of waiving fines.

Director Jensen's report was submitted in writing and was not discussed during the meeting.

Old Business

1. Community Expansion Project.

- The 4th annual Holiday Open House will be held on November 22, 2008 from 9 a.m. to 3 p.m. at Kettwig's home. So far, there are 14 vendors, and there is room for up to four more. There will be four or five silent auctions.
- The next Community Expansion meeting will be Saturday, September 20, 2008 at 9 a.m. at Kettwig's home.
- A dinner theater fundraiser will possibly be held in the Spring of 2009.
- There are still no definite plans for the use of Jewett School, but it is understood that the Waterloo School Board will act soon to determine this.
- The Waterloo Community Schools Facilities Committee will next meet on September 24th. Kettwig will send them our plan previously submitted to the Waterloo School Board for review.

2. SRP Room Improvements Update.

- The bill for the shelves will soon be received. The off-site storage of the National Geographic magazines needs to be finalized so that the room can be used.

New Business

1. Evans Crossing Plan

- Mayor Deutsch did not attend the Evansdale Library Board meeting as planned. He has asked instead that the Board submit a proposal to the council if we are interested in pursuing the Evans Crossing plan for the new and expanded library.
- Customization of the Evans Crossing space could be completed in six to seven months for a cost of one million dollars. It would most likely be funded by grants and the city council.
- The Board discussed the merits of the Evans Crossing and Jewett School sites for the new library. Since such sustained effort has been put forth to secure the Jewett site for a library and community center, the consensus was that the Board would delay taking action at this time.

2. Other

- Director Jensen reported that September 30th is the cutoff date for cookbook submissions. So far, we have received 30 recipes from six individuals. This is not enough to warrant printing and selling the books.
- Director Jensen said that she had visited the Belle Plaine Community Library, which is in a relatively new building. She noted that the library's community room has an attached kitchen and that this may be something to think about.
- A new drop box sign has been purchased and installed by the city.

The next Evansdale Library Board meeting will be held on October 13, 2008, at 7:10 p.m.

The meeting was adjourned at 8:28 p.m.

Respectfully submitted,
Mary Jensen
Secretary

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
October 13, 2008 Meeting
Minutes

Vice-president Hansen called the meeting to order at 7:10 p.m.

Roll call

Present: Gray, Hansen, Jensen, Johnson, Kettwig, Nichols

Absent: Knief (arrived later in the meeting, as noted), Pritchett, and Thompson

A quorum was present.

Minutes

September minutes were approved. Johnson moved and Kettwig seconded. Ayes 6. The motion carried.

Bill payment approval

September bills to be paid in October were approved. Johnson moved and Gray seconded. Ayes 6. The motion carried.

Reports

Nichols gave the treasurer's report.

The Board reviewed the circulation provided by Director Jensen.

Director Jensen gave the director's report.

- The annual report is due to the state on November 17.
- An email was sent to Board members about a class being offered to library trustees.
- As a result of the Boys and Girls Club participating in activities at Poyner Elementary School, fifteen children came to the Evansdale Public Library, some who had never been there before. The Boys and Girls Club would like to bring a group into the library each month.

Old Business

1. Community Expansion Project.

- The Community Expansion Project Committee met on September 20. The plan for using the strip mall on Lafayette Road was shared. The group felt that they should wait for the Waterloo School Board's decision on the Jewett School site. Doug Faas will go to the Waterloo Community Schools' Facilities Committee to try to gain more information. What is known at this time is that the Waterloo School Board will look at the dispensation of *all* closed schools in six months.
- A dinner theater fundraiser will be held in April of 2009.
- The Holiday Open House will be held on November 22 at Kettwig's. There are 19 vendors. Flyers were distributed to Board members.

New member Jacque Knief arrived at this time and was introduced to the other Board members.

Old Business

1. Community Expansion Project Update.

- A discussion of all three alternatives for a new library site being considered by the Board ensued. Architectural plans for the Jewett School and the strip mall sites were shared. Board members indicated that they realized that by not acting on the strip mall proposal, they may lose that option. Agencies that might be good sources for grants were discussed, but determining the site was seen to be necessary before applying for grants.

