

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
July 08, 1999 MEETING
MINUTES

The meeting was called to order by President Muehl-Fillmore at 7:10 PM.

Roll was taken. Present were Eldridge, Fagerlind, Gray, Muehl-Fillmore, Winstead, Kettwig, Fuhrmann and Pritchett.

Eldridge/Fagerlind to approve minutes from the June 1999 meeting. Pritchett had conflicting numbers with what was over in the books/subscriptions line item. Treasurer Gray did not have figures with her to clarify and Director Surly said she would go back and listen to the tape to find out. Ayes - 8. The motion passed.

Pre-approval of all bills for the month of June had been given at the May meeting so that the remaining monies could be spent, therefore it was not given again. Muehl-Fillmore asked Surly if she was able to use all the money and Surly noted that to the best of her knowledge it was used although she had not received a final report from the city as to the library's standing at the end of the fiscal year.

Treasurer Eldridge said that since it was the end of the fiscal year and had not yet received final figures from the city regarding the budget there was nothing to report.

Surly presented the circulation report. She reported that adult circulation is up and youth is still down although not as much as previous months. She informed the Board that she had a tour of kids from the Learn 'n Play Day Care Center came in and they had made up flyers beforehand and sent out registration cards for their parents to sign them up for their own cards. She said they come in every two weeks to get books and read and she thinks it will bring the numbers up significantly. She said that even though the numbers of things checked out is still down more people are actually coming into the library to use the library and the Internet usage is up. She also noted that a lot of books/magazines were sold for the Friends of the Library fund.

Surly presented the Director's Report. She said the computer was busy all month and that was the reason the director's report was done by hand. She noted that everything else she had to talk about would be discussed further in old and new business.

OLD BUSINESS

Shelf painting - Director Surly said she received two quotes from two different companies. The first was from RTW Electrostatic Painting Company who had done painting for Water Works, the City and the Police Dept. She said his quote included the filing cabinet, the 3-shelf bookcase, 13 7-shelf bookshelves and 9 9-shelf bookshelves with a price of 714.50 with a 5% discount for payment upon completion. She then said the 2nd quote came from the Color Company in Waterloo for \$1500 for labor and product with the same specifications as the RTW Electrostatic had. She said both companies said the library would be responsible for the moving of books off shelves for the painting. She said the gentleman from RTW Electrostatic said the library would be looking at a three day shutdown minimum to allow for the paint fumes and drying time. It was asked where the money would come from and Director Surly said that they had discussed at the last meeting using the money from Enrich Iowa that they were bound to receive. Discussion was held about the rearrangement of shelving and adding extra lighting in the far corner and replacing the shelving altogether. Muehl-Fillmore said she would talk to the Mayor about the City providing us with more light fixtures in the room. The majority of the board members said they felt it was too much money to pay for the repainting of the shelves and a decision would be made later.

Summer Reading Program - Director Surly told the Board that they are having fun with the themes for the program and that the crafts, stories and snacks revolve around the theme for the day. Surly said they've had more sign up than are actually attending but it's a nice, cozy group. She said that although she is having fun she will be glad when it is over so she can focus all her energy on getting the automation up and running. She said they are averaging between 9-11 kids each week which makes it just enough so there's not too much adult supervision.

County Contracts - Muehl-Fillmore said that the County contracts had been signed. Surly noted that the library received \$1,027 from the County allocated in two payments. She said she has already sent away for the first half and the second will be sent in January of 2000. Muehl-Fillmore asked if that goes to the City and Surly said it does go to the City but she was unsure if it went into the General Fund or a line item of the library's. Mike Thompson and Eldridge said that the contracts stipulate that the money is to go to the library although in the past it has always gone into the City's fund. Muehl-Fillmore said she would discuss with Mayor Mardis about that. She asked Surly if she had copies of it yet and Surly explained to them the contracts had gone to the Dunkerton Public Library and they were ruined in the flood so they were redrawn and signed at the Waterloo Public Library. Surly said that while they were discussing contracts, she noted that she had spoken to City Clerk Wilson about the contracts with Elk Run Heights and Raymond. She said that the contracts had gone out but she hasn't received any copies of them yet. Mike Thompson asked if they had changed any and Surly noted that the dollar amount changed due to the automation project.

Attendance policy - Muehl-Fillmore said she sent a resolution to the City Council for the attendance policy changes for approval. Surly clarified that it was an Ordinance and said it does have to go through three reading to be passed and adopted. She said the first reading passed and the second reading was on Tuesday but she was not in attendance so she does not know the outcome.

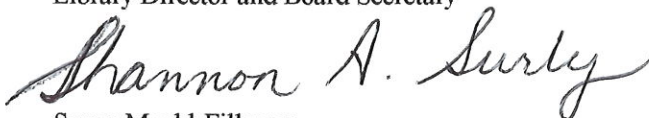
NEW BUSINESS

Automation - Muehl-Fillmore said she ordered the computer from Greg Houston of Advantage Plus and told him to order as if unless things have changed. She told him to bill the library and asked the Board for pre-approval so that it can be paid as soon as the job is completed. After looking at the original specs and making adjustments Eldridge/Pritchett moved to pre-approve the amount of \$1778.50 payable to Advantage Plus after the library has received the new computer, web ramp, upgrade on the existing computer and the networking of the three. Pritchett said she was coming into this late and asked if this was coming out of the automation project money and Muehl-Fillmore said that it was coming out of the capital improvement fund. Ayes - 8. Motion passed.

Comments and Questions - Muehl-Fillmore asked Director Surly if she was going to order the remaining software and barcodes and barcode reader. Surly said yes, she would be doing that. She was just waiting for the order of the computer. Muehl-Fillmore asked how far she was coming along with the pulling of the records. She said that when the salesman of the software was last in that he suggested waiting until the new system was in because it would be a big time saver and save many steps. Muehl-Fillmore also asked what the best way would be to handle the time constraints for the inputting of records. If the library should shut down completely or if having the assistant come in and work extra hours so that Surly didn't have the interruptions. Surly said the non-interruption thing was the most important factor. She said she needs to be able to be 100% focused without dealing with the phone ringing and the Internet logging off. Surly noted she would speak to the assistant about working extra hours to get this project up and running. Mike Thompson asked if there was anything that could be helped with. Surly said that she would know more when she got the computer and the software loaded and got started. Mike Thompson noted there would be a Friends of the Library meeting Monday night at 6:30 PM at the OPIII.

Fagerlind/Fuhrmann motion to adjourn meeting. Ayes - 8. Motion passed. Meeting adjourned by President Muehl-Fillmore at 8:10 PM.

Shannon Surly
Library Director and Board Secretary



Susan Muehl-Fillmore
Board President



THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES

August 02, 1999 MEETING

MINUTES

The meeting was called to order by President Muehl-Fillmore at 7:10 PM.

Roll was taken. Present were Fagerlind, Muehl-Fillmore, Kettwig, Fuhrmann and Pritchett. Absent were Eldridge and Winstead. Gray arrived late.

Pritchett/Kettwig to approve minutes from the July 1999 meeting. Muehl-Fillmore noted that she had the same figures noted in the minutes that Pritchett had questioned in the past month. She also said that Surly had listened to the tape but it was hard to hear. Ayes - Five. The motion passed.

Muehl-Fillmore read the bills in the absence of Treasurer Eldridge. Fagerlind/Pritchett to approve July bills. Ayes - Five. The motion passed.

Muehl-Fillmore said that since the treasurer was not here and this was the first month of the new fiscal year it would just be a matter of subtracting the figures from the beginning budget amounts leaving \$6145 in books/subscriptions and \$790.01 remaining in office supplies.

Surly presented the circulation report. She noted that again the book circulation was done even though the number of people that pass through the library has increased and the number of internet/computer users doubled from the previous year. Pritchett asked how the number of people entering the library was in conflict with the number of books circulating. Surly noted that a lot of it had to do with people bringing in their children/grandchildren and allowing them to read books in the library and then only allowing them to check out and take one book per person. She also said that several people come in to use the computer but do not check anything out or they come in to use the reverse directory or the reference materials available. Pritchett asked where the fine monies went. Surly said it was turned over to the City to deposit into the general fund. There was discussion about the money that comes from the County and where that goes. Surly informed the Board that the first payment had arrived and it went into the general fund although Mike Thompson and others seemed to be under the impression that it was money that was supposed to go directly to the library. Muehl-Fillmore said she would like to wait until we received the copy of the contracts to see how it was worded. Pritchett said that she was curious as to how other libraries in the County handled this money situation and Surly said that she would make a note to contact them and find out.

Surly presented the Director's Report. She said that the summer reading program was over and she had a lot of fun although she was happy to see the 6 weeks finished with having everything related to the automation project happening at the same time. Surly said she hasn't received the computer yet and Muehl-Fillmore said that he was backlogged and it would be here. Surly said she has received the software and the barcode reader but is still waiting on the barcodes. She noted that she changed some things around to compensate for the new computer system. She said that they have not yet received any of the contracts yet but did receive the first payment from the County and Elk Run Heights. She said that she had spoken to Lori Mills, the City Clerk of Raymond, about a potential board member a couple of months ago but had heard nothing back. She said she called again this month but was told Lori was on vacation and the Mayor didn't know anything about it so she hoped to find out before September's meeting. Surly shared a Certificate of Recognition received from the Dept. of Treasury/IRS and told them she planned to frame it and hang it in the library.

OLD BUSINESS

Shelf painting - Muehl-Fillmore said that after the last meeting several board members had been talking and expressed interest in going through with painting the shelves. Surly presented the two estimates again. The first from RTW Electrostatic in the amount of \$714.50 with a 5% discount for payment upon completion. The second quote was from the Color Company in the amount of \$1500. Pritchett said she is for the painting because she feels it will give the library an upgrade. Pritchett/Fagerlind to paint shelves going with RTW Electrostatic using money that is to come from Enrich Iowa contingent upon the actual receipt of the money. Ayes - Six. The motion passed.

Automation Update - Surly said that she has all of the necessary equipment to go just as soon as she receives the computer. She said she decided the easiest was to do it will be to start with the books and to enter the books and bar code them simultaneously so there is no question as to whether or not the book is in the database. She said if it has a barcode on it, it will be in the computer. This will leave very little room for confusion with books that are returned or missing. Pritchett asked if Surly has spoken to the library assistant. She said she did speak to Leeann and that she was under the impression that she would be asked to work additional hours to complete this project and she had no problem with that.

