

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
July 16, 2001 MEETING
MINUTES

The meeting was called to order by Jerry Brown at 7:10 PM.

Roll was taken. Present in order of roll call: Billings, Brown, Henze, Kettwig, Morrison, Muehl-Fillmore, Pritchett, and Smock. Absent was Gray.

A welcome was given to Lisa Smock, the newest Board member to replace Winstead from Elk Run Heights. Board President Brown introduced her and she gave a brief description of herself. She noted that she lives in Elk Run and she is a stay-at-home mom of two boys. Surly interjected that Lisa Smock is very familiar with the library as she is a regular patron and has also worked for the library a time or two. The Board then introduced themselves to Lisa so that she could put a face to the names.

Billings/Muehl-Fillmore to approve minutes from June Board meeting. Ayes – Eight. The motion passed.

Pritchett/Kettwig to approve payment of bills to be paid in July. Surly noted that she had broken down the bills that were received in June and in July. Muehl-Fillmore asked about the payment of the face paint even though the library didn't have much to do with it. Kettwig interjected and said that we did have a representative but it wasn't known. Brown suggested next time that a little more order be in place. Ayes – Eight. The motion passed.

Billings read the Treasurer's report in the absence of Treasurer Gray. She noted that we currently have \$1114.37 remaining in books/subscriptions and \$6886.24 in office supplies.

Surly presented the Circulation report. Pritchett asked if the high number of circulation was due to the summer reading program. Surly said it really had to be. She said the month was very busy with the kids involved. Morrison asked if we had anything related to music like tapes or LP records. She said she had many that she might be interested in donating to the library. Surly said she was happy to see the numbers of Elk Run Heights items circulated jump but she also noted that the Raymond circulation is holding pretty low.

Surly presented the Director's report. Surly was asked about the Senior Shindig and why the staff is eating the cookies. She said that no seniors have shown up for this event except on the first one when Mary brought her family with her. Other board members were informed of the day and time and that there were posters posted around town. There was discussion about having free blood pressure screening and Billings was going to check into that for the Senior Shindig in September on the 19th. There was also discussion about sending out a flyer with the addition of the blood pressure announcement a couple of weeks before hand. Brown said he would provide cookies for August and Muehl-Fillmore said she would provide cookies in September.

OLD BUSINESS

Policy Committee report and approval – The Policy Committee skipped the meeting and had nothing new to report. Surly said she had a community service volunteer type up the policies and now has them all on disk.

Summer Reading Program update – Surly said they are in the final week of the summer reading program. She said that we were having a bon voyage party for the kids on Saturday from 1 – 3 PM and the Black Hawk Street Machine crew were going to bring down cars for the kids to look at. She said they were going to have cookies, punch and ice cream.

Enrich Iowa Update – Surly said that there was no money left over from last year; the money was all spent on advertising promotional items. There was discussion about how to disseminate the book covers. Billings will get the totals of enrollment and bring to the next meeting. We plan to hand them out to Jewett, ERH Elementary, Bunker, St. Nick's and St. Joe's. Surly said that she received a letter saying that the library was eligible for Enrich Iowa money, it will be set at a Tier I level but no money amount was noted.

Other – Pritchett asked about the signs from Iowa Prison Industries. Surly said she had found the number but did not have it with her.

NEW BUSINESS

Library Card Sign up drive in September – Brown asked the Board if they had any opinions as to what they could do. Discussion was as to whether we could do something in conjunction with Good Ole Days. Morrison suggested putting something in the Hometown. Surly said that she had done a card sign up at Elk Run Heights and got about eight people registered.

Muehl-Fillmore had a copy of the questionnaire that they had included to the residents of Elk Run Heights. She said that the scavenger hunt papers were due July 21st and prizes were drawn on Monday, July 23rd. Surly said that she has yet to receive anything.


Brown wondered aloud if we should do a mass mailing or take out an ad in the Courier or what we should do. There was discussion again about the Raymond canvassing. Jerry said he would check into the mass mailing. Muehl-Fillmore said they had the flyer made out and it was on one of our computer. Muehl-Fillmore was discussing with Smock the questions she said she had a hard time with and questioned if she should cut it shorter.

Other – There was some discussion about allowing Scout troops to meet in the library. Surly also wanted to let the Board know that there was something of interest that she had come across. In moving, she had received a notice of change of address and found that the library listed for residences in Waterloo was the Evansdale Public Library.

Comments and Questions – The date and time of the next meeting will be August 20, 2001 at 7:10 PM.

President Brown adjourned the meeting at 8:10 PM.


Shannon Surly
Library Director


Jerry Brown
Library Board President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
August 20, 2001 MEETING
MINUTES

The meeting was called to order by Jerry Brown at 7:08 PM.

Roll was taken. Present in order of roll call: Brown, Gray, Henze, Kettwig, Morrison, Pritchett. and Smock. Absent were Billings and Muehl-Fillmore, both called in.

Morrison/Gray to approve minutes from July Board meeting. Ayes – Seven. The motion passed.

Pritchett/Henze to approve payment of bills to be paid in August. Ayes – Seven. The motion passed.

Gray gave the Treasurer's report. She noted that we currently have \$6487.28 remaining in books/subscriptions, \$930.44 in office supplies and \$395.00 *in repairs*.

Surly presented the Circulation report. Surly said the only real problem with the circulation report that she had was that the computer for automation had been struck by lightning during the electrical storm and they were unable to get their quota automated and the computer was gone for the better part of two weeks.

Surly presented the Director's report. Surly said that aside from the computer crashing there was not much that she had to talk about other than the stuff already placed on the agenda for discussion or action.

OLD BUSINESS

Policy Committee report and approval – Pritchett, with the Policy Committee, talked a little about the dress policy. She said that she had spoken to Casey regarding the policy about the name tag deal especially since Surly was so adamant against them. Surly said her biggest problem with them was that they want the nametags to be the pin type and Surly didn't want the pins to ruin her clothes. She also felt that the name plaques for the desks were sufficient. She mentioned that another thing missing from the policy as it had been written was no casual day was included yet everyone else in City Hall gets one. Pritchett said they were having a lot of trouble dictating what others should wear. Brown suggested having the casual days on Friday or Saturday, with those being the lowest circulating days. Smock suggested having shirts ordered for the staff with the Evansdale Public Library name on it.

Summer Reading Program update – Surly said that the Summer Reading program was over. She said there was a final party with games, a couple of motorcycles for the kids to look at and sit on, stories, snacks, final prizes and awards given. She said they did give away one of the scooters to the kid with the coolest dream car built. Gray said that the whole program was great and that the kids loved it.

Senior Day September 19th – Brown talked about the senior day. He said Billings had checked and someone was going to come over from the fire department to check blood pressures. They just ask for a reminder call to make sure someone is available. Surly said she had not received the updated flyer from Muehl-Fillmore. She also said that she had received the mailing labels from Raymond, had not heard anything from Elk Run Heights and Surly said she had talked to Water Works and they said they got permission from their Board to print labels if we provided them. Surly said she would order what was necessary. Brown suggested moving it to October since we were so close to the beginning September. Pritchett asked if anyone showed up for the July Senior Shindig and Surly said no. She also said they never received one response back on the Treasure hunt questionnaire. Surly said she was just amazed that the Friends of the library and library were giving away money and nobody wanted to participate. Pritchett said that the Friends of the Library would cover the cost of mailing for the October flyers.

Book cover Update – Surly said the book covers had been designed, given over to Gibson Specialty and as far as she knew, were being printed. Brown said that he had spoken to Billings and received the anticipated enrollment figures for the schools. There are 268 at Elk Run Heights Elementary, 411 at Jewett, 492 at Bunger, 100 at St. John's and St. Nick's declined the book covers. This is a total of 1,271.