2. SRP Room Improvements Update.

- The National Geographic magazines are now in storage, and the room is finished except for drilling a hole in one of the cabinets to accommodate a computer and hanging a bulletin board. Director Jensen noted that a large donation had recently been made and there were several boxes of books stacked up over there.

New Business

There was no new business.

The next Evansdale Public Library Board meeting will be held on November 17, 2008, at 7:10 p.m.

The meeting was adjourned at 8:33 p.m.

Respectfully submitted,
Mary Jensen
Secretary

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
November 17, 2008 Meeting
Minutes

President Thompson called the meeting to order at 7:14 p.m.

Roll call

Present: Gray, Hansen, Jensen, Johnson, Kettwig, Knief, Nichols, Pritchett, Thompson

Absent: There were no absences.

A quorum was present.

Minutes

October minutes were approved. Hansen moved and Nichols seconded. Ayes 9. The motion carried.

Bill payment approval

October bills to be paid in November were approved. Hansen moved and Pritchett seconded. Ayes 9. The motion carried.

Reports

Nichols gave the treasurer's report.

The Board reviewed the circulation report provided by Director Jensen.

Director Jensen gave the director's report.

- A check for \$1,595.06 was received as direct state aid. This was placed in our open access fund and must be spent by June 30, 2009.
- The annual report was distributed for the Board to review prior to the next meeting. The report will be considered for approval during the December 2009 meeting.

Old Business

1. Community Expansion Project.
 - The Holiday Open House will be held on November 22 at Kettwig's.
 - There is no new information about the status of Jewett Elementary School.

New Business

1. Budget for next year
 - The Evansdale Library 2009 budget proposal will be distributed prior to the next meeting for Board members to review.
2. Other
 - Pritchett suggested that we interact more with the Chamber of Commerce. She indicated that there is an upcoming workshop on community access offered through the Chamber. It was noted that we have worked with the

Chamber and have their support, but we may want to think about additional ways to interact.

The next Evansdale Library Board meeting will be held on December 15, 2008, at 7:10 p.m.

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

Respectfully submitted,
Mary Jensen
Secretary

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
December 15, 2008 Meeting
Minutes

President Thompson called the meeting to order at 7:14 p.m.

Roll call

Present: Gray, Hansen, Johnson, Kettwig, Knief, Nichols, Thompson

Absent: Jensen and Pritchett.

A quorum was present.

Minutes

November minutes were approved. Kettwig moved and Gray seconded. Ayes 7. The motion carried.

Bill payment approval

November bills to be paid in December were approved. Nichols moved and Knief seconded. Ayes 7. The motion carried.

Reports

Nichols gave the treasurer's report.

The Board reviewed the circulation report provided by Director Jensen. There were no questions.

Director Jensen gave the director's report.

- She noted that she had requested and received quotes from two different companies for a new circulation computer system.
- She also explained about the difficulty she was having in finding replacement computer chairs. She said that the chairs on wheels have the ability to rise and lower but the chairs without wheels do not. She was having a hard time finding a chair with a seat height that was a comfortable height sitting at the computer table. She said her other option was lowering the table to meet a chair's standard but that would require moving all of the computer systems off. She will continue looking.

Old Business

1. 2009-2010 Budget

- All aspects of the budget were discussed and settled upon. Small increases will be asked in the travel/conference line item, the postage/copy billing line item and the books/subscriptions line item. We will be asking for \$1000 for programming as well this year since we didn't get the money last year. Everything else will remain the same. We also will not be asking for any money for Capital Improvements since there was nothing Capital that we need this year.
- Knief said that after reading information about wages for libraries of comparable sizes throughout the state and other city worker's wages, she would like to see the library staff receive a decent raise. Kettwig asked Director Jensen if she'd be more comfortable leaving while they discussed wages and she said, "No." Johnson said she felt that they'd be more comfortable discussing it without her present and she was asked to leave at 8:13PM. She complied. She was invited back at 8:25PM and was told that she would receive a wage increase of \$1.45 raising her to \$15.00 per hour and her assistant, Anne Johnson, would receive a raise of \$.50 raising her to \$10.50. Director Jensen will prepare the budget requests and provide them to Mayor Deutsch and the City Council.