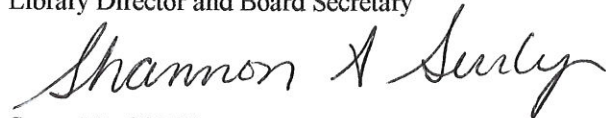
NEW BUSINESS

Library Cards - Surly presented her proposal about new library cards. She passed out samples received from the Continental Plastic Card Company. She said she feels that if the library is going to move up in the technological aspects, then she feels the library needs new cards. She said that she can affix barcodes to the existing paper cards but it will be more costly as the paper cards are constantly being washed or lost or ripped. She told the Board about the quotes she received. One quote, in February, she was quoted \$825 plus freight for 3,000 cards. In July, she received a new quote for the same 3,000 cards for \$646. Then she gave them figures from other companies that the library uses for supplies such as Demco, Broadart, Gaylord and Highsmith. This Continental Plastic Card Company was cheapest by far for the design and quality of the card. Surly said that they have an additional \$595 in the Capital Improvements line item because one of the software programs budgeted was purchased in the previous fiscal year. Kettwig thought it would be nice to do in conjunction with the shelf painting and the automation. Mike Thompson suggested having an Open House to promote the "new" library. Kettwig/Gray to purchase 2,000 cards from the Continental Plastic Card Company in the amount of \$495 with money coming from the Capital Improvements line item. Ayes - Six. The motion passed.

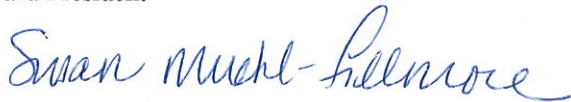
Comments and Questions - Muehl-Fillmore asked Surly to keep them posted if the Enrich Iowa money is received and Surly said she would do so.

Muehl-Fillmore noted that September 06 is Labor Day so the next meeting will be September 13 at 7:10 PM. Fagerlind/Pritchett motion to adjourn meeting. Ayes - 6. The motion passed. Meeting adjourned by President Muehl-Fillmore at 7:57 PM.

Shannon Surly
Library Director and Board Secretary



Susan Muehl-Fillmore
Board President



THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
September 13, 1999 MEETING
MINUTES

The meeting was called to order by President Muehl-Fillmore at 7:10 PM.

Roll was taken. Present in order of roll call: Eldridge, Fagerlind, Muehl-Fillmore, Kettwig, Fuhrmann and Pritchett. Absent was Winstead.

Kettwig/Fuhrmann to approve minutes from the August 1999 meeting with no changes. Ayes – Six. The motion passed.

Gray arrived after the passing of the minutes.

Treasurer Eldridge ran through the bills and explained them. President Muehl-Fillmore asked about the utilities that were added onto the summary of bills. Surly said that she had never included them on the bills before but it was money that came out of the library budget and thought the Board might be interested in knowing how much was paid for utilities, telephone, etc. Eldridge noted that the computer software had been acquired before the computers although have not been paid yet. Surly informed the Board that the new library cards have arrived also. President Muehl-Fillmore asked Surly if she was going to start issuing new cards right away and Surly responded “no”. Pritchett/Fagerlind to approve August bills. Ayes - Seven. The motion passed.

Eldridge gave the Treasurer's report. She noted that we currently have \$680.28 in office supplies, \$4903.77 in books/subscriptions, \$2262.50 in our Capital Improvements, \$500 in Education and Training, \$200 in Minor Equipment and \$100 in repairs. Muehl-Fillmore asked where else the library had planned to spend the remaining Capital Improvements. Surly said that the original plans for the networking of the computers was changed and the cost was substantially lower saving us money. She went onto say that she had ideas for the remainder of the money.

Surly presented the circulation report. She noted that again the book circulation was down but she's not sure exactly why. Muehl-Fillmore pointed out that she's had some ideas on how to get circulation up and she'd bring those up later. She stressed that this is something the Board and the Director should constantly be considering.

Surly presented the Director's Report. She noted that she didn't type out a Director's report only because she has been doing the same thing all month. She said her work has been entering data into the computer and adding barcodes to the books and trying to get the library completely automated as fast as possible. She told the Board of a couple problems with the computer and the solutions that she has received. Surly told the Board that Greg Houston of Advantage Plus Computers said that he would donate a computer to the library in place of the very old system that we have and may even donate one for our children's area.

OLD BUSINESS

Automation Update - Surly noted that the automation of the library is a lot of work, more than she had planned for and expected. She said she feels it will be worth the work in the end but until then, she is putting many hours into the task and is tired. When asked where she was standing with the job, she said she has entered 1, 119 books into the system. Surly said that she was weeding as she goes so as not to waste bar codes and explained the process of how it will work in the system come the day a book is weeded with a barcode on it.

County Contracts - Muehl-Fillmore added this to the agenda and said she sat down with the Mayor to discuss the funds we receive from the County. He told her that the money goes into the General Fund and although the money is not set aside in a specific line item, because we get our money from the General Fund, the money comes through the library. She said that she was still unsure as to how it all works out. She said she was told that the money from the County and the contracting cities go toward our basic needs (maintenance, upkeep, rent, etc.) and then the City

supplements that for the rest of our needs. She said he would come to a meeting to explain it more in-depth if asked to the rest of the Board. Surly added her finding from the other libraries in the County and where their monies go as requested at the last meeting. She said she had been unable to reach LaPorte City and Dunkerton. Hudson said their money goes into the General Fund but they show it on their budget as potential income. Janesville said they have a library account and ALL money received goes in that library account. The director of that library said that no library revenue ever goes back into the General Fund. Muehl-Fillmore asked if they were a self-sustaining library or got money from the city and Surly replied that they get money from the city. She said she was told by the director to check with Ken Davenport at Regional about T&A Accounts for the library. Surly then continued to tell the Board that she spoke to Carol French-Johnson, the director of the Cedar Falls and Waterloo Public Libraries. Carol said the County money in Cedar Falls goes into the General Fund, it has long before she started there and she sees no chance of changing that. In Waterloo, she said the money goes into a separate fund for the library. Surly said that was nice as they receive \$56,000 from the County alone for their library. Surly was asked how much our library received and she answered \$1,027.00.

Other – Surly noted that they did receive the check from Enrich Iowa in the amount of \$717.00. Fuhrmann asked if anyone had had a chance to look at the lockers at Bunger. She said she had seen them and she thought they were a really sharp color. Muehl-Fillmore asked Surly when she would be ready. Surly said that as long as she has help moving the books, they could be painted anytime. She said she would have plenty to do.

NEW BUSINESS

Adding lights to the library – Muehl-Fillmore said she had Mayor Mardis walk through the library with her to see if the City could move a light or two or if the library would have to have an electrician come in. She thought that if there was going to be added expense, maybe the library should consider adding lights to the library instead of just moving them around. She thought a light could be added over by the Director's office area and lighting over by the tall gold shelves. She said she was going to call Rick's Electric and Jones' Electric in Evansdale, whom she was going to call to have bid. She thought there was an additional electrical company in Evansdale too.

Reinforcing of shelves – Muehl-Fillmore said that Surly had brought to her attention the condition of a couple of shelves in the Juvenile section. She informed the Board that the shelves on wheels are moved for every City Council meeting and a couple of them have weakened wheel bases and are very rickety and unsteady. She said she sat down with Mayor Mardis regarding this issue as well. She said that she approached him on the fact that the City is the cause for the movement of the shelves and therefore should be responsible for the replacement of the bad ones. Mayor Mardis disagreed and said it was the library's responsibility and expense to incur. He did suggest that the library contact Cecil Sommerfelt with the Street Dept. and see if he could weld some material to them to make the shelves more stable.

Policy Change Committee – Muehl-Fillmore said that the Committee hasn't met lately and she was looking for additional Board members to add to the Committee. She said that with the changes in the library, a revamping of the policies is needed. Pritchett volunteered to do it for awhile.

Parties to plan for? – With the automation of the library as priority, Surly thinks she doesn't have time to plan for parties. She opened it up for Board members to plan a Halloween or Christmas party and there were no takers. Pritchett suggested having candy available for the kids during the week of Halloween and volunteered to get it from Sam's Club. Eldridge/Gray to limit Halloween candy to \$20 to be passed out during the weeks preceding Halloween. Ayes – Seven. Motion passed.

Other - Muehl-Fillmore read off a list of ideas that she had come up with pertaining to how to advertise the library or bring people into the library and invited the Board to brainstorm with her. She included wooden signs such as those at the parks, an Open House after the library is automated with a mailing to Evansdale, Elk Run Heights and Raymond residents and a change in hours. She also said we could add beanbag chairs to kids area, volunteers for a reading program and adding a couch where the round table is. Eldridge noted that they used to hold a games day on Saturday in the library where kids could come in and play games. It drew away from the fact

that this was just a library. Muehl-Fillmore said that Surly had also brought to her attention the many boxes of books that were accumulating because of the weeding and inquired as to whether or not the Friends of the Library would hold another book sale. Surly noted that the boxes are just piling up and she doesn't have the time or energy to cart them around to local places to discard of them and she feels the library should get some kind of revenue from them. Eldridge said that she would contact the Friends of the Library and see what they could do.

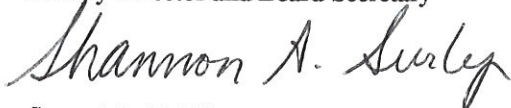
Surly told the Board that she felt they could use some of additional Capital Improvements money to purchase a new set of the World Book 2000 encyclopedias. She noted that the most recent edition in the library is 1996. She said that the cost of \$749 is about 1.5 of our monthly allowance for books. It was asked if we had the encyclopedias on CD-ROM. Surly said no but she could check into it. Gray feels that not everyone is comfortable using a computer and thought more people would be more familiar with the book version of encyclopedias. Pritchett/Kettwig approve the buying of the World Book 2000 for \$749.00 to come from Capital Improvements. Ayes – seven. Motion carried. Pritchett suggested getting the encyclopedias on CD-ROM and Muehl-Fillmore agreed.

Comments and Questions – None.