Other – Pritchett mentioned that Surly had received the signs that said library to go underneath the universal library signs. Surly showed them to the Board. Henze asked if we ever got our new book drop. Surly said we did get it, that it had been installed and she said that the girls in Water Works said it worked much better than the old one. She said it has not let in any of the elements and that she was receiving books through it just fine.

NEW BUSINESS

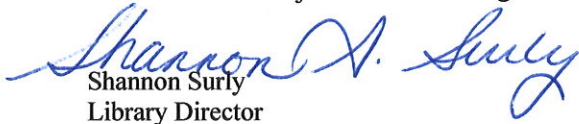
Winter reading contest – Brown said he added this to the agenda. He thought the library could have a contest of some kind during the winter to encourage winter circulation. He wanted to get it on the table so Board members could think about it and come up with some ideas. Pritchett asked if that would be advertised at the schools. Surly said if they got something made up and sent it through to have it approved by the Waterloo Community Schools. A committee was comprised of Smock, Henze and Pritchett to come up with some ideas for the winter reading contest and they will report to the Board at the next meeting.

Library Sign revisited – Surly said that she had included photocopies in the Board packets of past meeting minutes regarding the building sign. She said they had discussed it at several meetings starting back in 1998, received estimates and bids from different companies and then just let it drop. A building sign committee will be comprised of Kettwig, Gray and Billings.

Other – Pritchett suggested getting a sign that said “AT CITY HALL” to attach to the signs directly off of the Interstate at River Forest Road for clarification. Surly said that signs could be ordered from Iowa Prison Industries or Barco. She said Cecil Sommerfelt, the Street Dept. superintendent, has a catalog from Barco who makes our street signs. Brown said he would get hold of Cecil to get a sign to put on the Interstate. Surly said that for it to go ON the interstate, they would have to contact the IDOT.

Comments and Questions – The date and time of the next meeting will be September 17, 2001 at 7:10 PM.

President Brown adjourned the meeting at 8:10 PM.


Shannon Surly
Library Director


Jerry Brown
Library Board President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
September 17, 2001 MEETING
MINUTES

The meeting was called to order by Jerry Brown at 7:06 PM.

Roll was taken. Present in order of roll call: Brown, Gray, Henze, Kettwig, Morrison, Muehl-Fillmore, Pritchett and Smock. Absent was Billings.

Muehl-Fillmore/Pritchett to approve minutes from August Board meeting with addition of the word repairs to the section regarding the treasurer's report. Ayes – Eight. The motion passed.

Kettwig/Muehl-Fillmore to approve payment of bills to be paid in September. Ayes – Eight. The motion passed.

Treasurer's report to be given later in the meeting.

Surly presented the Circulation report. She said she had anticipated the decrease in circulation with the beginning of school. She noted that the number of Internet users has increased a lot with 74 users and 75 hours of computer use logged. Brown thought it was great that we had such an increase of the computer use. Surly also noted that a lot of fines and computer copy charges were collected. She also informed the Board that the new Concourse update has a glitch in it and she has been in contact with the company to figure out what was going on. She told them that she has been having problems getting answers from them because the library no longer pays for tech support. She is adamant with the company, however, that although we do not have tech support, there is a problem with the update they provided and they should correct the error.

Surly presented the Director's report. She passed around a flyer that announced the beginning of the Toddler Time story hour starting on Wednesdays at 10:15 AM. She also noted that her assistant Anne, who is in charge of the Toddler Time, is also looking to begin outreach programs with the daycare centers in town. She was looking to buy some plastic tubs that can be used with those daycare centers for book transportation. Surly said also, that she is looking to begin a book discussion group. She had checked and it does not appear that Waterloo has one. She thought it would be a great service to provide. Muehl-Fillmore and Smock expressed interest in a book discussion group. She said more information would follow. Surly continued to say that they were almost finished with the automation; they may have another month to go. Surly also gave them an update about the town meeting and the new @ your library campaign.

Gray gave the Treasurer's report. She noted that we currently have \$5690.27 remaining in books/subscriptions, \$918.28 in office supplies and \$395.00 in repairs, \$230.00 in education and training and \$120.30 in Internet Access.

OLD BUSINESS

Policy Committee report and approval – There was no meeting. Pritchett did have a question pertaining to a workshop that she was interested in attending. She questioned the protocol. Surly said to get a receipt and she would be reimbursed from the education line item.

Senior Day October 17th - Brown wanted the information for Senior Day put on the flyers that were to be mailed in October. He asked Surly if she had been able to get in contact with Water Works. She said that she was just waiting on labels from Evansdale. With discussion, it was decided what was going to be included on the flyers. Smock said that she would be there to help with the Senior Day and the blood pressure check. Smock volunteered to walk Elk Run Heights to deliver flyers. The Board discussed walking Raymond as well. Smock also volunteered to provide cookies for the 17th. Someone suggested borrowing the portable sign from the Fire Department to advertise the blood pressure drive. Muehl-Fillmore said she would check with her mother's insurance company to see if they could put it on their interchangeable sign as well. Surly asked if there were any volunteers to help with traffic on that day. Smock and Muehl-Fillmore said they would try to make it in. Surly said she would schedule both Anne and herself for that day.

Book cover Update – Surly discussed the conversations she has had with Kris Trotter at Gibson Specialty. She explained the problems the company was having making the covers. She said as far as she knew the book covers were on their way.

Building Sign committee – Kettwig showed the sign layout she received from Pro Signs and discussed their plan to look at a permanent interchangeable sign sometime. Muehl-Fillmore/Morrison to approve the purchase of a sign with a smaller sign not to exceed \$350 to come from Capital Improvements with the condition that City employees could install it. Ayes – Eight. The motion passed.

Winter reading contest committee – There was no meeting. Brown said that we had plenty of time for this.

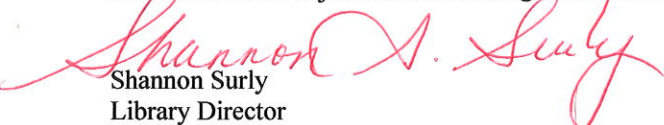
Other – Muehl-Fillmore asked Surly if she had received the newest stuff from Jewett for the AR program. Surly said no. There was some brief discussion about the cost of the mailing so the Friends of the library had an idea what they were looking at. Surly also mentioned she could use some plastic tubs for the outreach program. The discussed cost and Pritchett said she could purchase up to six and the Friends of the Library would pay for them.

NEW BUSINESS

Muehl-Fillmore expressed her thanks for the flowers that were sent by the Board and Library staff for the death of her father, the late Council member-at-large Phil Muehl. Surly also mentioned the ceiling tiles that need replaced. She said that she had been able to get the old ones out but could not get the new ones in. They discussed this and some seemed to remember us having to cut the new ones we installed. Brown volunteered his time to come in and help replace those.

Comments and Questions – The date and time of the next meeting will be October 15, 2001 at 7:10 PM.

President Brown adjourned the meeting at 8:07 PM.


Shannon Surly
Library Director


Jerry Brown
Library Board President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
October 15, 2001 MEETING
MINUTES

The meeting was called to order by Jerry Brown at 7:06 PM.

Roll was taken. Present in order of roll call: Brown, Gray, Henze, Kettwig, Morrison, Muehl-Fillmore, Pritchett and Smock. Absent was Billings.

Morrison/Pritchett to approve minutes from September Board meeting. Ayes – Eight. The motion passed.

Muehl-Fillmore/Gray to approve payment of bills to be paid in October. Pritchett questioned the copy bill to the city and asked if that was done monthly. Surly said that it was, the city charges us .05 per copy and with the state of our photocopy machine, it is easier to make them down there. Ayes – Eight. The motion passed.