2. New Library Proposal

- Thompson informed the Board of a phone call she had with Mayor Deutsch regarding the new library proposal. She said that she was told the City Council was not in favor of the Jewett plan, they could not afford the heating and maintenance of Jewett, five members of the City Council were in favor of the Benda strip mall plan and she said he had discussed this with several of the library board members. Kettwig asked that before they decided on the strip mall plan they ask Mayor Deutsch for dollar amounts for a new building next to the Community Response Center. She said that she was concerned with being land-locked at the strip mall as well as costly repairs because of the age of the building. Hansen said that he too, had spoken with Mayor Deutsch, and he got the impression that the City Council would approve and support the Benda strip mall project but not the Jewett plan. He said he felt that if we did not move forward with the strip mall proposal, we may never have a new library because the support wasn't there. There was discussion about how Mayor Deutsch had been invited to two

previous meetings and failed to show to discuss this with the Board of Trustees. Thompson will call to see if she can set up a meeting between a few of the library board members, Mayor Deutsch and a couple members of the City Council to discuss this.

3. Community Expansion Project Update
 - Kettwig gave a brief report regarding the Community Expansion Project's Open House. She said that more money was raised as well as awareness, and that she'd received many questions about the project.

New Business

1. Movie Licensing
 - Director Jensen said they would be interested in obtaining licensing to show movies at the library for programming. She provided figures for 1-year licensing and 2-year licensing with a 10% discount. She said she had asked Pritchett from the Friends of the Library to fund this but was asked to take it to the Board. Kettwig moved and Johnson seconded the approval of 1 year as a trial to be taken from the books/subscriptions line item. Ayes 7. The motion carried.
2. Card Catalog
 - This will be tabled until next meeting.
3. Promotional Items – Pens and Magnets
 - Director Jensen said they were out of both pens and magnets and would like to purchase both. She provided costs for each as provided by Creative Impact. Hansen moved and Nichols seconded to purchase 500 magnets for \$115 and 500 Bic Clic Pens for \$285 from the Advertising line item. Ayes 7. The motion carried.
4. Policy Change Request from the City
 - This will be tabled until the next meeting.

Discussion was held on changing the meeting time during the winter hours and the holiday of next month. The meeting date was changed for January. The next Evansdale Library Board meeting will be held on January 12, 2009, at 6:00 p.m.

The meeting was adjourned at 9:09 p.m.

Respectfully submitted,
Shannon Jensen
Library Director

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
January 12, 2009 Meeting
Minutes

Vice - President Hansen called the meeting to order at 6:27 PM p.m.

Roll call

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

Absent: Jensen, Knief, Nichols and Thompson.

A quorum was present.

Minutes

December minutes were approved. Johnson moved and Kettwig seconded. Ayes 5. The motion carried.

Bill payment approval

December bills to be paid in January were approved. Johnson moved and Gray seconded. Ayes 5. The motion carried.

Reports

Library Director Jensen gave the treasurer's report.

The Board reviewed the circulation report provided by Director Jensen. There were no questions.

Director Jensen gave the director's report.

- She noted that a new circulation computer had been ordered.
- She said that the pens and magnets had also been ordered.
- Chairs to replace the rolling chairs in the library at the computer stations were ordered and en route. She said she did find some with higher seats and hope that they work out okay.

Old Business

1. Community Expansion Project Update
 - Kettwig said she had no new information to add.
 - Gray said that she and Thompson had met with Mayor Deutsch to discuss their options. She said his first choice was to build a new building by the CRC but it wasn't economical. Second, he supported the open space in the shopping center. After talking for awhile, he said given certain changes he'd support the Jewett proposal: 1) Selling off the apartment and 2) making the plan smaller i.e. Including just a library, community center and gym. Pritchett said she also had talked to Mayor Deutsch and she got the impression that he would not support the condos at all.
 - There was a suggestion to see if local construction companies might be willing to haul away the asbestos for free. There was also a question regarding acquiring the land and then selling it off. Kettwig said she thought that they could sell the land and instead of receiving money, getting in-kind construction work.
 - Kettwig noted that there is talk of the buildings being auctioned off in the spring.
 - Hansen said that the whole library aspect had been about a brand new building and asked if any thought had been given to putting it in the existing school. The condition of the school was discussed and it was determined that it was not feasible because of the age.
 - Kettwig said that there would be another CEP meeting on Saturday, January 17th at 9 a.m.