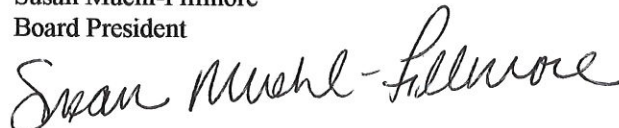
Date and time of next meeting will be October 04, 1999 at 7:10 PM.

Fagerlind/Fuhrmann motion to adjourn meeting at 8:08 PM. Ayes – seven. Motion passed.

Shannon Surly
Library Director and Board Secretary



Susan Muehl-Fillmore
Board President



THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
October 04, 1999 MEETING
MINUTES

The meeting was called to order by Kathy Pritchett at 7:10 PM.

Roll was taken. Present in order of roll call: Eldridge, Fagerlind, Gray, Winstead, Fuhrmann and Pritchett. Absent was Muehl-Fillmore and Kettwig.

Mayor Mardis entered at 7:11 PM and asked if he was needed for everything. Pritchett asked him if he had a preference on the color of the shelves and his response was any change from mustard yellow would be welcome and left.

Fagerlind/Eldridge to approve minutes from the September 1999 meeting with no changes. Ayes – Six. The motion passed.

Treasurer Eldridge ran through the bills and explained them. Fuhrmann/Gray to approve the September bills. Ayes - Six. The motion passed.

Eldridge gave the Treasurer's report. She noted that we currently have \$605.50 in office supplies, \$4670.22 in books/subscriptions, \$2262.50 in our Capital Improvements, \$500 in Education and Training, \$200 in Minor Equipment and \$100 in repairs.

Surly presented the circulation report. She noted that again the book circulation was down but up from the following month. She also informed the Board that she had done a mass weeding of the children's section after finishing automating the adult hardback fiction. She had found to her disliking that there were many outdated and old youth books that she pulled and attributed this to the low circulation of youth books. She said that she had ordered some new youth books and hoped that this would bring up the circulation of that area.

Surly presented the Director's Report. Surly expressed that it seems that she does the same stuff everyday such as entering books. She said that one thing she wanted to mention was the new community service building. She said that she had heard that the members of the Fire Department and Police Department were pushing hard for the new facility and it had been mentioned that one of the best uses for the Fire Department should they move would be to house a new public library. She said she thought this was interesting and although all of the Board members seem to be of the "we'll believe it when we see it" attitude, she still wanted to keep them posted to the rumor mill. Surly also told the Board about the latest problems with the computer. She said it had still been locking up and she told Greg with Advantage Plus about the problem and he had expressed maybe it was the CPU. He had come in a different day and told her that Fayette Public Library was having a similar problem and they were using the same software so it had to be the software. Surly then said she contacted the company that sold the software and after a long consultation with them decided the easiest way to determine the problem would be to uninstall the software. After doing this, the computer continued to lock up and she is trying to get the problem rectified.

OLD BUSINESS

Automation Update - To bring the members of the Board up to date with how far she is with the automation, Surly said that she has entered just under 1,600 books to date. She told them the adult books were easier to find on the EzCat because of the ISBN number and many of the youth books don't have that readily available. She said the youth books also have more information to add to the record like the summary and reading level of each book. Pritchett asked if Leeann had worked any extra hours yet. Surly said she had asked her to work extra hours and she had chosen not to at this date. Surly said her assistant, Leeann, is still working effortlessly during her normal work hours to accomplish things that Surly cannot focus her energy on but is not working any extra hours yet.

No Bids Yet – Pritchett was a little confused as to what this pertained to. Surly said she imagined it had to do with the lighting bids for the library. Pritchett said there was a note that President Muehl-Fillmore had left that said she had not had a chance to contact the companies for bids yet, and would do so upon her return. She opened it up to the rest of the Board to do so and it was determined to leave the task to Muehl-Fillmore.

Shelf Color – Pritchett gave her opinion and said she would prefer a color like the blue gray carpet in the children's area. There was discussion about the colors being a rose color, a buff colored beige or blue. Gray asked if Surly could find out if the company that they had voted on had a color chart that they could choose from. Surly suggested that maybe they might consider splitting the shelves and painting one section one color and another color a different section. Winstead noted that if in the future they wanted to move books around though, they'd have to deal with the problem of split colored shelves. Surly said she would get information from the company.

Shelf Unit – Surly said that she had spoken to Cecil with the Street Department about the shelf unit that is falling apart but he had not had the chance to come in and look at it to see if he could fix it or not.

NEW BUSINESS

World Book CD – She informed the Board that she had called to order the encyclopedias and had asked about the World Book CD-ROM. She was told that the CD is not available at this time and that it has not even gone to print yet. She said that the representative stressed that the encyclopedias are the much better bet anyway, as the CD-ROM can only be used by one versus having the entire set of encyclopedias to use.

Changing of Library Hours – Pritchett through this out to the Board per Muehl-Fillmore's request to look at changing the hours. Surly said she would like to inform the Board of her opinion as she had already given to Muehl-Fillmore. She said that she didn't want to have her hours changed simply because she has had the same set hours for the past two years and in between has taken on a second job for the city. She said that if the library opened earlier hours she would be forced to sacrifice her other job or make sacrifices toward her job at the library and she did not like the idea of being forced into either position. She noted that it had been discussed a few years ago to change the hours but the consensus had been that the hours had been the same for so long that it was add to confusion for the patrons. Eldridge said that she could see why the 11AM opening hour would be a problem for the seniors that are ready to get started with their days and have to wait for the library to open. Eldridge asked what Muehl-Fillmore was planning and Surly said she couldn't answer for Sue. She said that Muehl-Fillmore had discussed this with her previously and had said this was something that would take place after the library was fully automated to go along with the new operation, the new cards, new hours, etc. but then she came in to find it placed on the agenda. Pritchett asked about the assistant working the hours and Surly noted that her assistant does not drive and relies on someone else to bring her to work, her husband usually, and his work schedule conflicts with that. Pritchett said we could always hire someone else to work the early hours for four hours per week. She said that she didn't have a lot of thoughts about it, as this is the first she's read about it. Pritchett asked if anyone has ever commented to Surly that they wished the library was open earlier and Surly said no. Pritchett said at the moment, the only thing she could come up with, was trying it out on a temporary basis to see how it flew.

Other - It was asked about what happened to the Book Leasing program. Surly said that it had been approved to go with the program but not to start it until after the library was automated. She then had to explain what the plan had been and what the goal was. Eldridge asked if the money had to come be put up front and Surly noted that it had been approved to come out of Open Access. Pritchett asked if we did receive the contracts from Raymond and Elk Run Heights and Surly said that yes we had. Pritchett asked if we got many people in here from the contracting cities. Surly said she includes on the circulation report the number of items loaned to patrons from other cities but does not count the number of people from the cities that come in. Pritchett asked when Surly was planning on issuing new cards and Surly responded when she was close to finishing with the automation.

Comments and Questions – None.

Date and time of next meeting will be November 01, 1999 at 7:10 PM.

Fagerlind/Eldridge motion to adjourn meeting at 7:54 PM. Ayes – Six. Motion passed.

Shannon Surly
Shannon Surly
Library Director and Board Secretary

Kathy Pritchett
Kathy Pritchett
Acting Board President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
November 01, 1999 MEETING
MINUTES

The meeting was called to order by Susan Muehl-Fillmore at 7:10 PM.

Roll was taken. Present in order of roll call: Eldridge, Muehl-Fillmore, Kettwig, Fuhrmann and Pritchett. Absent were Fagerlind, Gray and Winstead. Gray arrived at 7:12 PM.

Eldridge/Pritchett to approve minutes from the October 1999 meeting with no changes. Ayes – Five. The motion passed.

Treasurer Eldridge ran through the bills and explained them. Eldridge noted a typing error on the World Almanac Bill. She said that instead of \$182.50 it should be \$182.80. Kettwig/Fuhrmann to approve the October bills with changes. Ayes - Six. The motion passed.

Eldridge gave the Treasurer's report. She noted that we currently have \$411.10 in office supplies, \$3920.00 in books/subscriptions, \$2262.50 in our Capital Improvements, \$500 in Education and Training, \$200 in Minor Equipment and \$100 in repairs.

Surly presented the circulation report. She noted that everything has gone up from the previous month and up from the same month of the previous year. She said she found that to be very positive. She hopes that by weeding the children's books of the old and very outdated material and replacing it with new that it will increase the youth circulation. Surly was questioned why she had 6 videos purchased but none processed. She said she received the videos at the end of the month and had not processed them by the time she needed to do the circulation report.

Surly presented the director's report. She noted that until she has the automation project completely up and running, she cannot really report on anything as all she does is enter books into the computer and process new books. She said the day-to-day operation of the library and the entering of books into the database take up all of her working time.

OLD BUSINESS

Automation Update – Surly noted that she is sitting just under 2,000 books entered into the database. She said she has finished with the adult hardcover and some paperbacks. She is currently at work on the youth fiction. She noted that the youth fiction is taking longer because there is more information that she needs to retrieve for the youth fiction books and that takes longer.

Shelf Color – Surly pulled out all of the paint chip samples that she had collected from stores in the area and the Board set to making a decision. Surly said she did talk to the person in charge of RTW. She informed him that he had said the lighter the color of shelves the bigger it will make the library look. After looking at all of the choices, it was narrowed down to blues, grays and mauves. After more deliberation it was decided to use a color called Northern Exposure which is a medium colored bluish-gray. Surly will be in contact with RTW Electrostatic to see about when we can paint.

NEW BUSINESS

Amending/Approving Policies – The policies were read one by one and discussed. Any changes and amendments were to be made now.

Pritchett/Kettwig to approve the volunteer policy with spelling corrections. Ayes – Six. The motion passed.

Pritchett/Gray to approve the volunteer application. Ayes – Six. The motion passed.

Kettwig/Muehl-Fillmore to approve the Holiday Closing Policy. Ayes – Six. The motion passed.

Inclement Weather policy was sent back to the policy committee for further examination on Saturday closings. Pritchett/Fuhrmann to approve the Unattended Child policy. Ayes – Six. The motion passed.