Treasurer's report to be given later in the meeting.

Surly presented the Circulation report. Smock said she noticed that a lot of the circulation was down. Muehl-Fillmore questioned the Winthrop circulation on the report and asked why it was there. Surly said she had signed up a patron who resided in Winthrop and so was keeping track of that. Brown said he enjoyed looking at the statistics for the computer usage and felt that the additional computers were a good purchase.

Surly presented the Director's report. She said that Anne and she have finished the automation project. She said that they have yet to weed and automate the magazines and the goal was to start using the automation project November 1, 2001. Surly said that the sign was erected onto the side of the building. She said for the most part, the completion of the automation project was the big thing. She said they currently have about 9600 items in the system. Pritchett brought up the travel drawers and asked Surly to give information on that. First, she gave them the breakdown of the existing vertical file and the weeding of the majority of that. Next, she told them of contacting the Department of Tourism for each state and getting their travel information.

Gray gave the Treasurer's report. She noted that we currently have \$5500.71 remaining in books/subscriptions, \$774.80 in office supplies and \$692.96 in Capital Improvements.

OLD BUSINESS

Policy Committee report and approval – Smock said that they did complete the revisions of three policies. She read the policies. She said in the overdue policy the only things changed were the price of overdue fines from five cents to ten cents accrued daily. She said they also have given the patron the option of paying for a damaged book or replacing with a new copy and the process of doing overdue. The policies were discussed and Surly said the only problem she had was the discussion with parents regarding books belonging to their charges. She pointed out that they could not do that with the policy of confidentiality. The policy committee agreed after discussion that they would change the information stating that the parent could be notified but not alerted to the content or title of the material. Muehl-Fillmore/Morrison to approve policies with corrections. Ayes – Eight. The motion carried.

Pritchett said that she went to a workshop on policy writing that was \$10 and that she'd like to be reimbursed. Smock/Kettwig to reimburse Pritchett for cost of workshop. Ayes – Eight. The motion carried.

Senior Day October 17th – Brown said that Senior Day was coming up and recognized that Smock was bringing cookies. He also said that Brown had spoken to Billings and that she confirmed that someone from the Fire Department would be there. Muehl-Fillmore said she would have a sign up outside of her mother's office announcing the blood pressure drive.

Book cover Update – Surly explained that a new woman had taken over the account and was working on the book covers. She said that as of yet, they have not received anything yet. The woman that had taken over the account said that she had been working on the covers on her own personal time and that she had sent them to the company and we should be receiving them soon.

Bulk Mailing Update – Brown gave an update on the mailing. He said that the Friends of the Library could be thanked for the printing and mailing of the flyers. He said that total cost of the copies, mailing, and labels was approximately \$600.00 for Evansdale and Raymond. Surly said that Elk Run Heights' flyers were delivered. Brown said approximately forty hours of labor were involved.

Building Sign committee – They discussed the new signs up on the building and the response to them. Surly asked Kettwig if the sign committee had checked into the solid display signs. She said she had talked to Kristi in City Hall and that the sign recently put up at Elk Run Elementary was about \$3000.

Winter reading contest committee – Smock told them about some of the ideas they had for the Winter Reading program. She said they wanted to break it down into age groups of Kindergarten through second grade, third through fifth and sixth through eighth. She said they looked to have a start up at the schools, a weekly check-in on Saturdays with Lisa, a movie and popcorn and prizes at the end that are age and gender appropriate. Surly said she had a concern regarding the video showing. She said there were laws regarding performance rights on video showings to public groups and she pointed out that none of the videos we own have these attached. She suggested renting or borrowing the video from a library that had already purchased the performance rights for that movie.

New Street Signs – Brown pointed out that the new street signs had been added to the existing ones. He thought they really stood up. Surly said she had asked the Street Department to do some juggling of signs around but they had gotten the job done.

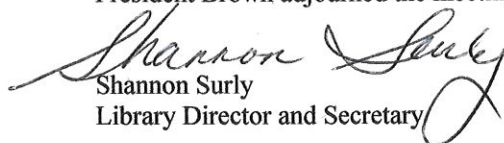
Other – None.

NEW BUSINESS

Longevity Pay at Director's request – Surly said she had added this to the agenda since she was completing her fourth year of service in the library and she noted that longevity pay was something that all other full-time employees in the City received. Surly tried to remember how the longevity pay policy went but was unable to remember exactly. Brown said he would make an appointment and discuss this issue with the Mayor and report back to the Board.

Comments and Questions – The date and time of the next meeting will be November 19, 2001 at 7:10 PM.

President Brown adjourned the meeting at 8:10 PM.


Shannon Surly
Library Director and Secretary

Jerry Brown
Library Board President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES

~~October 15, 2001 MEETING~~

Nov 19 MINUTES

The meeting was called to order by Jerry Brown at 7:10 PM.

Roll was taken. Present in order of roll call: Brown, Henze, Kettwig, Pritchett and Smock. Absent were Billings and Muehl-Fillmore excused, Morrison and Gray unexcused. Gray arrived at 7:11, just after roll call.

Smock/Kettwig to approve minutes from October Board meeting. Ayes – Six. The motion passed.

Pritchett/Smock to approve payment of bills to be paid in November. Ayes – Six. The motion passed.

Gray gave the Treasurer's report. She noted that we currently have \$4577.32 remaining in books/subscriptions \$631.18 in office supplies, \$220.00 in education and \$682.29 in Capital Improvements.

Surly presented the Circulation report. Surly noted that every circulation statistic was up from the previous months down. Surly reiterated again that she likes to see the statistic of computer time logged. She noted that this month we had 129 hours logged on the computer compared to the 80 from the previous month. She said we also have six new regular users of the computers this month alone.

Surly presented the Director's report. She said that they started using the automation program on the first of November as projected. She said there have only been a couple of glitches that have been fixed by contacting the company. She suggested they consider paying the \$500 annual fee for technical support. Surly explained the status on the computer. She informed the board that a new hard drive had been required and was sent from Dell and installed. She said after a big run around regarding the software, the computer is finally up and running. She explained that they still have not received the money for Enrich Iowa but told them there was a hold up on the State's side.

OLD BUSINESS

Policy Committee report and approval – Smock said they were looking to rewrite the fax machine policy. She said currently we charge \$2.50 per page to send and she feels that is too high and was looking for Board opinion. Surly explained that in the past it had been written that high so they did not take away from businesses that relied on that income. Then Smock handed out copies of the policies that they were currently working on including confidentiality policy, card issuance policy, community service worker policy, holiday closing policy, inclement weather policy and the circulation policy. She noted that only slight changes were made and she passed those around for perusal while talking about the Personnel policy that they were attempting to write. She brought up the issues of meal breaks, insurance, board meeting pay, compensatory pay, employee book purchasing, performance bonuses and funeral leave. There was discussion about the casual time that Surly receives. She explained the City's position on her "profiting" on the casual days and she tried to explain it but had great difficulties doing so. Smock and Pritchett both said they had a problem with the fact that casual hours couldn't be accrued and they felt that if they wrote the policy so it said Surly could take a day off and comp it as casual hours then that would alleviate the confusion. Smock said she would talk to the City about that. Lastly, Smock asked how many keys were around. Surly said as far as she knows, she and Anne have keys as well as City Hall, the City Clerk, the Janitor and the Mayor.

Surly questioned a part in the circulation policy as it was written stating only 3 children's books or cassettes. She asked if that was a typo or if that was the way it was written and she said if that was how it was written she'd like that changed. She then brought to their attention that the old policy read it as 3 children's book/cassettes without the word 'or'. Surly also pointed out some other areas that were redundant and could be eliminated. Gray/Kettwig to approve policies with the aforementioned changes. Ayes – Six. The motion carried.

