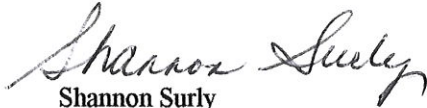


THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
July 15, 2002 MEETING
MINUTES

No meeting was held due to lack of quorum.

President Jerry Brown excused the Board members present at 7:25.



Shannon Surly
Library Director and Secretary

Jerry Brown
Library Board President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
August 19, 2002 MEETING
MINUTES

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

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

Smock/Hibben to approve June minutes. Ayes – Six. The motion passed.

Epperson/Henze to approve minutes from July. Ayes – Six. The motion passed.

Hibben/Smock to approve the payment of June bills to be paid in August. Ayes – Six. The motion passed.

Gray/Pritchett to approve the payment of July bills to be paid in August. Ayes – Six. The motion passed.

Gray gave the Treasurer's report. She noted that we currently have remaining \$225.00 in education, \$8,067.85 in books and subscriptions, \$180.15 in Internet access, \$915.80 in office supplies and \$2,265.31 in Open Access.

Surly presented the Circulation report. Surly noted that everything was up again. She said the Mayor had approached her and asked if she had any way of charting the different stats because he'd noticed the heavier foot travel through the door. Surly said that she could. We had approximately 656 people through the door this month. Surly also said that one thing she really likes to see is the increase in the deaf population coming to the library. She likes to accredit this to the fact that her degree is in sign language interpreting and she speaks their language. The deaf population has increased to about 10-12 people and there are new members of that community coming in every month.

President Jerry Brown came in at 7:17 PM and took over the meeting. He asked about Dawn Even and Surly explained that Dawn resigned before even getting the opportunity to attend a meeting.

Surly passed on giving a Director's report in lieu of all information being presented elsewhere during the meeting.

OLD BUSINESS

Policy Committee report and approval – Smock presented two policies: Dress code and Interlibrary Loan. Hibben/Gray to approve the dress code beginning October 1, 2002. Ayes – Seven. The motion passed. Gray/Epperson to approve the Interlibrary Loan policy. Ayes – Seven. The motion passed.

TV & VCR committee – There was discussion about the TV, VCR and DVD being available but still no cart. Pritchett/Hibben to approve \$400.00 for Director Surly to purchase cart and accessories to come from Open Access. Ayes – Seven. The motion passed.

Promotional items – Surly said she had received everything and she had brought them to the last meeting to hand out. Smock held up what she had taken. Brown said he thought it was a great purchase and a really good idea. Surly said that it would need to be decided on regarding calendars as discussed at earlier meetings. Brown suggested that a calendar committee form to make decisions. The committee is comprised of Smock, Hibben and Pritchett. Smock asked if the library still had book covers available. She said she would like to take some to the schools to pass out. Hibben said she'd take some to East High.

Summer Reading Program Update – Surly said that it ran for six weeks. She said there were about 80 kids signed up; 20-30 of them were regular comers. Surly noted that board member Gray came in with her grandchildren. Gray said that the kids had a ball. She said that it was something they looked forward to every week and she thought it was great that they were expected to read. Surly told of some of the crafts that were made.

Other – None.

NEW BUSINESS

Request to close library for professional development – Surly asked to close the library two different days for workshops that Anne and she would both be attending. She said the first was the town meeting in Waterloo, September 11th, and October 11th for the ILA annual conference. She said that Anne and she both needed to attend these meetings in order to receive the Contact hours offered to maintain certification. Smock volunteered to work those days so that the library would not have to close.

Gates Grant – Surly explained to the Board about the Gates Grant and receiving two new computers and a content server from the Gate Foundation because Evansdale meets the poverty level to receive those. Surly said she was really excited about this and said she had gone to a workshop to learn what was needed to apply for the grant.