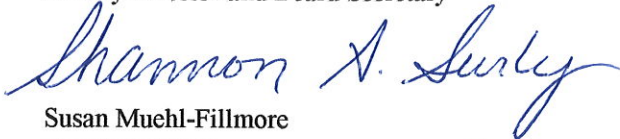
Bids for lighting – Muehl-Fillmore opened and read each bid. The bid from Rick's Electric was in the amount of \$325.54. The bid from Jones Electric was in the amount of \$425.36 and the bid from Scott's Electric was in the amount of \$502.10. Pritchett was in favor of utilizing a local businessperson. Pritchett/Gray to approve and accept the bid from Rick's Electric in the amount of \$325.54 to come out of the Building and Grounds Maintenance line item as suggested by Mayor Mardis. Ayes – Six. The motion passed.

Comments and Questions – Muehl-Fillmore referred the Board to a letter in the packets from Leeann Cooksey, the library assistant. The letter was her response to comments made at the previous meeting regarding her working extra hours if the library changes its hours and working additional hours to get the library up to speed on the automation. Muehl-Fillmore noted that what she was gathering from the letter was that if the library were to open earlier, Leeann would be available to work those hours and asked Surly if she was reading into it right. Surly stated that she could not speak for her assistant. Muehl-Fillmore noted that since she was not at the last meeting she was unsure of the Board's feelings on the changing of the hours and asked for a synopsis. Pritchett said that it was discussed briefly and that nobody seemed to have a feeling one way or another yet. Surly said she would put an article in the Messenger related to this issue and see what kind of a response she gets. She also said she would put a sign up on the counter asking about the general opinion.

Date and time of next meeting will be December 06, 1999 at 7:10 PM.

Pritchett/Eldridge motion to adjourn meeting at 8:30 PM. Ayes – Six. Motion passed.

Shannon Surly
Library Director and Board Secretary



Susan Muehl-Fillmore
Board President



THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
December 06, 1999 MEETING
MINUTES

The meeting was called to order by Susan Muehl-Fillmore at 7:10 PM.

President Muehl-Fillmore welcomed the new Raymond representative and invited her to tell the Board about herself. Her name is Shirley Henze and she came to the Board via her grandson who was on the Raymond City Council.

Roll was taken. Present in order of roll call: Eldridge, Fagerlind, Muehl-Fillmore, Winstead, Kettwig, Fuhrmann, Pritchett and Henze. Absent was Gray.

Pritchett/Eldridge to approve minutes from the November 1999 meeting with no changes. Ayes – Eight. The motion passed.

Treasurer Eldridge read the bills and explained them. Fagerlind/Kettwig to approve the November bills. Ayes – Eight. The motion passed.

Eldridge gave the Treasurer's report. She noted that we currently have \$393.65 in office supplies, \$3035.12 in books/subscriptions, \$2262.50 in our Capital Improvements, \$500 in Education and Training, \$200 in Minor Equipment and \$100 in repairs.

Surly presented the circulation report. Muehl-Fillmore noted that a lot of money was turned in and Surly confirmed that it was probably the most money received in several months. Surly said she has quit trying to figure out what makes patrons tick. She said she has no idea what causes the circulation to go up or down. She says the only thing she can do is continue to purchase a new selection of books and receive books for patrons on request from other libraries.

Surly presented the director's report. She told the Board about her software deletion by the company representative and told them about her need to reenter book information. She also told them that the computer is still crashing so obviously that wasn't the problem. She continued by reassuring them that not all of her work to date had been lost and she needed to make the best of the situation, continue and update the lost information at a later time.

OLD BUSINESS

Automation Update – Muehl-Fillmore asked for a total count of books when Surly was giving the Director's report. Surly said she doesn't have an exact number but she would guess she was sitting at just shy of 2,050 books.

Hour Changes for library - Muehl-Fillmore noted that a sheet was being passed around regarding a survey on the hours of the library. She informed them that many people were happy with the current hours but a few people thought the library should open an hour or so earlier. Surly said that as asked, she had contacted the Waterloo Public Library in regards to their busiest days/hours etc. She said that they keep different statistics than the Evansdale Public Library but she gave them the information that she did acquire. She gave them the breakdown per hour of the days for the last fiscal year. The trend was that Thursday and Friday were the slowest days and Monday and Saturday being their busiest. She said that the comparison was not fair because of the staggering difference between the two library's figures and statistics.

NEW BUSINESS

Amending/Approving Policies – The policies were read one by one and discussed. Any changes and amendments were to be made now.

Pritchett/Fagerlind to approve the weeding policy with word change from currency to currentness. Ayes – Eight. The motion passed.

Kettwig/Muehl-Fillmore to approve the Fax machine policy. Ayes – Eight. The motion passed.

Pritchett/Fuhrmann to approve the Inclement weather policy. Ayes – Eight. The motion passed.

Light Screens – Surly pointed out the new lights and screens. Surly told the Board that there were problems with the lights and electrical outlets are all tied together so they found out the hard way that circuits will blow if overloaded now. She said that there was residential wiring versus commercial wiring and she had been in contact with the City who in turn said they would rectify the problem with the wiring and also add some additional outlets. Surly said that at the time the light ballasts were changed out, the ballasts and bulbs were changed but the screens were not. She said in speaking to Rick Mott, he said they are yellowed from dust, exposure or smoke and told her that they only cost about \$2.00 a piece. She noted the extreme difference between the new screens and the old screens and recommended that they changed them out. Eldridge/Pritchett moved to buy 15 new screens at approx. \$2.00/each. Ayes – Eight. Motion passed.

Surly questioned her range of spending authority. She noted that if she has to buy library supplies and/or books, she buys what she needs, receives a bill and puts it on the summary of bills to be paid. She asked if this was the same thing and if it was something she could have just bought without receiving permission for first. Muehl-Fillmore was in the opinion that because it is “altering” to the library she needs Board approval.

Budget – Surly said she would like to see extra money in the books/subscription line items as well as the office supplies line items as the book/subscription has remained the same for several years and with the automation she will be in need of additional supplies such as barcodes. In discussing Capital Improvements, Muehl-Fillmore suggested Surly look into different shelving to exchange for the youth fiction shelves that are slowly disintegrating.

National Geographic Magazine Index - Muehl-Fillmore mentioned the National Geographic's Index that had been mentioned by Surly at an earlier date. There were several questions pertaining to what all was included and prices that Surly didn't have the answers to. She said that she could check into and get that information for the next meeting. Several people thought it was a good idea to utilize the National Geographic magazines more.

Comments and Questions – Muehl-Fillmore noted that the shelves would be painted on Tuesday, Dec. 14th and Thursday, Dec. 16th and volunteers would be helpful. Pritchett and Eldridge said they would be able to help. Muehl-Fillmore also told the Board members that her parents had invited them all to a “Pampered Chef” party and whoever wanted to attend could follow her to their house.

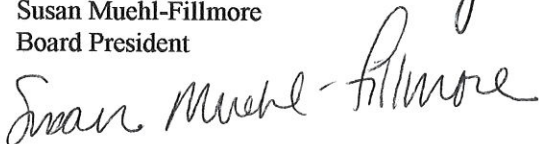
Date and time of next meeting will be January 03, 2000 at 7:10 PM.

Fuhrmann/Fagerlind motion to adjourn meeting at 8:06 PM. Ayes – Eight. Motion passed.

Shannon Surly
Library Director and Board Secretary



Susan Muehl-Fillmore
Board President



THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES

January 03, 2000 MEETING

MINUTES

The meeting was called to order by Susan Muehl-Fillmore at 7:10 PM.

Roll was taken. Present in order of roll call: Eldridge, Gray, Muehl-Fillmore, Kettwig, and Pritchett. Absent were Fagerlind, Winstead, Fuhrmann and Henze.

Pritchett/Kettwig to approve minutes from the December 1999 meeting with no changes. Ayes - Five. The motion passed.

Surly noted the reason she handed out an amendment to the bills was because there was an additional bill from the City of Evansdale for the copy bill for December in the amount of \$15.65. Surly also pointed out to the Board that the new encyclopedias were received. Kettwig/Pritchett to approve the December bills. Ayes - Five. The motion passed.

Eldridge gave the Treasurer's report. She noted that we currently have \$345.58 in office supplies, \$2765.51 in books/subscriptions, \$1513.50 in our Capital Improvements, \$500 in Education and Training, \$200 in Minor Equipment and \$100 in repairs.

Surly presented the circulation report. Surly noted that many areas were up considering the non-fiction area was out of commission due to the shelf painting and there had not been any books checked out there for almost a week. She also told them that not much money was collected because the library had had a fine free month to recover overdue materials. She said that she had hoped to have some of the serious overdues returned but for the most part it was all books that had been overdue for only a week or so. She said she did get back a few but not as many as she would have liked. The question was posed as to what happens after books are overdue so long. Surly said she maintains a box of overdues currently that dates back to 1998 and calls them periodically just to remind them that she hasn't forgotten that they still have books checked out. Pritchett asked if she allows them to check out additional books from the library and Surly said no. Surly said that the policy for overdue books is a call, a reminder letter, another letter and after a year the book is pulled from the collection. She noted that one of her biggest pet peeves is people who do not return books and she hates to hound them like a babysitting service. She also noted that it is not a top priority with her time. She mentioned that at one time the Board had problems with a past director sending out letters remarking that police action would be taken and Surly said she was explicitly told not to follow in that director's footsteps. She remarked that she would like to do more but since it is not something she can heavily enforce, she doesn't put a lot of effort into it. In addition, she said that although they can stop the patrons from coming to this library, because of confidentiality laws she cannot red flag them at Waterloo or Cedar Falls to stop them from doing the same. Eldridge said that there had been a study that said that the average library has to expect to lose 20% each year due to non-returned books.

Surly presented the director's report. Surly noted that she has entered 2,505 books into the database thus far. She said she has two rows left of the children's fiction section and then she will be done with that. She said that computer is still having some problems but not as much. She noted that she had come to the conclusion that it was the network that was messing up the system and when she disconnected it the computer quit locking up but was having problems with it shutting down. She said her biggest problem was having Greg Houston from Advantage Plus Computers return any of her or Susan's calls. She told them then that she had decided to go buy a splitter for the phone jack so that she could at least hook both modems up to the line for Internet usage. After doing so, she found out that when Greg had revamped the old computer, he had removed the modem from it. So now she was faced with no network and no modem for Internet access for the patrons. She said that she had a hard time jumping on him to fix things since she had not been involved with the negotiation of the computer upgrades. Muehl-Fillmore said that the removal of the modem had never been a part of the deal. She told them that he had been down to work on the computers down in the City Hall and she had asked him to come down to the library to discuss some things and he never showed. Pritchett asked if there was a different representative and Surly and Muehl-Fillmore both noted that he is the only person working for the company. Surly also informed the Board that

because it has taken longer than expected to complete the automation, she thinks that if the library is going to do the book leasing program it should start now before the automation is complete. Next, we discussed the painting of the shelves. Muehl-Fillmore asked if she had received any comments on the color. Surly noted that she had had a couple of people ask, "Why blue?" but for the most part people had said it really lightens up the library.