Book cover Update – Surly said that they did receive the book covers. She said that she had run into Kris Trotter and given her an opinion on the length of time it took, the quality of the book covers and the fact that the company did nothing to change or jazz up the design even though she had requested that. She said the thing now was to

decide if we disseminate the book covers now or next year since so much of the school year is gone already. Smock suggested taking the book covers to the schools when she did the kick off for the reading program.

Building Sign committee – Kettwig said that they have not done anything further with this.

Winter reading contest committee – Pritchett said they have got two prizes already, a snow tube and a snowboard. Surly informed Smock that a local teen had been in looking to volunteer and suggested Smock gives her a call.

Longevity Pay Policy – Brown noted that this was discussed in conjunction with the personnel policy earlier and that will be taken care of at a later date.

Bulk Mailing Update – Surly said that approximately twenty questionnaires were received from the total mailing. She said Geraldine Hanson and Dixie Acuff were the respective first and second place winners. She also noted that Geraldine had been in to pick up her prize check but Dixie had not. The consensus was to return the prize check back to the Friends of the Library if the prize was not picked up by February 1, 2002. Brown expressed his opinion about the mailing. He thought that with the \$700 spent on the mailing and the very little response, he was disappointed.

Senior Day – Surly told the Board about the blood pressure drive fiasco. She explained that after numerous calls to the fire department to verify that someone would be here to take blood pressure, come that Wednesday, nobody from the fire department was there. She said Chief Weber was called and his excuse was that the person who was originally going to come and do it couldn't because of a family emergency and that nobody from the department would be there. It was explained to him that the library had sent out a mailing to the entire city advertising this and that someone should be here. He reluctantly agreed to do it until someone could replace him. After discussion related to the Senior Day and the lack of attendance after almost a year, Pritchett/Henze to discontinue Senior Day from the third Wednesday of each month. Ayes – Six. The motion passed.

Other – None.

NEW BUSINESS

Shannon's evaluation – Pritchett asked about Surly's response regarding the micro-management of the library. Surly said that her take on the responsibility of Boards does not include answering for the small minute purchases that she has had to in the past. She said that it has always been like that but like she says, just because it's always been that way doesn't mean it has to remain that way. Smock questioned the reference of ink cartridges and Surly said that she used that as an example. Smock's response was that she thought Shannon would be happy that she had less responsibility. She said that the City's policy was that the departments had to have Council approval if the purchase was more than \$500. Her example of the printer was used because she brought the request to the Board, a committee was formed to decide on a printer and then purchased along with a specified amount of ink cartridges. Pritchett said she thought it was the lack of money that we were given for a budget as a whole and wanting to stay within those limits.

Anne's evaluation – Pritchett asked about Anne's non-answer on the section pertaining to her opinion of the Board. Surly said she could not answer for Anne.

Volunteer recruitment – Brown suggested doing something for volunteer recruitment similar to the fire department's recruitment drive recently with the flashy posters hanging around.

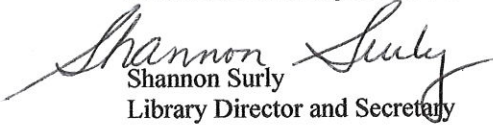
Other – Kettwig talked about the UNI students that help tutor kids with their homework. She said she thought it might be something for us to consider doing with our library. She thought it was on Sunday, Monday and Tuesday nights.

Surly brought to the attention of the Board the quality of copies that the copier is making and we are charging for. Brown said he thought he might be able to get a nice used photocopier. Gray is to check on the status of monies available in the Open Access fund and contact Brown if money is available. Brown made a quick phone call to find out that the photocopier was a Xerox and that the place that had it for sale wanted \$500 but they might take less

since it's for the library. Pritchett/Smock to authorize Brown to purchase the photocopier from the Open Access line item with a spending limit of up to \$500 if money is available. Ayes – Six. The motion passed.

Comments and Questions –The date and time of the next meeting will be December 17, 2001 at 7:10 PM.

President Brown adjourned the meeting at 8:46 PM.


Shannon Surly
Library Director and Secretary

Jerry Brown
Library Board President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
December 17, 2001 MEETING
MINUTES

The meeting was called to order by Jerry Brown at 7:08 PM.

Roll was taken. Present in order of roll call: Brown, Gray, Henze, Kettwig, Pritchett and Smock. Absent with excuse were Muehl-Fillmore and Morrison.

Pritchett/Gray to approve minutes from November Board meeting. Ayes – Six. The motion passed.

Smock/Kettwig to approve payment of bills to be paid in January. Ayes – Six. The motion passed.

Gray gave the Treasurer's report. She noted that we currently have \$4027.15 remaining in books/subscriptions \$486.03 in office supplies, \$60.45 in Internet and \$3467.12 in Open Access. Surly said she had different figures with the 2001 and 2002 monies added in with the current balance reading \$4915.30.

Surly presented the Circulation report. She noted that she added two extra reports into the Board members packets taken directly from the automation program and this shows exact and specific circulation transactions for each section within the library. She said that the only category not reflecting correct statistics was the youth non-fiction because of how it was set up in the computer. Surly said she noticed this and went in and changed what needed to be changed in order to get those to reflect correctly and has done so. Brown wanted to know if it was possible to find out with magazines, for example, which ones were circulating more than the others. Surly said that she could do histories on individual items. She also explained that every day the program is used the more that she learns about it. Surly said her favorite part of the program is that the program generates overdue notices with all of the information plugged in.

Surly presented the Director's report. She said that the only thing she really had to discuss was the state report that the library is required to submit annually with information pertaining to the library from budget figures allocated to the number of items circulated and acquired. She said that we are in possession now of our new copy machine and that the quality is much nicer. She also noted that we have a Christmas tree courtesy of Mary Kettwig and her niece. Pritchett asked about the old tree. Surly said she had heard the library had a big tree once but she has never seen it in the four years she's been here.

OLD BUSINESS

Policy Committee report and approval – Smock passed around copies of the following policies to be read and approved: Code of behavior, Video tape, Library Bill of Rights and Volunteer Policy and volunteer application form. She said they've been working on them and that there are only a few left to do before they start reviews. *+ two years from the old now.* Gray/Smock to approve all policies as presented. Ayes – Six. The motion passed.

Building Sign committee – Kettwig said there was no update but there should be something new to report next month.

Winter reading contest committee – Smock said they are all ready to go. She said she was getting a flyer printed up and approved to hand out and would have the kick off at the three schools January 17th. She said they will have the first one Saturday, January 19th with a check-in scheduled. The grades available for attendance are K through 8. She noted that there would be a movie, pop and popcorn provided to the children.

Other – None.

NEW BUSINESS

Vice-President Elect – Smock/Gray to nominate Pritchett for vice-president. Ayes – Six. The motion passed.


Budget – Brown said that Mayor Mardis has not said anything about the budget yet but that reading through past minutes, December was the time where it first showed up. He also said that he would like to have a back up who was familiar with the budget being proposed just in case he is unable to show up. Kettwig volunteered to work hand in hand with Brown and Surly to determine the budget. She also said that she would try to get a rough estimate for the permanent sign to add into the budget.

New computer request – Surly explained all of the problems that they've been having with their main computer that they do all of their book circulation on. Kettwig/Pritchett move to find a new computer to purchase, preferably a Dell, for \$2200 or less. The money will come from Open Access. Ayes – Six. The motion passed.

Other – Gray inquired about the Apple computer we had discussed previously for the youth section and Brown said he had checked into them however, the Macintosh O/S and the Windows O/S are not compatible. Smock had mentioned that the library didn't receive state aid and Surly said they did receive it and she broke it down as to how much we received from the Open Access Plus program, Enrich Iowa and the new addition of the infrastructure monies. Pritchett asked about the copy machine and Surly said she gave it to the Street Department.