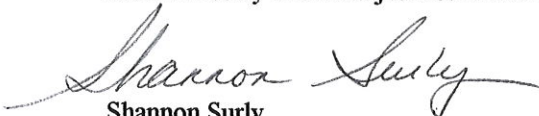
Possible change of Internet service – Surly said she had been in contact with Mediacom regarding cable internet access. She said with the addition of the Gates Grant computers, the connectivity will need to be changed to allow for the extra computers. She said that the representative she spoke to quoted her the price of \$149.95 for connection and \$99.95 charge per month. She said that she told the representative that those figures were ludicrous. She said she told him that the mayor received it for free and shared it with the police department and that the fire department received it for the cost of a home service and suggested the library receive it for free since it is the information hub of the city. He said that he would be in touch with Surly regarding what they can do. Epperson asked if Mediacom was a franchise of the city. Surly asked the Board about changing the service if they come down in price to meet the home access charge of \$35.00. She said that right now they pay for the phone line and internet access averaging \$55.00 per month. Hibben/Epperson to approve the change of Internet service if the cost was the same or lower. Ayes – Seven. The motion passed.

Bowling League – Kathy Pritchett said that her bowling team was looking for a sponsor. There was discussion about it and Gray/Hibben to authorize the library to sponsor Kathy Pritchett's bowling league and to provide shirts from the advertising line item. Ayes – Seven. The motion passed.

Other – There was just a short discussion about the fire department or other possibilities for the new library. Surly also informed the board of a possible challenge of a book. A patron checked it out, took it to a friend and the friend called me regarding the book and her displeasure with it. Surly said she listened to the woman, gave her information about the Board meetings when the woman expressed her desire to come before the Board. She wanted to make the Board aware of the challenge should it come up at a later time because she said the woman was very argumentative about it but Surly said she did find it available at Waterloo, Cedar Falls, Hawkeye Community College and the UNI Rod Library as well as other libraries across the state. Smock mentioned that she had requested a book through Interlibrary Loan and it was only available at one library. Smock said Surly had called her and said she couldn't obtain the book but would keep looking. She said she was amazed that Surly had continued searching for the book for months until she finally obtained it for her. Brown and Epperson said that they too were amazed at the work that Surly did in preparation for this book challenge and that she had the information at hand. They agreed it is important to have that should it come up in the future.

Comments and Questions – The date and time of the next meeting will be September 16, 2002 at 7:10 PM.

President Jerry Brown adjourned the meeting at 8:35 PM.


Shannon Surly
Library Director and Secretary


Jerry Brown
Library Board President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
September 16, 2002 MEETING
MINUTES

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

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

Kettwig/Pritchett to approve the minutes from the August Board meeting. Ayes – Seven. The motion passed.

Smock/Epperson to approve the payment of August bills to be paid in September. Ayes – Seven. The motion passed.

Gray gave the Treasurer's report. She noted that we currently have remaining \$155.49 in education, \$7246.97 in books and subscriptions, \$180.15 in Internet access, \$902.25 in office supplies and \$2241.70 in Open Access. Surly pointed to the spreadsheet and explained that it was a form newly used this year to track expenditures. Brown expressed his liking of it.

Surly presented the Circulation report. Surly said that again everything went up and she said she was projecting that September's usage would be similar. Brown commented on the high collection of fines. Surly said she thought it really made a difference having it on the computer. She said fines are automatically calculated and the system will not allow books to be checked out if more than \$1.00 is owed. She said it has eliminated a lot of paperwork and second guessing of patrons.

Surly presented the Director's report aside from items included on the agenda. First, she noted that on August 22, 2002 Christie Vilsack visited the library. She said that there was not a large turn out because it was the first day of school and the library had had no time to advertise. She said that First Lady Vilsack was very friendly, outgoing and was a marvelous storyteller. Second, she informed the Board that Assistant Anne Johnson had applied for and received a grant for \$1,200 from the Cedar Valley's Promise Early Childhood Committee. She said the money would be used to purchase books and hands-on materials to put together kits that are thematic which will be distributed to daycare centers and other child care providers on a rotating basis.

OLD BUSINESS

Policy Committee report and approval – Smock said there was nothing new to report.

Book covers revisited – Smock said that she had taken some and inquired as to if Hibben had taken any to East. Surly said that Hibben had not been in to pick any up. There was a discussion on how many were left. Surly said that there was still one box left. Smock said she would take some to East High and Gray volunteered to take some over to Jewett. They would be handed out after the meeting.