OLD BUSINESS

Budget approval – Muehl-Fillmore went through the numbers regarding the budget. She said the book budget was bumped from \$6200 to \$8000 and the office supplies line item went from \$800 to \$1000 to purchase additional barcodes. The educational line item was lowered from \$500 to \$250. Minor equipment stayed the same. Petty cash as did the remaining items. She said that we were asking for \$8000 for shelves to replace the ones that are deteriorating from the constant moving for Council meetings. In addition, we would like to purchase a new computer in addition to the one that we have for Internet access and word processing to supply the demand we have had. She mentioned a service called NetZero that provides free access if you allow them to display ads on their screen. She said her husband had found a company that would provide a free computer if you allowed them to track your Internet whereabouts. Another thing mentioned would be additional furniture or more kid-friendly furniture in the Young Easy section of the library. Then there was discussion about the salaries. Muehl-Fillmore explained the non-bargaining wage to the Board and asked the opinion of the other members. Pritchett/Muehl-Fillmore to raise Director's rate to \$10.00/hour and the Library Assistant to \$6.20/hour beginning July 01, 2000. Ayes – Five. Motion carried. Gray/Pritchett to approve remainder of proposed budget. Ayes – Five. Motion carried.

National Geographic Magazine Index - Surly said that she had been in contact with National Geographic about their indexes. She said that there was one index that spanned 1888-1988 for \$32.50 and one that spanned 1989-1998 for \$15.95. The Board was in agreement that this is something that would be beneficial to the library and recommended they be purchased and taken out of the book/subscription line item as normal.

NEW BUSINESS

Light Screens and ceiling tiles – Muehl-Fillmore got a quote from Menards for Sierra ceiling tiles. She said it was \$1.79/tile. She said the cheapest light diffusers were \$2.97/each totaling \$366.75. Then she said that with the new ceiling tiles the runners being yellowed would look bad and she said there is a product called Kilz that is a sealant to cover over the smoke stains. She said she purchased a gallon of it and would volunteer to paint the runners. She said she went to Home Depot as well. She said they didn't have the Sierra tiles to compare and the cheapest light diffusers she could find were \$3.47/each but couldn't find a representative so she was happier with Menards for the help she can receive. Surly said that she had spoken to Rick Mott and his original price for the light diffusers of \$2.00/each was incorrect and he informed her that they were \$13.45/each. Mayor Mardis arrived during the discussion and suggested contacting Regal Plastic to price them. Surly said she had also received a bid from Malcolite Corp. and said they were \$8.90/each and that the company stressed that they never yellowed and would last 20 years before becoming brittle. Muehl-Fillmore asked Mayor Mardis about the mixed wiring and additional amps and he said it was something the city would pay for and Surly returned a bid he had given to her earlier and he said he would look further into it and make a decision. In addition, he said that the ceiling tile was something that would be paid by the city as well since it is a permanent improvement to the building. Mayor said the library budget would be discussed at the January 18th City Council meeting.

Signs for Shelving – Signage was discussed and catalogs were looked at. Muehl-Fillmore/Kettwig to authorize Surly to purchase signage for the library as she sees fit not to exceed \$200 and to come from the Minor Equipment line item. Ayes – Five. The motion carried.

Evaluation of Shannon – Muehl-Fillmore passed out copies of Surly's evaluation. She told the Board that Winstead and herself had evaluated Shannon on December 21, 1999. Muehl-Fillmore said all in all she was happy with Shannon and felt that the library was making definite progress.

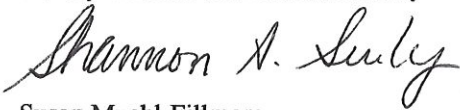
Other New Business - Muehl-Fillmore received a calendar from the State Library that progresses month by month and offered it up for grabs to any of the board members who might be able to use it. She also said that she hoped that the Board members would volunteer their time and manpower to replace ceiling tiles and paint runners. Pritchett mentioned the rotating rack in the children's area and making it a movable rack. Muehl-Fillmore said she had just the guy to look at it and see if he could make it mobile.

Comments and Questions – None.

Date and time of next meeting will be February 07, 2000 at 7:10 PM.

Pritchett/Gray motion to adjourn meeting at 8:50 PM. Ayes – Five. Motion passed.

Shannon Surly
Library Director and Board Secretary

A handwritten signature in cursive script that reads "Shannon A. Surly".

Susan Muehl-Fillmore
Board President

A handwritten signature in cursive script that reads "Susan Muehl-Fillmore".

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
February 07, 2000 MEETING
MINUTES

The meeting was called to order by Susan Muehl-Fillmore at 7:10 PM.

Roll was taken. Present in order of roll call: Eldridge, Fagerlind, Muehl-Fillmore, Winstead, Kettwig, Fuhrmann, and Henze. Absent was Pritchett. Gray arrived at 7:13 PM.

Kettwig/Fuhrmann to approve minutes from the January 2000 meeting with no changes. Ayes - Eight. The motion passed.

Bills were presented with no additions or deletions. Fuhrmann/Fagerlind to approve and pay the January bills. Ayes - Eight. The motion passed.

Eldridge gave the Treasurer's report. She noted that we currently have \$218.31 in office supplies, \$1980.15 in books/subscriptions, \$1513.50 in our Capital Improvements, \$441.80 in Education and Training, \$115.33 in Minor Equipment and \$65.01 in repairs.

Surly presented the circulation report. She noted that the circulation items that went down this month was within the adult classification which she highly likens to the "snow birds." She said that many of her regular weekly patrons are in the south for the winter. She said that the network is still down so the Internet hasn't been used although a couple of people have been in to use the computer for word-processing purposes.

Surly presented the director's report. She directed the Board to the letter of resignation from Leeann Cooksey included in their packets and informed them that after advertising and interviewing, she has hired a new assistant. The new assistant is Anne Johnson, who currently works at the Cedar Falls Public Library so she brings library experience here. She also noted that on the night of the budget talks the video shelf had broken clean off at the base and although we were going to ask for a new cart for the next fiscal year it was a priority now. She said she had gone ahead and purchased a new one. She said this rack has the room to expand by about another 100 videos. She said that Greg Houston still hasn't come in to work on the computer and won't dignify the library with even a return call. She said that her computer is still not locking up which is a good thing but she would like a network that is operational.

OLD BUSINESS

Budget talk - Muehl-Fillmore gave a brief account of going to the Council with the budget. She thought that with the video cart breaking when it did, that it would help the Council make a decision when it comes to our Capital Improvements since we were asking for money to replace shelving similar to the cart that broke. She said some of the budget was a little "iffy" but didn't see any major problems.

NEW BUSINESS

New assistant librarian - Surly already covered this during the Director's report. Muehl-Fillmore suggested the Board come in and introduce themselves to Anne when they had a chance to make her feel welcome.

Hiring a computer consultant - Muehl-Fillmore thought hiring a consultant to come in and look at our computer was something that the Board should discuss and make a decision on. She said that Greg Houston had not been in to fix our problems and she didn't know if we even wanted someone that we couldn't depend on. Surly informed the Board that the Police Department has been having troubles with their computers as well and are paying \$125.00/hour to have theirs fixed. Mike Thompson asked if it was a software problem or a hardware problem. Surly said she doesn't know exactly what the problem is. She said when she disconnected the network the freezing problems quit. She said that she does have problems with the Windows 98 2nd edition hanging up and the fact that he uninstalled the modem in the other computer and therefore can't connect to the Internet. Winstead recommended a guy she knows who works with computers for John Deere. Also mentioned were Advanced

Systems, Iowa Business Machines and Computer Reboot. Eldridge/Gray move to authorize Surly to have a consultant come out and look at/fix computer with a bill total of no more than \$300.00 coming from Capital Improvements.

Reading Program – Muehl-Fillmore said that she had been in contact with Nancy Olman, a Girl Scout leader, and mentioned having the older Cadettes hold a reading program on Saturdays for younger children. She said they could read to them, have crafts for the kids to do and take home and she wanted to introduce this information to the Board and would have more information later.

Volunteers needed – Muehl-Fillmore said that she needed volunteers to help out with the painting of the runners and the replacement of the ceiling tiles. A decision was made to do the work on Sunday, February 27 starting at noon. The final decision was to paint the runners and replace the tiles all on the same day.

Policies - Muehl-Fillmore noted that the first page was just an index showing what had been amended or adopted. The first policy was the video policy. Muehl-Fillmore pointed out the change was to charge \$.50 per day for overdue videos instead of \$.05 per day. Fuhrmann asked about extenuating circumstances in the case of the \$7.00 fee charged for damaged videos. Discussion ensued about what the Board felt should be the policy about damaged tapes. It was decided to send the Video policy back to the policy committee for rewording and revisions. Eldridge/Kettwig to adopt the Community Service Worker policy. Ayes – Eight. The motion passed. Gray/Muehl-Fillmore to amend the Gift Acquisition/Cash Donations or new materials donations changing the wording from destroyed to recycled.

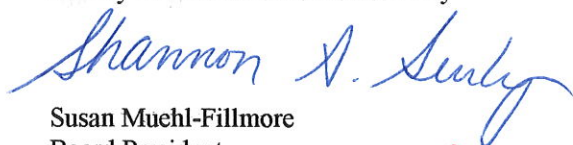
Other New Business – Eldridge informed the Board that Advanced Systems donated the copier to the library. There was also a short discussion about the electrical work in the library.

Comments and Questions – Muehl-Fillmore said the shelving signs looked great although she felt they were backwards. Surly also noted that she had purchased a sweatshirt for herself with a logo and the Evansdale Public Library name on it. She said she thought it would be nice if she could provide a shirt or sweatshirt for her staff. There was discussion about it and they thought it would be nice to get some for the Board members as well. Fagerlind commented on the article/letter that Surly had put in the Evansdale Messenger. She asked about the 2000 quarters in 2000. Surly explained her fundraiser. Fagerlind felt that where the money went should be decided upon by the library board. Surly said her opinion was that if the Board was willing to do the fundraiser then they could make decisions as to where the money is allocated. She pointed out that the Board and Friends of the Library were not interested in doing their fundraiser this year and so she took it upon herself to raise some extra money for the library.