Comments and Questions – The date and time of the next meeting will be January 21, 2002 at 7:10 PM.

President Brown adjourned the meeting at 8:12 PM.


Shannon Surly
Library Director and Secretary

Jerry Brown
Library Board President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
January 21, 2002 MEETING
MINUTES

The meeting was called to order by Jerry Brown at 7:10 PM.

Jerry welcomed the newest board member, Ivy Hibben and she told the board a little about herself. She continued to say that she lives in Evansdale, has two children, and works for Allen Hospital. The Board members each went around and introduced themselves.

Roll was taken. Present in order of roll call: Brown, Gray, Henze, Hibben, Kettwig, Morrison, Muehl-Fillmore Pritchett and Smock.

Smock noted a change in the minutes. She asked that it be added to the section regarding policy that when they were finished with the policies, reviews would begin in two years. Smock/Morrison to approve minutes from December Board meeting. Ayes – Nine. The motion passed.

Muehl-Fillmore/Kettwig to approve payment of bills to be paid in January. Ayes – Nine. The motion passed.

Gray gave the Treasurer's report. She noted that we currently have \$3213.73 remaining in books/subscriptions and \$404.62 in office supplies.

Surly presented the Circulation report. Surly noted that because it was W-2 month, the summary of line items was not given to her but she hopes to have that for the next month. Brown said it looked that everything had increased. Surly said that it had and that the only thing down from the previous month was Internet usage and that was only by eight hours or so. Muehl-Fillmore commented again on the fines taken in. Surly said that to date, only a couple of people have complained about the fine increase. She said that now with the use of the computer, fines are calculated automatically and the patrons don't argue with what is in front of their face.

Surly presented the Director's report. Surly said that Anne was still involved in the story hour over at Jewett and noted that she was speaking to some of the Board members before the meeting to discuss ways to increase the attendance of that program.

OLD BUSINESS

Policy Committee report and approval – Smock said that they were still working on some. She asked Surly to review the Internet Policy and the Inter-library loan policy and see if there was anything that needed to be changed, added or deleted. Surly said she could do that. She did suggest that maybe they needed to write a policy for computer usage separate from the Internet policy. Smock continued to say that Pritchett and she had visited with Mayor Mardis and that the city was in the works of rewriting their personnel policy and they were going to wait until they were finished with that to see what their policy covered.

Building Sign committee – Kettwig said Brown and she had also gone to speak with Mayor Mardis regarding the sign. She said that he liked the idea so well that he is looking to have the City fund it with some money they had set aside for signage and the library would get a place for billing on it and would get to share in the usage of it. Brown said he discussed it with the City Council and he felt they received the idea well.

Winter reading contest committee – Smock said she is just so excited about this program. She said there were about eighty-one kids that participated the first week. She said that she did find that some things didn't work and some worked better than others did but it was a learning experience. She addressed the letter written by the City Clerk and noted that she had not been prepared for eighty kids; she had been prepared for half of that. She also said that Anne Johnson, the assistant librarian, had mentioned the disarray of the library but Smock said she didn't think that it was a big deal. She also said that she hoped to have more volunteers for the following weeks for supervision and to listen to the kids talk about the books they've read. She said she also wanted to send home a flyer with the kids talking about library services, volunteer duties, library hours, etc. It was suggested that copies were made on the library's copy machine and she said that one of the copy cartridges is low and needs to be replaced. She does

not think that it will make the volume of copies that they are discussing. She suggested making them elsewhere or down on the city's copy machine. Surly was asked if she had to order the supply from Xerox or if they could order the part from someplace local like Staples. Surly explained the situation as it stood and that she was having one of the cartridges sent but she will look into whether or not they can buy local. Smock asked Surly if they were all okay now with the copies that had been made. Surly said yes; she tried again to explain the frustration she had experienced trying to produce 1000 copies for Smock in two days time, having to run back and forth between the two offices, making 100 copies at a time. She also said that the city's machine is shared between the departments so she couldn't make 1000 copies in one shot. Smock said that Surly had told her that she had to get Board permission in order to make one copy. Surly said that that had not been her meaning when discussing it with Smock. It was also discussed about putting up signs that warned Saturday patrons of the program and closing up the library for the two hours that the program encompassed. Morrison/Gray to sign the library and limit library usage for the following Saturdays for the remainder of the winter reading program. Ayes – Nine. The motion passed. Surly said that for the past month the circulation of youth items was 162 items. She said that Saturday alone the library circulated 177 items. She said that the card issuance had jumped dramatically as well and she'd have better figures for them the following month.

Volunteer recruitment – Brown brought up volunteer recruitment again. It was suggested that Smock include something in the flyer she was sending home.

Computer committee – Brown said that he and Surly met and talked about the computer. The decided on one and he asked Surly about the status. She said they did not have one yet and one had not been ordered yet. She said they were looking at a system that costs about \$1600 with the remainder that was appropriated to pay Jerry McClain for the networking of the new computer to the others.

Other – Pritchett said she wanted to know about the outcome of the support contract for the automation program. Surly said that she thought it had been a consensus among the Board members that it was not worth it to purchase the contract for the flat rate but rather to pay for the hourly tech support. She said that it had been said that the library would rarely use the amount of time in a year at an hourly rate to equal the high annual rate.

NEW BUSINESS

Budget update – Brown said the things he brought up to the City Council was the longevity pay for the director, an additional line item of \$600 for advertisement, a \$1000 increase in the book/subscription line item and extra money in the part-time line item. This was to allow for more hours in a week for the assistant so that she could continue with her story hour and to provide for extra hours so that she could focus on doing some outreach programs with the preschools and daycare center. He said that the Mayor had said the utilities would decrease dramatically and he had also said that they were looking to not raise taxes so something may have to be cut so as to accomplish that.

Letter to Christie Vilsack – Pritchett spoke for Morrison who has no voice at tonight's meeting. She said that she has read how involved Christie Vilsack is involved with the libraries in the state of Iowa and she thought it would be a good idea to send her a letter and maybe a picture of the library. The idea is to invite her to come to the Evansdale Public Library to read to the children. Brown asked for a volunteer to write a letter and when there was none, Surly said that she could do it. Brown thought that if we got the letter out quick enough, maybe she would show up for one of the Saturday's events.

Other – Smock queried if there was some way to find money in the budget to purchase a TV/VCR combo for the library. She noted that we had to use the TV/VCR that belonged to the city but she thought it would be something the library would benefit from. There was discussion about what was available and it was decided that Smock and Gray would go shopping for these items, see if they could get something donated, but could purchase a set using money from Minor Equipment or Capital Improvements. Muehl-Fillmore asked if we could use the remainder of our Capital Improvements for more promotional items. Brown asked if Surly could get stuff before the end of the winter reading program and she said she doubted it. Pritchett said she could stop out to Karen's Print-Rite and take one of the plastic bookmarks in to see if they could get cardstock bookmarks made up. Pritchett/Morrison to purchase cardstock bookmarks from Karen's Print-Rite in the amount of \$50.00 from Capital Improvements. Ayes – Nine. The motion passed.

Muehl-Fillmore said that they should mention that \$500 of our Capital Improvement money should be earmarked for spending on the TV/VCR combo. Brown/Pritchett make motion to earmark that money for the TV/VCR combo with the remainder to go toward advertising. Ayes – Nine. The motion passed.

Comments and Questions – The date and time of the next meeting will be February 18, 2002 at 7:10 PM.

President Brown adjourned the meeting at 8:15 PM.