TV cart revisited – Brown said he looked at the cart and it was really nice. Surly said she had done some extensive comparison shopping and found that cart for \$160.00. Smock asked if it was only going to be used for programming or if it would be run daily. Surly said she has been putting movies in it on a regular basis and playing movies throughout the day.

Bowling league update – Kathy said that their team was number one in the league for the second week in a row. She also said that she had talked to Surly and that she had recommended she check next door at ABC Embroidery for their shirts. She said they had gotten a really good deal on their shirts.

Calendar Committee – Brown said the committee of Pritchett, Smock and him did meet and the calendar that they had chosen was a small magnetic calendar in purple with paper tear-off calendars. The cost was \$110 for the first 100 and \$162 for 200. The cost of about 300 calendars was around \$200.00 from Karen's Print-Rite. Smock/Gray to order calendars from Karen's with the money to come from the advertising line item. Ayes – Seven. The motion passed.

Internet Service Update – Surly said she had received a call and was told that Mediacom was working in conjunction with the Gates Foundation and cable internet access would be provided for free. She said they came out and hooked it up and it was running wonderfully.

Other – Kettwig asked about the computers from the Gates Foundation. Surly gave the board an update on where they stood thus far with that. She told them that she received a call from the foundation asking that a revision of the proposal be made and she did do that and resubmitted it. She said now it was a waiting game.

NEW BUSINESS

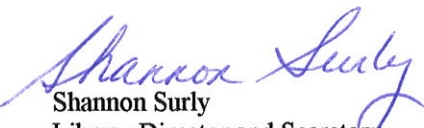
Photocopy machine repairs – Surly said that the police department had purchased a new photocopier and in speaking with the mayor, she has taken over their old machine to use until a decision could be made on what to do with the broken down machine. Epperson asked if this was a better copy machine. Surly said she didn't say that, she really didn't know. She said the pitfall to the broken machine was the copy cartridge that was required for purchase ran about \$450 and it was necessary to get a new one. She said then the machine had started jamming the paper up and it didn't matter if she changed paper, it caused problems. It was asked if Surly could get price comparisons on supplies for the two different machines.

E-mail continuation – Surly said that with the acquisition of cable Internet access, a decision needed to be made about what to do with our internet connection and our phone line. She said that all of our promotional materials had our Forbin e-mail address and she said it was an option to keep the e-mail address for \$9.95 per month. Smock said she didn't think that Forbin had always treated us the best and she thought that being a local company they should have cut us a better deal. Epperson asked how much of the e-mail came in on the address. Surly said all of it but that it was just a matter of switching over to a different address. Smock asked Surly what her opinion was. Surly said that she didn't really have an opinion. She said the amount of work that it generated was so minimal. She said she thought it would be best to cut the account and save the money. She said the new e-mail address was eplib@mchsi.com. Brown/Pritchett to discontinue account with Forbin. Ayes – Seven. The motion passed. Second, there was discussion about the extra phone line. Surly said with the acquisition of the cable internet the library now had an additional phone line that would not be needed. Smock/Pritchett to discontinue the phone line. Ayes – Seven. The motion passed.

Other – Pritchett said that Surly, Johnson and she were discussing petty cash. She noted that Surly has to pay for a lot of things from pocket and then ask for reimbursement later. She feels that the amount of petty cash on hand should be higher to remedy this. Pritchett said she didn't know if the budget had to be amended or not. Epperson said he didn't think it would have to be amended just to move money around. Pritchett said that she would talk to Mayor Mardis to find out about this. Smock said to remind him about the personnel policy as well.

Comments and Questions – Smock asked if we purchased videos regularly or they were all donated. Surly said it had been outlined for her to purchase two per month along the lines of youth oriented films. Surly said that the library does not have an acquisition policy. She said that some libraries actually have policy that breaks down by percentage on what needs to be purchased within each circulation class. Smock said she felt that the director's discretion was good enough. Surly said that they also had received the book back in question mention a couple of meetings ago. She said she currently had possession of it and was reading it for content. With no further comments, Brown announced that the date and time of the next meeting will be October 21, 2002 at 7:10 PM.

President Jerry Brown adjourned the meeting at 8:02 PM.


Shannon Surly
Library Director and Secretary

Jerry Brown
Library Board President

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

The meeting was called to order by President Jerry Brown at 7:15 PM.