Date and time of next meeting will be March 06, 2000 at 7:10 PM.

Kettwig/Fuhrmann motion to adjourn meeting at 8:45 PM. Ayes – Eight. The motion passed.

Shannon Surly
Library Director and Board Secretary



Susan Muehl-Fillmore
Board President



THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
March 06, 2000 MEETING
MINUTES

The meeting was called to order by Susan Muehl-Fillmore at 7:16 PM.

Roll was taken. Present in order of roll call: Eldridge, Gray, Muehl-Fillmore, Winstead, Kettwig, Fuhrmann, Pritchett and Henze. Absent was Fagerlind. Guests: Anne R. Johnson, Assistant Librarian and Mike Thompson.

Winstead/Gray to approve minutes from the February 2000 meeting with Surly to note change of name spelling of Nancy Oelman as brought to attention by Muehl-Fillmore. Ayes - Eight. The motion passed.

Bills were presented with no additions or deletions. Pritchett/Kettwig to approve and pay the February bills. Ayes - Eight. The motion passed.

Eldridge gave the Treasurer's report. She noted that we currently have \$205.56 in office supplies, \$1715.52 in books/subscriptions, \$1213.87 in Capital Improvements, \$441.86 in Education and Training, \$115.33 in Minor Equipment and \$65.01 in repairs. Muehl-Fillmore questioned why we still have over \$1,000 in Capital Improvements. It was noted that \$300.00 was set aside for the computer consultant and because the networking was done differently than planned it left us with some additional money.

Surly presented the circulation report. Based on a comment that Winstead had made before the meeting about the vast majority of Elk Run Heights residents not using the library, Surly asked her if she knew why. Surly thought she had specific insight as to why the library circulation is down. She commented that she thought people just didn't have the time to read and are too busy with their lives to go to the library. Surly directed the same question to the Raymond and Evansdale representatives. She mentioned the article she wrote in the Messenger about the youth circulation declining. She also touched on the number of items from the contracting cities that are loaned out monthly and how small of a number it is in reflection to the populations. Muehl-Fillmore remarked that she thought advertising was something we should really try to focus on. Anne Johnson suggested looking into Public Access TV or radio announcements. Muehl-Fillmore said her father had tried calling and could not locate the phone number for the library in the phone book. Pritchett said she would contact them and get that resolved. Mike Thompson said he felt that it had to do with our size, Open Access and said that with the Waterloo/Cedar Falls Public libraries we cannot compete. Muehl-Fillmore wondered if we could use our closeness in proximity to the larger libraries to our advantage by becoming a satellite library. Surly said one of the services she really pushes is the interlibrary loans that are available. Winstead questioned how many people from Evansdale, Elk Run Heights and Raymond are using the Waterloo/Cedar Falls Public Libraries instead of the Evansdale Library. Anne Johnson said she would speak to Carol French-Johnson and see if she could get those numbers. Fuhrmann suggested a flyer or circular to distribute door-to-door or through the grocery stores, etc.

Surly presented the director's report. Before she began she introduced Anne Johnson, her assistant, to the board. She noted that Anne is very vocal and will pipe in when she felt appropriate. Surly noted that she touched briefly on the budget. She informed the Board about Anne's and her meeting with Ken Davenport from the Regional Library System and their decision to bring the shelf list up to date, in turn helping them to bring the card catalog up to date. Surly noted that it is a very extensive job and that she is working hand-in-hand with her assistant to complete this. She said that she is also still entering books into the computer system. Surly told them of the Library 101 class on Thursday that she was registered for in addition to the Library Management 1 and 2 classes. She referred back to the Library 101 class that she was to attend and said she would like her assistant to attend as well. She noted that the class was from 10 AM - 12 PM and that the library would need to be closed for that 1 hour from opening until noon and looked for their permission to do so. Pritchett volunteered her time to come in and work to keep the library open. Muehl-Fillmore asked when the Management classes were. Surly said they were in May and ran the course of 8 weeks.

OLD BUSINESS

Budget setting – Muehl-Fillmore said that the budget was cut by \$2, 737.00. She noted that as the Council had said, they can't define where the money goes; only how much is allocated. Surly said that the Council's biggest problem with the budget seemed to be the Director's raise. She noted for the record that she did not want to take away from the library's operating budget as far as the books/subscriptions and office supplies line items went to put extra money in her pocket. She said she has been working with the same figures every year and feels that the library needs more money for books. She feels that if she needed to take the pay cut in order to insure that the library has the extra money to increase the operating budget then so be it. There was discussion about the budget focusing on the salary line item. Muehl-Fillmore said that they could easily cut from the books/subscriptions line item and still have a dramatic increase from before. Surly again stated her opinion about leaving the operating budget the same and cutting her salary. Pritchett asked if city employee's salaries were published and Surly said that they are. Pritchett asked if everyone made over \$10.00. Surly noted that only a few people make under \$10.00 using the proposed increases for 2001. Muehl-Fillmore recalculated the figures and came up with \$16, 640 using 32 hours per week at \$10.00/hour as her guide. Pritchett/Winstead to keep the director's wage at \$10.00 per hour and take the remainder from the books/subscriptions line item to make up the difference. Ayes – Eight. The motion passed.

Reading Program – Muehl-Fillmore said that in contact with the Girl Scout leader she had been discussing this with, the girls felt that organizing it would be too much. She said that they would be willing to come in and read as long as books, activities, times/dates etc. were already planned. She also noted that Anne had shown her some books and activities to plan for a preschool story hour. Anne said that she thought she would focus on starting this story hour after the summer reading program was concluded and they had a chance to advertise it. Pritchett asked if they were still going to have the summer reading program and Surly said yes.

Computer Consultant – Surly informed the Board of the prices that she collected regarding the network issue. She said that the prices were huge except for Winstead's recommendation. She said she went to the next step before setting something up and that was to recover the software from Greg Houston. She read to the Board the letter that she sent to Mr. Houston and told them that to date she has yet to hear anything from him. Surly said everyone she has talked to says that she will need the Windows 98 CD in order to solve the problem. Surly also said that she thought maybe should contact Microsoft and explain the situation and maybe they would help out. Winstead/Pritchett to direct Surly to contact Joe Wagner and purchase a new Windows 98 CD if necessary. Ayes – Eight. The motion passed.

Policy Committee – Muehl-Fillmore wanted to remind the Board that we are still in the process of rewriting the library policies and that anyone interested in being on the policy committee could join in to assist. Muehl-Fillmore also asked those on the Policy Committee to stay after the meeting to schedule the next meeting.

NEW BUSINESS

T-shirts – Muehl-Fillmore said that the T-shirt idea was brought up by Surly at the last meeting for the staff and she noted the Henze did go out and purchase two for herself. There was discussion about buying and having shirts embroidered, having the board members purchase their own shirts and having the library pay for the embroidery or scratching the idea altogether. Surly said that she felt it would be good advertising for the library. The majority of the members did not feel comfortable using taxpayer's money to fund shirts. The consensus agreed not to buy any shirts for either the Board members or staff.

Comments and Questions – Muehl-Fillmore informed the Board about a couple of workshops coming up in April and May. She said that there were registration forms available. Anne Johnson asked who the Friends of the Library group members were and what they did. There was brief discussion about who was Friends of the Library. Surly was asked if she was clear on what she was supposed to do in order to get the computer up and running. Surly read back the motions that she had written down and said she thought she was clear on it.

Date and time of next meeting will be April 03, 2000 at 7:10 PM.

Pritchett/Gray motion to adjourn meeting at 8:57 PM. Ayes – Eight. The motion passed.

Shannon Surly
Library Director and Board Secretary

Shannon A. Surly

Susan Muehl-Fillmore
Board President

Susan Muehl-Fillmore

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
April 03, 2000 MEETING
MINUTES

The meeting was called to order by Susan Muehl-Fillmore at 7:10 PM.

Roll was taken. Present in order of roll call: Eldridge, Fagerlind, Muehl-Fillmore, Winstead, Kettwig, Fuhrmann, Pritchett and Henze. Gray arrived at 7:50 PM.

Winstead/Fagerlind to approve minutes from the March 2000 meeting. Ayes - Eight. The motion passed.

March bills were presented and Surly answered questions regarding SILO reimbursements and the Upstart bill for the summer reading program. There was discussion about which line item the bill for the yearly contract with the Junior Library Guild should come from. Surly had tentatively put it in the Capital Improvements line item since it was such a large bill. Pritchett/Kettwig to approve and pay the March bills making the correction of taking the Junior Library Guild book from the books/subscriptions line item. Ayes - Eight. The motion passed.

Eldridge gave the Treasurer's report. She noted that we currently have \$134.35 in office supplies, \$771.69 in books/subscriptions, \$1033.87 in Capital Improvements, \$441.80 in Education and Training, \$115.33 in Minor Equipment and \$65.01 in repairs.

Surly presented the circulation report. Surly noted that the circulation has increased in the youth books, which excited her. She said that many of the snowbirds were back and the County borrowing was up. She noted as well that Spring Break had just passed and T-ball sign up was in progress and this could contribute to the increase of youth circulation. Surly stated that from last month everything went up in circulation although the overall total from the year before was still down. Pritchett noted that there really seems to be no pattern to the increases within a specific day and Surly said that is why she can never give a clear and justifiable answer when asked about a day that would be better to extend or shorten hours.

Surly presented the director's report. Surly noted that the computer systems are now up and running and have had no crashes since they were fixed. She said they are connected to the Internet all day long and that patrons have finally started to reuse them. Surly also told them about a trifold flyer that she made with information about the library and told the Board that she was looking to have a local business front the printing costs in exchange for advertisement on the brochure. Muehl-Fillmore noted that there was a woman who printed announcements and the like on Brookside. Surly said she would check into that. She also informed them that she was scheduled to start her Public Library Management class in two days and said she was really excited to get started. Muehl-Fillmore said that she wanted an automation count and asked to see the flyer as well. Surly told her that so far 2,548 books have been entered.