Shannon Surly
Library Director and Secretary

Jerry Brown
Library Board President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
February 18, 2002 MEETING
MINUTES

The meeting was called to order by Jerry Brown at 7:12 PM.

Roll was taken. Present in order of roll call: Brown, Gray, Henze, Hibben, Kettwig, Muehl-Fillmore, Pritchett and Smock. Absent was Morrison.

Smock/Gray to approve minutes from January Board meeting. Ayes – Eight. The motion passed.

Muehl-Fillmore/Hibben to approve payment of bills to be paid in February. Ayes – Eight. The motion passed.

Gray gave the Treasurer's report. She noted that we currently have \$2770.07 remaining in books/subscriptions and \$287.47 in office supplies and \$638.39 in Capital Improvements.

Surly presented the Circulation report. She said that the large number of participants in the Winter Reading Program definitely helped boost the circulation figures for the month. Brown said the only problem he saw with the figures was that next year we would have to meet or beat the busy month that we had this year.

Surly presented the Director's report. First Surly asked about the question that was posed to the Library Board regarding what they know about what the NEILSA is and does. Muehl-Fillmore said that they had used the services of NEILSA in the past but not since the name change and board structure. Surly explained how she uses them for reference information and help in different topics. Surly continued to say that Anne and her were both signed up for continuing education workshops. She said Anne would be attending a workshop for a roundtable for the summer reading program and said that she was looking into one on time management.

OLD BUSINESS

Policy Committee report and approval – Smock read the policies that they have redone. Smock said they had a new gift acquisition policy that included a receipt for tax write-off purposes, a new mission and goal statement. Smock said that there were only a few more to rewrite and they would be done. She said Surly had given her comments regarding some of the outstanding policies including the Interlibrary Loan policy and some of the problems they have faced including patrons borrowing materials and then never picking up requests. Her recommendation had been to allow three strikes before having privileges revoked. Surly also said they had a problem with people bringing in floppy disks into the library and putting them in the computers. She said that it was written in the Internet policy but she said that just because it exists in writing does not mean that all people comply with it. She said that same thing happens with programs that are being downloaded onto the computers. It was suggested that Surly could check disks for viruses. Surly said that would be fine but they would have to consider purchasing a virus scan program. It was decided to post a sign by the computers that said no outside disks would be allowed. Muehl-Fillmore said she liked the way the policies were worded. After everyone had had the opportunity to read them, Muehl-Fillmore/Kettwig to approve policies. Ayes – Eight. The motion carried.

Winter reading contest committee – Smock said that they had received a note from City Hall acknowledging the correction of problems that they had addressed the first week of the program. Lisa handed out a breakdown of where the kids were from and what schools they went to. She said that the response to the program was overwhelming and she commented on the kids' excitement just to talk about the books that they read.

Computer committee – Surly said the computer had been ordered and at a very reasonable price. She said they had a good deal of money left over from their \$2200 allotted. She said she was now just waiting for the shipment of it and that it should be here anytime.

TV & VCR committee – Smock said that they were still working on getting the TV and VCR combo for the library.

Letter to Christie Vilsack - Surly read the letter that she had written to First Lady Vilsack on January 29 and said that she had not received a response yet.

Other - Smock had mentioned that she did get a chance to see the library's website and she thought it was nice. Surly noted that she is also now responsible for the City's website and hopes to promote both hand in hand. There was some discussion about the budget and Brown said he had heard the rumor that the library's budget had been cut by \$1000. Surly said that she been approached by two patrons regarding this and she said she had told them that the City Council had not finalized the budget yet and they had the right to contact their City Council members and let their voices be heard.

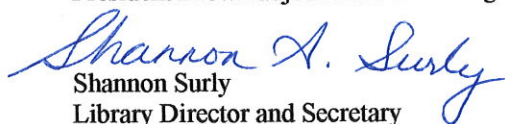
NEW BUSINESS

Promotional Items - Brown said that they had touched on this the month before and wanted to present it again. Surly said they had received the bookmarks that Pritchett had ordered from Karen's Print-Rite and that they were great neon multi-colors with all of the information that had been on the plastic bookmarks. Brown asked how well Surly felt the promotional items go over. Surly tried to explain that the pens and bookmarks were more popular with the kids and the magnets and bookmarks were grabbed up by the adults. Surly said that maybe they wanted to look at changing up on the items and going with something different. Surly said she had just originally gone with items that were book and reading related. Muehl-Fillmore thought more magnets and pens should be purchased. She also thought maybe some of the Board members would want to come in and look through the catalogs that were available. Pritchett suggested having pictures taken throughout the year and putting out a calendar. Muehl-Fillmore said she thought the little pocket calendars or the little dash calendars were a good way to go. Surly said she likes those too. Brown asked if people would be interested in forming a committee to discuss these things. It was decided to come a half-hour early for the next month's meeting

Other - Smock said she would like to see the meeting date changed since it falls during Spring Break. Smock/Pritchett to change the date of the meeting to March 25th at 7:10 PM. Ayes - Eight. The motion passed.

Comments and Questions - The date and time of the next meeting will be March 25, 2002 at 7:10 PM.

President Brown adjourned the meeting at 8:05 PM.


Shannon Surly
Library Director and Secretary

Jerry Brown
Library Board President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
March 25, 2002 MEETING
MINUTES

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

Roll was taken. Present in order of roll call: Henze, Hibben, Kettwig, Muehl-Fillmore and Smock. Absent were Brown, Gray and Pritchett.

Hibben/Smock to approve minutes from February Board meeting. Ayes – Five. The motion passed.

Smock/Kettwig to approve payment of bills to be paid in March. Ayes – Five. The motion passed.

Surly gave the Treasurer's report because of the Treasurer's absence. She noted that we currently have \$2432.43 remaining in books/subscriptions and \$216.20 in office supplies and \$3367.30 in Open Access.

Surly presented the Circulation report. Muehl-Fillmore said it looked as though the circulation of videos had jumped. Surly said again that for as long as she's been here she has yet to really find a trend in circulation and that it is really hard to guess what it will be like from month to month. Muehl-Fillmore noted again the large amount of fines taken in.

Surly presented the Director's report. She said that everything she has to discuss is elsewhere in the agenda and would forgo the report to discuss it later in the meeting.

OLD BUSINESS

Policy Committee report and approval – Smock asked the Board's opinion about changing the video checkout time to one week from two days. She asked Surly if it was a hard thing to do as far as operation goes and Surly said it would just be a matter of changing a couple of things in the computer. Smock said that the committee did have a chance to review a couple of the policies but she didn't have a chance to get them transcribed. Smock also questioned the length of time for turnaround on policy review. Surly said that had been the suggested turnaround time during a workshop and that was what policy was set at. She also had the statement of concern ready. Muehl-Fillmore/Henze to approve the Statement of concern with changes. Ayes – Five. The motion passed.

Computer committee – Surly said that the computer was received and that she did get it hooked up and networked with the other computers herself so that money that would have been paid to Jerry McClain was saved. She said that it was great and that they've had no problems with it yet.

TV & VCR committee – Smock said that since her and Gray had been having a hard time with getting this together she had handed the reigns over to Surly to get a TV/VCR either donated or purchased. Surly said that she was working on it; she just hadn't found the time to focus on it yet.

Promotional items – Smock/Hibben to authorize spending \$1000 from Open Access on promotional items. The Board decided to purchase Monster Clips, letter openers and different pens. It was decided to purchase calendars for the next calendar year as well at a later time. Ayes – Five. The motion passed.

Other – None.

NEW BUSINESS

Summer Reading Program – Surly said that she had really handed this over to Anne Johnson, her assistant and recently appointed children's librarian. She said that Anne was working on sending out letters to different businesses to get money donations. She said that the brochure is ready to go out to the schools a week before school ends and Anne is planning to start the program a week after school lets out.