The newest board member, Cheryl McGuire, was introduced and told the board a little about herself. She said she had been a lifetime resident of Waterloo until 1988 when she had moved to Minneapolis and then moved back to the area. The Board went down the line and introduced themselves and put names to faces for Cheryl's benefit.

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

Gray/Epperson to approve the minutes from the September Board meeting. Ayes – Nine. The motion passed.

Pritchett/Kettwig to approve the payment of September bills to be paid in October. Pritchett asked about payment for the shirts and Surly pointed out where it was on summary. Ayes – Nine. The motion passed.

Gray gave the Treasurer's report. She noted that we currently have remaining \$26.26 in education, \$5972.02 in books and subscriptions, \$787.85 in office supplies, \$543.00 in advertising and \$2035.39 in Open Access.

Surly presented the Circulation report. She noted that everything was up and asked Cheryl if she had any questions regarding the reports that were included in the Board packets.

Surly presented the Director's report. She said Anne, her assistant, had come up with a name for her traveling tales program and it would be called the Ramblin' Reader. She said Anne had been in contact with the daycare providers in the city and had five that were interested in the service. She said the book kits were on order and Anne was compiling finger plays and the like for the kits. Surly also noted that Anne and she had gone to the ILA conference in Des Moines. She said she enjoyed the chance to mingle with the other librarians but that the workshops were geared toward libraries much larger than ours. She said she was also able to obtain a library card from the Des Moines Public Library and expressed that her interest in that was so that she could have access to several of the online databases provided by DMPL. Brown asked Smock if things had gone okay for her and Smock said on the one day things had. Surly had to clarify that Smock had only worked one of the two days as planned and she had not done so in October while they were gone and the library had been closed.

OLD BUSINESS

Policy committee report and approval – Smock had copies of an index, the dress code policy and ILL policy to hand out after approval at last month's meeting. She also had changes to the Evansdale By-laws for the Board to look over and pass or decline on.

Photocopy machine supplies – Surly had included a sheet comparing the two photocopy machines with three different companies and their supplies and prices. Discussion was held and it was obvious that the Canon given to us by the Police Department was the most cost efficient machine to operate when it came to supplies. Then Pritchett asked what to do with the Xerox and asked if it could be kept in storage. Surly said no; the city wanted it to be rid of. Smock/Epperson to keep the Canon and allow Surly to dispose of the Xerox either by posting it on the Iowa Lib listserv, the dumpster or any way she see fit. Pritchett said she would check with Computer Reboot to see if they would be interested in obtaining it for parts. Ayes – Nine. The motion passed.

Petty cash line item – Smock and Pritchett said they had both forgotten about it and would arrange to talk to the Mayor about this month and report back next month.

Calendar committee – Pritchett showed some of the examples that were available. She also had the one that they had received from Karen's Print Rite and then she turned it over to Smock. Smock said she had asked Surly to find out if there was anything available in the month-style calendar. Surly stepped in and said that it was her own pride or selfishness that stopped her from proceeding with Karen's design. She said she thought this one was not the one

for the library and she would rather spend no money than spend it frivolously on something that didn't fit the library's needs or desires. She brought out several designs that she had received and told them of prices. McGuire suggested having the smaller credit card sized calendars as well. Surly was asked if there were other things she thought would be beneficial as promotional items. Surly said she knows that the magnets were a big draw and suggested they have more of those printed up in the future. Brown suggested that the calendar committee get back together and come up with another plan for calendars. Smock/Pritchett to amend previous money motion and allow a spending amount of \$500 for calendars after a decision was made. Ayes – Nine. The motion passed.

Other – None.

NEW BUSINESS

Winter reading program – Brown said last year the library had held a winter reading program and it had gotten good response, a lot of people into the library and was a lot of fun. He said he had talked to Smock about the winter reading program about a month and a half ago and she had expressed interest in doing it again this year and she said she would but was looking for more help this year. Epperson asked what it had entailed and Smock had given the Board a run down of what had taken place with the program last year. She noted that with the eighty plus participants last year, she had been unprepared for the response and looked to have a stronger back-up system in place for this year. Brown asked if Smock could come up with something for the next month's meeting to inform the Board. Pritchett said that the Friends of the Library would again be interested in sponsoring and covering the program monetarily. Epperson suggested tagging it to Dr. Seuss's birthday and Surly said she'd find out when that was.