OLD BUSINESS

Policy Committee - The videotape policy was the first to be reviewed with the additional corrections. Pritchett/Kettwig to approve the Videotape policy. Ayes - Eight. Motion carried.

Fagerlind/Muehl-Fillmore to approve the card issuance policy with changes. Ayes - Nine. Motion carried.

NEW BUSINESS

Book/Bake Sale - Surly said that her assistant, Anne Johnson, has taken over the excess books and that she was interested in having a book/bake sale during the Good Ol' Days Celebration to make a profit for the library. She was looking to have help from the Board/FOL with sorting and wanted to know whether there was a commitment or if she should just scrap the idea and get rid of them entirely. Muehl-Fillmore asked Henze about her idea. She

said that the Black Hawk County jail would take any books they were willing to donate that were suitable. Muehl-Fillmore said her concern was that by the time Good Ol' Days comes around we will have more books stockpiled. The new business Reader's Mart and the Lion's Club were mentioned as optional sources for discard. Surly said they could donate them to Waterloo and allow them to make the profit. The consensus of the Board members was that they either didn't have the time, had other commitments or felt like it wasn't worth the effort to help. When the entire Board had spoken their lack of commitment for whatever reason, Surly said she would pass the information onto her assistant and they will dispose of the books as they see fit.

Discussion of shortening hours – Muehl-Fillmore said she had spoken to Mayor Mardis after the last meeting when budget increase concerns were addressed. She said that if the budget did get too high, it might be more profitable for Evansdale as well as Elk Run Heights and Raymond to contract with Waterloo than to try to sustain this library. Another solution might be to decrease the hours and she said she researched some other smaller libraries that have split shifts and the like. She mentioned it to allow the Board to tuck that information into their brain and do their own research. Pritchett said she would like to find a way to bring up the numbers. She said she would contact Jim Sixta and see if he could come to a meeting and discuss ways to boost circulation. Pritchett also said that she thought it was great to see that Surly was looking into supplementing the library's budget with grant monies available. Pritchett thought that was a good step forward to helping with the library's financial difficulties and thought it would look good as a good faith effort on the library's part to do what they could. There was discussion about keeping the library open until 8 or 9 at night one or two days a week as well as the senior citizen's opinion of having the library open early, like at 6 AM in the morning.

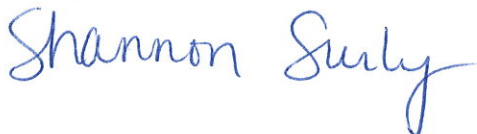
Automation deadline – Muehl-Fillmore recapped that this project had been started and the thought process was that it was going to be done very fast and a year later we are nowhere close to being finished. She asked what could be done to speed up the process. Surly again explained what all she has to do to enter a book and how fast she can do it depending on whether or not the information is available through the EzCat or if it has to be done manually. Pritchett said she noticed that Surly and her assistant were working on the shelf list and thought that was slowing the automation process down. Surly stressed that she wanted to see this finished as much as the next person but she couldn't reasonably justify putting all of her other work (processing new books for patrons, ordering, helping patrons, research for ordering, etc.) on hold. It was also noted that the process was slowed down tremendously when all of the computer problems started cropping up because the computer would crash and Surly would have to start all over with the connections and it was very time consuming. It was asked if Surly might offer her assistant an extra five or so hours per week to free up some time for her to devote entirely to automating. Pritchett suggested Surly set a goal and Surly said she set a goal at one time and that fell through. Pritchett said an idea she had was to set a goal for this month and next month at the meeting Surly could report if she reached the goal or not. Pritchett suggested Surly aim for 400 books per month and report back next month. Gray asked if Surly could train Anne in this next month to enter books on her own. Surly said that she would set a partial goal for her assistant to try to accomplish.

Comments and Questions – Muehl-Fillmore said that she liked the flyer that Shannon had designed and there was a little more discussion on the flyer issue. Fagerlind thought maybe Surly could drop some of the flyers off at Evans Village. Muehl-Fillmore also reminded people to be thoughtful of the attendance policy since we are coming up on the end of the year.

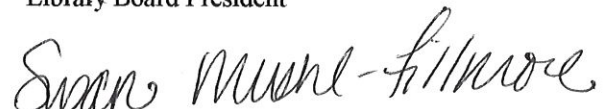
Date and time of next meeting will be May 01, 2000 at 7:10 PM.

Gray/Eldridge to adjourn meeting at 9:04 PM. Ayes – Nine. The motion passed.

Shannon Surly
Library Director and Board Secretary



Susan Muehl-Fillmore
Library Board President



THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
May 01, 2000 MEETING
MINUTES

The meeting was called to order by Susan Muehl-Fillmore at 7:10 PM.

Roll was taken. Present in order of roll call: Eldridge, Fagerlind, Muehl-Fillmore, Winstead, Kettwig, Fuhrmann, and Henze. Pritchett arrived at 7:17 PM and Gray arrived at 7:35 PM and left around 7:45 PM. Jim Sixta, a consultant at the Northeast Iowa Regional Library System was in attendance to present information and answer questions.

Kettwig/Fagerlind to approve minutes from the April 2000 meeting. Ayes - Seven. The motion passed.

April bills were presented and Muehl-Fillmore/Fuhrmann motion to approve bills as presented. Ayes - Seven. The motion passed.

Eldridge gave the Treasurer's report. She noted that we currently have \$125.10 in office supplies, \$387.70 in books/subscriptions, \$1033.87 in Capital Improvements, \$371.80 in Education and Training, \$115.33 in Minor Equipment and \$65.01 in repairs.

Surly presented the circulation report. Surly noted that circulation is still down and she still cannot give a reason as to why and said she hoped that Jim Sixta would be able to shed some light on that. She also noted that with the addition of their MARC records to the SILO holdings, she has seen an increase in the Interlibrary loan requests to the library and that the library has been able to fulfill almost all of them. She said the library received requests for and sent out six books this month alone and that in the past 2 years she has been here she has only had 6 total requests. Eldridge asked if the Internet users were all back. Surly said that the majority of them have come back but there are a few that haven't yet. She said there was a sign on the bulletin board that said the Internet was up again and she said that she makes sure to tell people so they are aware and can take advantage of that service.

Surly presented the director's report. She recapped the fact that they did receive the \$500 goal that she had set for the library for their 2000 in 2000 campaign and that Ted Larrew had been the major donor in that fund raiser. She also informed them that she had received a call from Gene Knief of MidAmerican Energy and that they were interested in donating some money to the library as well with the stipulation of sending a letter of intent to the company. She reiterated that the Regional Library will continue to be open for at least another year and the final language in the filtering bill was that filters may or may not be used in the public libraries so they were not mandated. She also told them that she started the book-leasing program and had received a list of 10,000 books to pick 150 from to start with. She also informed them that the library was going to lose its advertising in the Messenger because they are not receiving enough financial backing from advertisement. She also noted that she was halfway through her first PLM class and will soon be starting her other.

OLD BUSINESS

Policy Committee - Muehl-Fillmore said that Surly had brought in several pages of information of things that needed to be added but that she had not got them copied off. Jim Sixta noted that of all policies, one on Internet Policy would be mandatory to receive monies from Enrich Iowa. Surly addressed her concern about the confidentiality laws to Jim Sixta and asked him to speak about his take on the issue. Mr. Sixta said that Surly's action by NOT informing parents of books checked out and he said the way around it is to put the overdue materials in the form of a sealed letter addressed to the child or person who checked them out and then give to the parent. The library has then met its legal responsibility and what the parent chooses to do with the letter then becomes their responsibility. Jim noted that the library could have a policy to allow for parents to set limits for their children on whatever they read or check out (i.e. Dinosaurs, Internet usage, etc.) by having letters on file but it has to remain clear that the librarian cannot supervise their child 24 hours a day.

Automation Update - Surly said that 386 of the 400-book goal were automated. She said the reason that they did not reach their goal was because she started the book leasing program as well as work with Ken Davenport at Regional to complete their accreditation report and Mr. Sixta agreed that that was more important. Surly noted that they could not become fully accredited but she is going to aim for full accreditation next year. Muehl-Fillmore said that she would like to see Surly shoot for a total of 500 books for automation for the month of May. Jim Sixta explained the tier levels for accreditation and the extra money received with each. He also suggested that Surly make a copy of their accreditation report to give to the Board members so that they know what is being dealt with.

Circulation Figures and cardholders from Waterloo - Surly said there was 1460 cardholders from Evansdale, 280 from Elk Run compared to our 116 and 145 from Raymond compared to our 33. She continued to tell them the figures from the Open Access report for 1999 and they were: 3204 items checked out by residents from Elk Run Heights, 12, 374 items checked out by Evansdale residents and 1378 items checked out by Raymond residents. Pritchett asked if you had to have a card from your local library in order to get a card from a different library. Surly said that you didn't need a card from your local library. Sixta concurred and said that you did at one time but with the implementation of Open Access, all that is required is a card from your local library OR a photo ID or something with proof that you live in that city.