Friends of the Library Ideas – Surly said that Anne had been speaking to Kathy Pritchett about trying to get a little more involvement from the Friends group. She had a list that Anne had drawn up regarding suggestions to increase Friends of the library membership which leads to money and support that this group can give to the library. She read the list of different suggestions such as book bags purchased by the Friends of the Library and then selling them for \$.25 and having that money go back to the Friends of Library. Anne also suggests having a book sale to correspond with Jewett's garage sale and she says she'd be happy to handle that sale because she has the time and energy. Surly continued with the idea of the wish list book and making it available to patrons so that they can see what the library is really looking for as far as donations go. One concern is that the Friends of the Library only meet once a year which is not enough but considering the Friends group only has one active member it's understandable. This is certainly something that needs to be changed. Kettwig thought the idea of the book club would be a great way to draw people in. Surly said she had really looked into it and the more she read the more she became intimidated. Smock said that she would be interested in looking at the books available and maybe taking that project over. Smock said that Anne should be a Friend of the Library and Surly said that Anne has expressed definite interest in that but is worried that it would be a conflict of interest since she is an employee of the library. It was suggested that Surly invite Anne Johnson to the next meeting so that she could share her ideas with the Board and Kathy Pritchett to see what could be done with this. Surly said she would do this.


Professional Membership Dues – Surly said that Anne Johnson and herself are interested in joining some of the associations that correlate with librarianship and needs approval from the Board. She said that she was interested in joining the American Library Association and she and Anne are looking to join the Iowa Library Association as well as the Iowa Small Library Association. She said that the benefits include free books, newsletters on the happenings of other libraries, a network of other professionals as well as the affiliation of the association behind the library. Smock/Muehl-Fillmore to give approval for Surly and Johnson to join the ALA, ILA and ISLA and the money to be taken from education. Ayes – Five. The motion passed.

Card Catalog – Surly said that they are looking to get rid of the card catalog. It takes up space and is so out-of-date. Muehl-Fillmore asked if there was a rule that said we had to keep the card catalog. She suggested selling it by closed bid within the city as city property. Surly was asked if the Friends of the Library had purchased the card catalog or if it had been donated. Surly said she had found no documentation on it and the only person she could think of who would know anything about it was Bernice Green. Surly was asked to contact Bernice and see if she could find out any information on it. Surly said that she would like to buy a stand for the computer and have that accessible to the patrons. She said Anne had given her a flyer for a really inexpensive cart. Kettwig/Henze to authorize purchase of a new computer stand not to exceed \$100 and the money to come from Capital Improvements. Ayes – Five. The motion passed.

Other – None.

Comments and Questions – The date and time of the next meeting will be April 15, 2002 at 7:10 PM.

Board member Muehl-Fillmore adjourned the meeting at 8:03 PM.


Shannon Surly
Library Director and Secretary

Sue Muehl-Fillmore
Board member

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
April 15, 2002 MEETING
MINUTES

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

Roll was taken. Present in order of roll call: Gray, Henze, Hibben, Muehl-Fillmore, Pritchett and Smock. Absent were Brown and Kettwig. Assistant Librarian Anne Johnson was also present at the meeting.

Muehl-Fillmore/Smock to approve minutes from the March Board meeting. Ayes – Six. The motion passed.

Muehl-Fillmore/Henze to approve the payment of bills to be paid in April. Ayes – Six. The motion passed.

Gray gave the Treasurer's report. She noted that we currently have \$1407.76 remaining in books/subscriptions and \$152.21 in office supplies.

Surly presented the Circulation report. Muehl-Fillmore commented on the amount of fines that were taken in once again. She thinks that it is amazing. There were no further questions.

Surly presented the Director's report. She said she received a letter from the state of Iowa regarding reverse Open Access statistics, meaning books from Evansdale residents checked out elsewhere. She said that the following libraries checked out the following number of items from their libraries to Evansdale residents during the Fiscal Year 2001 totaling 13324 items circulated from other libraries:

Waterloo: 13106

Cedar Rapids: 118

Cedar Falls: 55

Jesup: 31

Hudson: 8

Clear Lake: 2

Alden, Denver, Harpers Ferry and Spirit Lake: 1

Pritchett asked if all of those 13324 items could have been obtained from other libraries through Inter-library loan. Surly said that if it's available in the state, she can more than likely get it. Surly said that these are important numbers to the library so that we can see just what is happening and obviously we are not reaching a large sector of people.

Surly said the second item was regarding a letter that she had received from Carol Wilson, City Clerk, about the budget amendment. Surly read the letter to the Board and suggested they make no changes. She said that she had expressed to Carol that we did not want our budget amended but if the Board felt differently they needed to make that decision now.

OLD BUSINESS

Policy Committee report and approval – Muehl-Fillmore/Gray to approve the changes made to the video policy extending usage from two days to a full week. Smock said that two policies are almost done and that only four remain. Ayes – Six. The motion passed.

TV & VCR committee – Surly said that she has been in contact with two different businesses in the Waterloo area regarding donation of a TV and VCR to the library and one of them looked very promising. Surly also noted that her father had volunteered the donation of a TV to the library if these other options fall through. She said that she is still working on it.

Promotional items – Smock asked if we had gotten any of our promotional items in yet and Surly said no, it hadn't even been ordered. She hoped to have an update by next month.

Other – None.

NEW BUSINESS

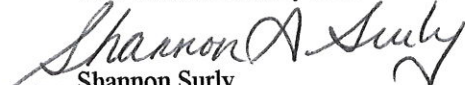
Calendars for next year – Muehl-Fillmore suggested that we hold off until October on the calendars but said that we should keep it in the back of our minds. Surly said that she was unsure of why it was on the agenda but President Brown had placed it there and without his input it was pretty much dead in the water.\

Summer Reading Program – Anne said this year's program was "Join the Winner's Circle" and that so far things are going great. She said she had gone to a workshop to learn about which crafts worked and which didn't. She said that she had faxed info to the Waterloo Schools and had flyers made up to send to the Kindergarten thru 6th grade level. She said she had books and nifty little items she'd like the Friends of the Library to pay for. She said she sent out letters to businesses and received a great response to the monetary donations.

Other – Pritchett brought up the Friends of the Library and explained the situation with the group and its inactivity. She said that she is in charge of the funds and that's about the only interaction they have with the library. Anne jumped in and started in with her ideas regarding what can be done for the friends of the library and what the friends group can do for the library. She spoke of the book sale, the wish list, possibly a new book for babies program. She talked about membership drives, dues and different promotions to raise money. She noted that the Cedar Falls Public Library's Friends group sells plastic book bags for \$.25 each. Gray suggested getting little plaques engraved with their names and put on the wall. Surly said she doesn't agree with the "lifetime" membership. She thinks that the membership should be paid annually. Muehl-Fillmore said it sounded like she should join the Friends of the Library group and start making some changes. Surly asked why the Friends of the Library only met once a year and Pritchett said there was little organization within the group.

Comments and Questions – Anne said that if the Board had any suggestions regarding different titles or sections that needed to be included into the library to let her know. Smock said she was still looking over the Reading Group book and materials. The date and time of the next meeting will be May 20, 2002 at 7:10 PM.

Vice-President Kathy Pritchett adjourned the meeting at 7:47 PM.


Shannon Surly
Library Director and Secretary

Kathy Pritchett
Library Board Vice-President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
May 20, 2002 MEETING
MINUTES

The meeting was called to order by Jerry Brown at 7:10 PM.

Roll was taken. Present in order of roll call: Brown, Gray, Henze, Kettwig, Muehl-Fillmore and Pritchett. Absent were Hibben and Smock.