2. Other

- Pritchett asked about the movie licensing. Director Jensen said that the Board had approved it at the last meeting and that they will be licensed for 1 year as a trial. She said the license was in effect but that she was waiting on the physical license.

New Business

1. Revisit Policy Change request from the city

- Discussion was held regarding why this request was made. Director Jensen said that City Clerk Adamson had reviewed our policies and found that there were inconsistencies with them in relation to the city's policies; however the library's policy was to accept all city policies with the exceptions. After speaking with the city attorney, they felt that the library board needed to either a) adopt the city's policy manual as written or b) construct its own policy manual so that the exceptions could be included. She had also noted that the approval of allowing staff members to use the library's purchasing powers for their own personal purchases was no good because the auditors would never allow it. There was discussion about the two holidays in question and Director Jensen was asked if she could bring more info to the next meeting regarding usage on the two days in question: the Friday after Thanksgiving and President's Day. This was tabled until the next meeting.

2. Card Catalog

- Discussion was held about the disposal of the card catalog. Pritchett moved and Gray seconded the disposal of the card catalog to be done by Silent Auction through the Saturday before the next meeting, February 14th with proceeds to go to the Friends of the Library. There was discussion about whether it could be moved into the hall and Director Jensen said she'd see if that could be arranged. She also said she would get something up on the website and put a notice in the Evansdale News.

3. Review of Library Behavior Policy with possible changes

- Director Jensen explained about a situation that happened to her on January 7th when three juveniles who were breaking the rules of the library were asked to leave and refused. She had called the police to have them escorted from the building and two of the three had threatened physical harm against her. Upon reviewing the behavior policy, she noted that consequences only came to those who actually followed through with damaging either a person or property.
- It was decided to change the wording of the policy and put into effect immediately the changes, including a suspension from the library for thirty days anyone who threatens, injures or harms a staff member. If a second offense occurs, a suspension will go into effect and the duration will be determined by a review of the library board. Hansen moved and Pritchett seconded to change the wording of the policy and set it into effect immediately. Ayes 5. The motion carried.
- Johnson asked about the confidentiality policy and Jensen explained why it was in place. Johnson felt that it should be changed in the case of minors. Pritchett said she thought there was a law in place that kept us from disclosing information regarding what materials was held by another. Director Jensen said she didn't know if it was a law or a widely held practice. Jensen was asked to check with the state law library and/or the city attorney and find out if there was indeed, a law in place and bring that information to the next meeting.

Kettwig noted that the budget council meeting would be the next day, January 13th at 6 p.m. and it would be nice if several board members could attend. She also asked Director Jensen if she could pictures of the inside of the library up on the website. Jensen said she thought that was possible. The next Evansdale Library Board meeting will be held on February 16, 2009, at 6:00 p.m.

The meeting was adjourned at 7:48 p.m.

Respectfully submitted,
Shannon Jensen
Library Director

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

Vice-president Hansen called the meeting to order at 6:05 p.m.

Roll call

Present: Gray, Hansen, Jensen, Johnson, Kettwig, Nichols, Pritchett

Absent: Knief, Thompson

A quorum was present.

Minutes

January minutes were approved. Johnson moved and Kettwig seconded. Ayes 7. The motion carried.

Bill payment approval

January bills to be paid in February were approved. Jensen moved and Pritchett seconded. Ayes 7. The motion carried.

Reports

Nichols gave the treasurer's report.

The Board reviewed the circulation report provided by Director Jensen.

Director Jensen presented the director's report in the Board's mailed packet.