NEW BUSINESS

Jim Sixta from Regional - Mr. Sixta continued to explain a little more about the accreditation report. Next, he asked the Board if they had any questions. Muehl-Fillmore noted that Pritchett and Henze had some questions. Henze asked about what her responsibilities are and noted she is not sure what her Council and city want from her. She said she found it hard to believe that people do not know about the library. Sixta asked the Board to mentally list 25 or 50 services that the library has to offer the community and asked if they felt comfortable doing so in 5 minutes. He said that it is very important for the Board to be able to do that if they are to expect the community to know. He said that it can be difficult because of the competition in the Waterloo Public Library but he stated that the Evansdale Public Library has some things to offer that the Waterloo Public Library does not. He then asked if the library has an outreach program. Muehl-Fillmore said that it had been tried. Sixta said that this is very likely but that maybe it should be tried again. He then went on to say that looking at the circulation figures showed that they were going down and he wanted to emphasize that they are going down in every library. He then went on to say there are ways to supplement those figures by buying extra copies and using them for circulation and then reselling them to recover some of the money. He said that bookstores were competing with libraries as well. He asked if the library had considered having a coffee machine or providing snacks and wondered if the library was providing the atmosphere that the library wanted. He said that the Internet was also a competitor with public libraries. He said that one of the figures that should be included in the circulation report is the number of hours of Internet use and the number of web sites visited. He said the most important aspects are what the library has, does the public know what the library has and is the library offering what the public wants. He also noted that people with cars might drive to the public library but questioned the people that don't have vehicles, the children 14 and under. He said the library could focus on tutoring aspects and he talked about Christie Vilsack's program bringing reading to the young ones. Muehl-Fillmore mentioned that they had been looking at shortening hours because of the increasing budget. Mr. Sixta said that all options should certainly be looked at but he opined that decrease in circulation and a decrease in hours available seemed to be in contradiction with each other and did not seem to be the answer. Next, he distributed a handout of library board members/director responsibilities and asked the Board members if they had the Iowa Trustee's handbook and suggested they purchase them from the State Library. He went through the handout point by point on the different responsibilities in order of priority. He said the Board makes the policies and the Director implements them and he said those policies should be reviewed annually. Next, the Board hires and reviews the Director and the Director hires and reviews staff. Muehl-Fillmore asked if the review should be annual and Mr. Sixta said that was ideal. He then said that even though the review is done annually, if something happens during the year that is out of line or wrong, it should not be sat on until the next review to rectify. Muehl-Fillmore asked if that was the case is that done by the Board president or any Board member and asked if it should be popped up at the meeting or done in private. Mr. Sixta said that all complaints should be brought to the President and then the situation should be handled accordingly. Next, there was some conversation about closed sessions versus open sessions. He went on to explain the hierarchy of the library

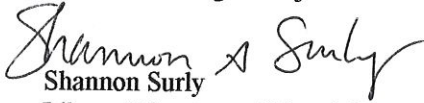
workings and the two levels of activity. He noted that the Board should be working on policies, decisions, long range planning, etc. and the Director should be focusing on the day to day activities of the library along with the other library staff. In addition, he stated that the Board was responsible for the budget with input from the Director. He discussed the County appropriations and Muehl-Fillmore asked if there were a way to get more money from the County. Mr. Sixta alluded to the circulation figures and the formula for the County appropriation. Next, Mr. Sixta touched on fundraising and the questions regarding who should do the fundraising. He said that the ideas from the Director are fine, but all additional monies coming into the library should be accepted with Board approval. Mr. Sixta also suggested contacting the Regional library when planning the budget next year for help in the planning. Next, he suggested keeping the City Council informed. He said the Director reports to the Board and the Board reports to the City Council. He asked if the Board members had made presentations to various businesses and organizations. He said that also because the Board makes the policy they are also responsible for resolving patron complaints. He said that another thing the Director should include in the Director's report or at least in the meeting is Continuing Education classes available. He also discussed brainstorming activities as well as other options to consider competing with Waterloo.


Printer for Automated System – Surly noted that when they purchased the computer and the software for the automation project, she noticed one thing that they did not purchase and that was a printer. She showed the Board a couple of examples of printout receipts from other libraries. She added that having this is an additional way to skirt the problem of confidentiality. She said she received a quote from Book Systems for a cost of \$495 for the printer and she quoted the price of paper and ribbon. She said that there was a charge for programming and technical support, the programming is required, and the technical support is not. Muehl-Fillmore asked Surly if she could get the cost broken down.

Comments and Questions – Muehl-Fillmore reminded the Board that elections would be held at the next meeting for Board officers and to keep that in mind.

Date and time of next meeting will be June 05, 2000 at 7:10 PM.

Pritchett/Eldridge to adjourn meeting at 9:48 PM. Ayes – Eight. The motion passed.


Shannon Surly
Library Director and Board Secretary


Susan Muehl-Fillmore
Library Board President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
June 05, 2000 MEETING
MINUTES

The meeting was called to order by Susan Muehl-Fillmore at 7:13 PM. In the absence of Director Shannon Surly, who is on vacation, Anne Johnson, the assistant librarian, presided as secretary of the minutes.

Roll was taken. Present in order of roll call: Eldridge, Fagerlind, Gray, Muehl-Fillmore, Winstead, Kettwig, Pritchett and Henze. Fuhrmann was absent due to illness.

Pritchett/Fagerlind to approve minutes from the May 2000 meeting. Ayes - Eight. The motion passed.

May bills were presented and Muehl-Fillmore/Kettwig motion to approve bills as presented. Ayes - Seven. The motion passed.

Eldridge gave the Treasurer's report. She noted that we currently have \$50.62 in office supplies, \$221.62 in books/subscriptions, \$1033.87 in Capital Improvements, \$293.06 in Education and Training, \$115.33 in Minor Equipment and \$65.01 in repairs. Ms. Johnson questioned the meaning of money remaining as listed on her agenda and was told that was the balance of each line item.

Anne Johnson handed out a copy of the circulation report to the board members. Johnson noted that the number of non-Evansdale items checked out has decreased dramatically. Muehl-Fillmore said she has charted the areas of the circulation report to see where the overall decreases are for the past two years. She noted that while the youth section continues to decline at a steady rate, the number of patrons fluctuates. Ms. Johnson stated that she wonders if the demographics are changing and the kids are growing up.

Muehl-Fillmore noted that the Director's report was in the packet of material. Muehl-Fillmore said that she had spoken to Mayor Mardis about this and had asked him on how to lay claim to a vacated building for space for the library be it the fire department or church. Mayor Mardis said that he believed the library/community center concept has more potential for fulfillment than the public safety center. He said we couldn't afford to build a building without having a bond issue and an election so he keeps thinking of finding the "right spot." Mayor Mardis discussed plans necessary to receive federal monies. There was discussion about different spots that could be space for a library and the pros and cons of each; the fire department, St. Mark's Church, and the bowling alley.

OLD BUSINESS

Policy Committee - Muehl-Fillmore passed out copies of the Library Bill of Rights, statement of concern about library resources and the Freedom to Read. She said that Surly had brought these to her attention and recommended they include these in the policies. Next, Muehl-Fillmore showed the different hours of other libraries in the area for the Board members to peruse. She mentioned shortening the hours and Ms. Johnson noted that the study done and Jim Sixta from the Regional library both said that the hours should be lengthened, not shortened, if anything. She said she agreed with this and felt that if the circulation is dropping and the hours are cut, the circulation will drop even further until the library is forced to close. Muehl-Fillmore agreed but said that if the budget got too big, the library would not be able to afford staying open. Pritchett/Fagerlind to adopt the Library Bill of Rights, statement of concern and Freedom to Read for the Evansdale Public Library. Ayes - Eight. Motion passed.

T-Shirts for Board members and Staff - Muehl-Fillmore noted that Mr. Sixta from Regional said that it was okay to use T-shirts for advertising purposes. She stated that she wanted to put this back on the agenda to see if the Board was interested in pursuing this now. She also threw out the idea of having shirts made for the children of the summer reading program. In addition, she said her mother was a member of the Wellington apartments Board of Directors. She said her mother suggested having a weekly outreach program of a story hour. She said another thing to think of was talking to Helen Melichar, the principal of Jewett. She said there is the accelerated

reader program and the library could have the books available and test taking materials available in the library. Ms. Johnson asked who would do all of these things and she reminded the Board not to spread the library too thin with all of these programs. She said that she would rather focus on getting the kids into our library before taking the library to them. Muehl-Fillmore mentioned the T-shirts and asked the Board members about their take on it. Several members and Anne, as staff, said they didn't need shirts. Next, it was discussed to buy shirts for the children of the summer reading program. Muehl-Fillmore said Image Point was an easy company to work with, yet a minimum of twenty-four shirts was required or checking with Monica's Embroidery. Winstead recommended doing an honoring of a patron or the teacher through Partners in Education. It was suggested that Director Surly get quotes on the T-shirts and to present information at the next meeting. Pritchett/Henze to approve buying at least 12 T-shirts not to exceed \$200 to come from Open Access. Ayes – Eight. Motion carried.

NEW BUSINESS

New Officers – Muehl-Fillmore was nominated but she declined. Pritchett was nominated for President but sustained from either accepting or declining, she said she would keep it in mind until she decides what she's going to do. Kettwig was nominated for Vice-President and accepted the nomination. Eldridge was nominated for Treasurer and accepted the nomination. Winstead/Gray to approve slate of Muehl-Fillmore for President, Kettwig for vice-president and Eldridge for Treasurer and vote in as officers of the Library Board of Trustees for Fiscal Year 2000. Ayes – Eight. Motion passed.

Printer for Automated System – After reviewing prices given to them by Director Surly, Kettwig/Gray move to purchase printer and installation for automation system for \$495 and an Internal Zip Drive for less than \$200 to come from the Capital Improvements line item. Ayes – Eight. Motion carried.

Pre-approval of June Bills – Muehl-Fillmore/Pritchett to pre-approve June Bills not to exceed the amount in the budget for the fiscal year. Ayes – Eight. Motion carried.

Closed on July 3rd and change of meeting to July 10th - Muehl-Fillmore said that she had heard talk about whether or not the library would be open the Monday before the 4th of July. After discussion and review of the holiday policy, since the City is open on July 3rd, it was decided to keep the library open the same day at its regular hours. Muehl-Fillmore/Kettwig to change the meeting dates from Monday, July 3rd to Monday, July 10th. Ayes – Eight. Motion passed.

Comments and Questions – Pritchett brought up that she had received a complaint because a patron was not able to acquire books through SILO and Interlibrary Loan. Ms. Johnson passed out a letter that was sent to her by Director Surly from her vacation in Maryland to address this issue. The letter stated that she was following protocol and that she could not allow her assistant to submit requests for these books, as she has not received any formal training on this through the Regional library system. Pritchett stated that she felt that it was something that needed to be addressed before Surly goes on vacation next year. There was also discussion about some complaints made about the way patrons were treated as far as the way the staff comes across in their voice intonation, etc. Next, Ms. Johnson told the Board about a moral dilemma she is having regarding a patron who has a hefty fine but cannot check out any books. The patron would, however, like to work off the fine so that she can check out books. There was discussion about this and what kind of problems it would cause. Next, she asked about the money that the library had received from businesses for the summer reading program and what she should do with these checks. It was determined that the checks should be made out to the Friends of the Library and the Friends would then get some money to the staff.

Date and time of next meeting will be July 10, 2000 at 7:10 PM.

Meeting is adjourned at 9:06 PM.

Anne Johnson
Library Assistant



Susan Muehl-Fillmore
Library Board President