Muehl-Fillmore/Pritchett to approve minutes from the April Board meeting. Ayes – Six. The motion passed.

Pritchett/Kettwig to approve the payment of bills to be paid in May. Ayes – Six. The motion passed.

Gray gave the Treasurer's report. She noted that we currently have \$156.98 remaining in books/subscriptions and \$72.43 in office supplies.

Surly presented the Circulation report. Surly said this was the largest monthly usage of the Internet that she has ever seen. Brown said he thought that the extra computers were a big pay off for the way they have been used. There were no further questions or comments.

Surly presented the Director's report. She said that she had designed a buy-a-book form that had been recommended by another library as a great way to get money for extra books. She thought they could stick them in the books. Smock thought that the form should be printed on a half sheet. Surly said that she also spoke to Scott Oelmann of the EYSA regarding sponsoring a T-ball team and that we were too late for this year but they'd make a note and contact us next year.

OLD BUSINESS

Policy Committee report and approval – There was nothing to report at this time.

TV & VCR committee – Surly said that much to her chagrin, it appeared as though they would have to purchase these items as several companies turned down the request for donations. Brown said he would check about getting the TV and VCR at Rex's. He also suggested looking at purchasing a DVD player to throw into the mix since DVDs were the wave of the future. The Board was in agreement.

Promotional items/Amend spending amount – Surly said she had talked to Kathy at Gibson Specialty and had given her the information regarding what we had wanted for promotional items. She continued to tell them that the prices had changed and so a decision had to be made as to whether to allocate additional money to compensate for the change in price or something needed to be eliminated from the grouping. Muehl-Fillmore/Brown to eliminate the pencils from the order. Ayes – Six. The motion carried.

Summer Reading Program Update – Brown said he had included this since he didn't know what all was going on with the program and wanted to know if anything was needed. Surly said that Anne Johnson did have a list of craft supplies that she was looking for. She said that Anne had designed flyers and had them approved by the Waterloo Schools for distribution. She said that it begins June 10th thru July 20th and is available every day and hour we are open. She said that Anne had gotten all of her incentives and the books she plans on giving away. She said she did still have craft supplies to buy for each week. Muehl-Fillmore asked if it would be better to donate something for prizes or the money to purchase something. Surly said it didn't really matter. She thought it would be good to just donate.

Other – None.

NEW BUSINESS

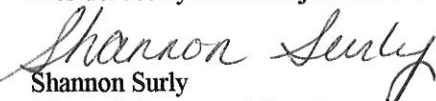
Reminder of Upcoming Officer Elections – Brown wanted to remind everyone that next month, elections for officers would be held.


New Building Possibility/Grants – Surly said this was just for the Board's information. She said that talking to Mayor Mardis, it appeared as though the police department/fire department was going to go. She said Mardis had asked her to look into grant possibilities. She continued to say that when all of this became a reality, the fire department would be empty and if the library were to move over there it would double the square footage that we now have. Brown said he thought the fire department would be a great idea because it was on the other side of Lafayette, it was close to the bike trail and it was full of possibilities. Surly said that she had looked into some of the grants available but has not found anything yet that is of great dollar amounts. She said that Mayor Mardis had also mentioned the possibility of St. Mark's Church being open and another option.

Other – None.

Comments and Questions – The date and time of the next meeting will be June 17, 2002 at 7:10 PM.

President Jerry Brown adjourned the meeting at 7:48 PM.


Shannon Surly
Library Director and Secretary


Jerry Brown
Library Board President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
June 17, 2002 MEETING
MINUTES

The meeting was called to order by Jerry Brown at 7:04 PM.

President Brown welcomed and introduced the newest board member, Henry Epperson. Henry said that he had been in education his whole life, he's married with two children and three grandchildren and has been a resident of Evansdale for many, many years. The Board went around and introduced themselves to Mr. Epperson for his knowledge.

Roll was taken. Present in order of roll call: Brown, Gray, Henze, Hibben, Kettwig, Epperson, Muehl-Fillmore, Pritchett and Smock.

Pritchett noted an error in the minutes where Surly had credited Smock to saying something and Smock hadn't been in that meeting's attendance. Muehl-Fillmore said she was responsible for that comment. Muehl-Fillmore/Kettwig to approve minutes from the May Board meeting with corrections. Ayes – Nine. The motion passed.

Smock/Pritchett to approve the payment of bills to be paid in June. Ayes – Nine. The motion passed.

Gray gave the Treasurer's report. She noted that we currently have \$ -490.86 remaining in books/subscriptions, \$41.58 in office supplies and \$219.40 in Capital Improvements. Surly noted that there was additional money in repairs and minor equipment which would compensate for the over expenditures in the books/subscriptions line item.

Surly presented the Circulation report. Surly said with the start of the summer reading program the youth circulation was beginning to pick up. She said she expected to see a huge increase next month. Muehl-Fillmore commented on the large fine collection.

Surly presented the Director's report. Surly said she went to two different continuing education classes. The first was on accreditation and she said there were a few places the library fell short and would never be able to reach until more space was provided. It is really a space issue and we are unable to fulfill them. She said she would like to see the library become accredited because it means more money for the library but at this time it is just not a possibility. The second workshop she attended was on Web Collect, a program using the information gathered from the annual surveys provided by libraries and making useful spreadsheets and forms that can be used to compare and contrast information from within the library or with other libraries. Surly said also that the photocopier needs to be fixed and she said that she did receive the information on the copy cartridge for that machine and she said they run between \$430 and \$450. She said there is an additional charge for toner which she did not price. Brown said he would contact the business where it was purchased from and see what the deal was.

OLD BUSINESS

Policy Committee report and approval – Smock presented two policies: Policy review and Internet Use policy. Pritchett/Gray to approve the policy review policy. Ayes – Nine. The motion passed. Gray/Hibben to approve the Internet Use policy and Internet Use agreement form. Ayes – Nine. The motion passed.

TV & VCR committee – Brown noted that we got the TV, VCR and DVD player but it used the majority of the money that was allocated for these items and we did not get a stand for them. Epperson said that the Cedar Falls schools were going to wall-hung televisions and that they might have their carts for sale. He said they were throwing them away.

Promotional items – Surly said she contacted Gibson Specialty to tell them of the omission of the pencils. She said she'd received artwork for the paper clips and as far as she knew it was all on order.

Summer Reading Program Update – Surly said it was going really well. She said they currently have thirty-seven children signed up and participating. Surly said there was a different theme each week with the bulletin board changing weekly. She said every week there were free incentives, contests for prizes and crafts available.

Other – None.

NEW BUSINESS

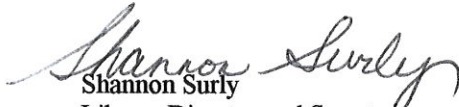
Officer Elections – After discussion and agreement, the concession was for the officer's to retain the positions for an additional year: Brown for president, Pritchett for vice-president and Gray for treasurer. Epperson/Smock to retain the present officers. Ayes – Nine. The motion passed.

Final budget figures placement – Surly noted she had placed in the packets a paper that had the final budget numbers and informed the Board that as a collective whole they needed to decide if they wanted to move anything or leave it as established by the city. Gray asked if the numbers were fairly close to what we had proposed. Muehl-Fillmore/Gray to leave and accept the final budget figures as they are. Ayes – Nine. The motion passed.

Other – Brown once again welcomed Henry Epperson to the Board and said farewell to Muehl-Fillmore who is not accepting another term on the Board. Susan Muehl-Fillmore said she has enjoyed being on the Board.

Comments and Questions – The date and time of the next meeting will be July 15, 2002 at 7:10 PM.

President Jerry Brown adjourned the meeting at 7:43 PM.


Shannon Surly
Library Director and Secretary

Jerry Brown
Library Board President