- The new circulation computer is up and running.
- Elk Run Heights' status as part of the Evansdale Library collective has not changed since the report was written. The contract fee for Elk Run Heights becoming part of the Waterloo Public Library collective is slightly less than our fee. The application for Elk Run Heights' admittance would have to be reviewed by the Waterloo Public Library Board. We have not heard directly from Elk Run Heights about decisions that they are making in this regard.
- It was noted that there is a problem in the wording of the ordinance pertaining to our Board's membership. It currently states that there shall be seven members from Evansdale, one member from Elk Run Heights, and one member from Raymond. To change this wording to reflect that the membership should be composed solely of representatives residing in cities belonging to this library's collective would take a referendum.

Old Business

1. Card Catalog Silent Auction results
 - Since there was only one bid received, the card catalog sold for \$20.
2. Community Expansion Project.

- Kettwig reported that the CEP developer will again look at the Jewett School building and grounds. All vacant school buildings in the Waterloo district will be auctioned, but the date of those auctions is unknown.
 - Director Jensen reported that the city is considering building a storm shelter near Deerwood Park and looking into grant options. The mayor had inquired as to whether it would be possible to add a library/community center to this plan. This would be cheaper than a stand-alone library since construction would already be underway at the site.
3. Policy Request Change.
- This issue was tabled from the last meeting. In review, the City of Evansdale has noted discrepancies between the library and city policies in certain areas. Two of those areas (bereavement for significant others and use of library funds for personal purchases) were deemed insignificant by the Board, and we will abide by the city's policies in these areas. However, the Board believes that service should continue to be offered to patrons on the day after Thanksgiving and Presidents' Day. Today, most businesses are open those days, including other libraries. In addition, the library is open Saturdays when other offices are closed. By its very nature, it requires workdays and times that may differ from other services provided within the city government. The Board is unanimous in its intent to keep these days as service days to the public. Further action was tabled until the next meeting.

New Business

1. New Databases
 - It was moved by Jensen and seconded by Nichols to purchase an annual subscription to the following databases through EbscoHost for \$1,710 from the Open Access account: Auto Repair Reference Center, Small Engine Repair, Home Improvement Center, and Hobbies and Crafts. Ayes 7. The motion carried.
2. New Encyclopedias
 - It was moved by Kettwig and seconded by Pritchard to purchase a one-year subscription to Britannica online for \$390 to be taken from Books and Subscriptions. Ayes 7. The motion carried.

The next Evansdale Library Board meeting will be held on March 16, 2009, at 6:00 p.m.

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,
Mary Jensen
Secretary

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

Vice-president Hansen called the meeting to order at 6:15 p.m.

Roll call

Present: Gray, Hansen, Jensen, and Johnson

Absent: Kettwig, Knief, Nichols, Pritchett and Thompson.

A quorum was NOT present.

The next Evansdale Library Board meeting will be held on April 20, 2009, at 6:00 p.m.

The meeting was adjourned at 6:17 p.m.

Respectfully submitted,
Shannon Jensen
Library Director

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
April 20, 2009 Meeting
Minutes

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

Roll call

Present: Gray, Hansen, Knief, Nichols, Pritchett, and Thompson. A quorum was present.

Jensen, Johnson and Kettwig all arrived after roll call but by 6:05 p.m.

Minutes (February)

February minutes were approved. Pritchett moved and Johnson seconded. Ayes 7. The motion carried.

Bill payment approval (February)

February bills to be paid in March were approved. Johnson moved and Knief seconded. Ayes 7. The motion carried.

Minutes (March)

March minutes, which consisted of a roll call and a statement that a quorum was not present, were approved. Pritchett moved and Gray seconded. Ayes 9. The motion carried.

Bill payment approval (March)

March bills to be paid in April were approved. Hansen moved and Jensen seconded. Ayes 9. The motion carried.

Reports

Nichols gave the treasurer's report.

The Board reviewed the circulation report provided by Director Jensen.

Director Jensen presented the director's report.

- The year-end financial accounting is being conducted to see what we have left to spend for this fiscal year.
- The Board received cards in their mailing. These cards provide patrons with information about the new databases approved in February and now available.
- The Evansdale mayor is considering the construction of a library at Deerwood Park. This structure could be used as a storm shelter in the event of an emergency. The building would be no more than 4,000 square feet, which is little more than we have in our present facility. The Board briefly discussed this option and was generally not in support of it.