New magazine rack – Surly asked the Board to look at the magazine rack. Pritchett said that it was indeed difficult to contend with at times. Surly said the plastic holders lock together but eventually they weaken and start to snap off the rows collapse. Surly had her catalogs with her and continued with her discussion. She said of course two main issues were space and money. She then talked to them about the dimensions of the space she had to work with and she'd considered moving it all around. The Board members took turns looking through some of the catalogs. Epperson felt that a free standing rack was more economical. Kettwig asked if the display case was used and if they could get rid of it. Brown asked how many subscriptions the library had. Surly said she was guessing 45-50 because some of the pockets now housed two different magazines. Brown suggested composing a magazine rack committee and Surly objected to this. She said she didn't think the rack was going to last long enough for a committee to meet, decide and then come back to the Board with a decision and then send off for purchase. She suggested that if he wanted a committee, money was appropriated for the rack and then the committee could meet and a purchase could be made right away. Epperson/McGuire to allow Surly to decide on a rack for purchase and allow \$650 to be taken from Open Access. Ayes – Nine. The motion passed.

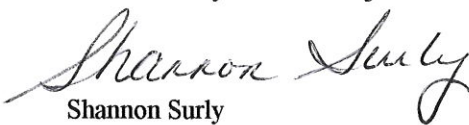
Other – Brown just took a moment to thank Cheryl McGuire for joining the Board of Trustees.

Comments and Questions –

With no further comments, Brown announced that the date and time of the next meeting will be November 18, 2002 at 7:10 PM.

President Jerry Brown adjourned the meeting at 8:10 PM. He reopened the meeting because the By-laws had been forgotten. Epperson/Hibben to accept the By-laws with the change of date of meeting. Ayes – Nine. The motion passed.

President Jerry Brown re-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
November 18, 2002 MEETING
MINUTES

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

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

Pritchett/Hibben to approve the minutes from the October Board meeting. Ayes – Six. The motion passed.

Hibben/McGuire to approve the payment of October bills to be paid in November. Ayes – Six. The motion passed.

Gray gave the Treasurer's report. She noted that we currently have remaining \$5112.83 in books and subscriptions, \$689.75 in office supplies.

Surly presented the Circulation report. She noted that everything was up again. Brown said he thought it looked good; he just wondered how much further it could go up. Surly said she thought a true test was going to be the next month because it was going to be compared computer read out to computer read out from the previous year because all statistics will have been kept the same way. Surly said that the library received about sixty videos donated as well and she hoped that those would increase circulation as well. Brown asked who donated them and Surly couldn't recall her name but said she was a patron.

Surly presented the Director's report. She noted that we received our Enrich Iowa money for the year. She said they received \$1,722.02 which had to be spent this year. She also noted that of that total \$446.58 was Infrastructure Funds and had to be spent on technological advances only. She said that the remaining \$1275.44 could be spent on whatever they Board deemed worthy. Next, she noted that a new listserv was available to Board members through the State Library of Iowa. She said that she had the website address and directions to sign up if anyone was interested and invited them to see her after the meeting for that information. Next, she explained that the website for the library had disappeared and that the business that had provided the space had gone out of business. She said she was working on a new one but had to do it from scratch which was a longer process. Then she told the Board about a business that had contacted her regarding a money making opportunity for the library. She said this company was an Internet Access company based out of Des Moines and she explained the ramifications of the opportunity. It was decided that the library would not allow this service to put its supplies in the library. Finally, she told them about a conference in Decorah for Friends of the Library set in April. She said once again she had that information if anyone was interested.

OLD BUSINESS

Policy Committee report and approval – Pritchett said that Smock did not get the copies copied and that they were unable to nail Mayor Mardis down about the Personnel Policy. Brown asked if a compiled packet would be handed out once they were done. Pritchett said that they had been handing out them as they are completed but they had discussed it. It was determined that this would be handy, especially for the new Board members.