Old Business

1. Community Expansion Project.
 - Kettwig reported that there are still tickets available for both the Saturday matinee and evening performances of the dinner theater.
2. Policy request change: review of holiday pay for the library director
 - Kettwig moved and Nichols seconded that the Evansdale Library director will be paid for two more holidays so that we are in compliance with the city's paid holidays policy. Ayes 9. The motion carried.
 - Discussion ensued as to whether the current library director should be reimbursed for the unpaid holidays incurred since the time of her employment at the Evansdale Library. As requested, the director presented a table indicating her salaries through those years and the total amount she should have received in holiday pay during those years. Discussion ensued over whether or not to authorize the payment of \$2,124.48 in back holiday pay. The issue was tabled until the next meeting.

New Business

- Knief announced that she is resigning from the Board. She will submit her letter of resignation to the mayor.

The next Evansdale Library Board meeting will be held on May 18, 2009, at 6:00 p.m.

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

Respectfully submitted,
Mary Jensen
Secretary

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
May 18, 2009 Meeting
Minutes

Vice-president Hansen called the meeting to order at 6:15 p.m.

Roll call

Present: Gray, Hansen, Johnson, and Kettwig.

Absent: Jensen, Nichols, Pritchett and Thompson.

A quorum was NOT present.

The next Evansdale Library Board meeting will be held on May 15, 2009, at 6:00 p.m.

The meeting was adjourned at 6:17 p.m.

Respectfully submitted,
Shannon Jensen
Library Director

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
June 15, 2009 Meeting
Minutes

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

Roll call

Present: Jensen, Johnson, Kettwig, Pritchett, Thompson

Absent: Gray, Hansen, Nichols (Gray arrived following the treasurer's report.)

A quorum was present.

Minutes

April and May minutes were approved after the May minutes were amended by Kettwig to indicate that the next meeting was June 15 rather than May 15. Kettwig moved and Johnson seconded. Ayes 5. The motion carried.

Bill payment approval

April and May bills to be paid in June were approved. Jensen moved and Johnson seconded. Ayes 5. The motion carried.

Reports

Director Jensen gave the treasurer's report.

The Board reviewed the circulation report provided by Director Jensen. Discussion focused on the use of the new online database resources.

Director Jensen presented the director's report.

- Replacing old with new furniture has consumed much of the administrative time this month.
- This year, the Library's tent at Good Old Days was downtown rather than at the mud volleyball site. Approximately 40 children and their parents came through the Library's tent. It was a good site, located next to the face painting and caricature stands. Activities were well-received by the youth.

Old Business

1. Community Expansion Project.

- Kettwig reported that there will be a meeting with a developer at Jewett tomorrow morning. The developer will review the drawings and will, with members of the CEP committee, meet with the school board afterwards. There will be a meeting of the CEP on June 20th. In addition, a wine and beer tasting and silent auction will be held from 5:30-9:00 p.m. on August 14. The dinner theater fund-raiser cleared \$3100.

2. Holiday back-pay discussion and action

- After ascertaining that we have sufficient remaining funds for this fiscal year, Kettwig moved and Johnson seconded that the Evansdale Library Board authorizes the payment of \$2,124.48 to Director Jensen for working the holidays for which she was not properly compensated. Ayes 6. The motion carried.

New Business

- Jensen moved and Gray seconded authorization for the library director to use the remaining capital improvement funds (\$316) to purchase a Wii system and games for the library. In addition, it was suggested that Director Jensen include a request for members of the community to donate to the library any games they are no longer using.
- The Sex Offender Law and how it applies to public libraries was discussed. This law takes effect on July 1. After discussion, it was decided to table the motion, reflect on it, and consider developing a new policy in response to this law at the next meeting.

The next Evansdale Library Board meeting will be held on July 20, 2009, at 6:00 p.m.

The meeting was adjourned at 7:12 p.m.

Respectfully submitted,
Mary Jensen
Secretary