Calendar Committee – Brown said that he and McGuire had met regarding the calendars and that McGuire was going to look for some information. McGuire said she had gone to Gibson's and they directed her to Pioneer Graphics and she told the Board about the trading card sized calendars. Surly said she had gone and sat down with the representative of Pioneer Graphics about design and layout and had ordered them. She said that she had also ordered 250 of the weekly calendars.

Petty cash line item – Pritchett said that Smock did talk to Mayor Mardis about this. He said the tricky part was the auditing committee didn't like this. He suggested opening a credit card account. Surly said that this idea had been suggested to her as well. Brown suggested checking with the bank and seeing about getting a credit card with a low limit of \$200. Pritchett said she didn't think it would be a problem. Pritchett said she thought the petty cash line item should still be increased by \$25. Brown thought that if we got a credit card it would eliminate having to worry about raising the petty cash line item. Pritchett was going to check with the bank.

Xerox Update – Surly said she put an ad on the listserv regarding the photocopy machine and that she had explained that it was inoperable and so far had received no responses. Pritchett said she had not contacted Computer Reboot yet. Brown said that if we received no responses by next month he would come and pick it up and dispose of it.

Winter Reading Program Update – No report was given since Smock was absent.

Magazine Rack Update – Surly said that her and her assistant Johnson discussed it and went away from the turning type of magazine rack and that they had ordered a facing out rack. She said it had been ordered, it just had not been received.

Other – None.

NEW BUSINESS

Evaluations – Brown said everything he has read says annual evaluations should be conducted and he wanted to open this up for discussion. Pritchett said that in her opinion, unless a problem arose, ~~biannual~~ evaluations would be sufficient. McGuire felt that the staff is evaluated monthly by the reports that are presented but Brown interjected that this was an evaluation in writing. Hibben/Pritchett to approve that the staff is evaluated every two years. Ayes – Six. The motion passed.

Discussion and decision regarding overtime pay for meetings for director – Surly directed them to the letter that she had included in the packet a letter regarding this issue. It said that she had been told by the City Clerk that she would not receive the overtime that she had included on her time sheet for the past meeting worked because the City Clerk felt it went against the guidelines as established by the Fair Labor Standards Act. She read the highlighted area from the printout given to her by the City Clerk. It said “Unless specifically exempted, employees covered by the Act must receive overtime pay for hours worked in excess of 40 in a workweek at a rate not less than time and one-half their regular rates of pay.” She argued that nowhere did it say that if they worked less than 40 hours overtime could not be received. Surly said she tried to explain this to Carol Wilson but Wilson was refusing to pay her for it. She then said that she had found an old resolution that had given Bernice Green, a former librarian, overtime pay for meetings because she was required to attend meetings. Surly said that we budget for overtime at the overtime rate for two hours per meeting. Surly said that when the City Clerk was presented with all of this she agreed to pay Surly for the meeting at the overtime pay but asked that she received some sort of approval from the Board in order for it to continue. Surly said that she did not understand why this was being brought up to her now as she has been paid overtime for every board meeting that she has attended over the past five years. Surly said she looked up on the Department of Labor’s website and read that the DOL does not establish what is full time and what is part time. Pritchett said that she gathered that the City Clerk only received straight time for the City Council meetings and Surly said that no, she received overtime because she worked more than forty hours. Brown said that he thought that was what they did by establishing a set number of hours for the director but still seeing that she received the benefits of a full time employee. Gray/Hibben to approve that Board meetings continue to be paid at an overtime rate of pay to the director. Ayes – Six. The motion passed.

Other – None.

Comments and Questions – With no further comments, Brown announced that the date and time of the next meeting will be December 16, 2002 at 7:10 PM.

President Jerry Brown adjourned the meeting at 8:00 PM.

Shannon Surly
Library Director and Secretary

Jerry Brown
Library Board President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
December 16, 2002 MEETING
MINUTES

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

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

Smock/Kettwig to approve the minutes from the November Board meeting with the correction to the evaluation section changing word biannual to biennial. Smock inquired about the way raises were handled and asked if they were given on evaluations and performance. Brown said it was based on a percentage and Surly explained how the city did it years past when they decided to go on a staggered raise along with the police department. Brown said the evaluation was more of communication in a written form for the director and assistant to tell how they were doing and giving the Board the chance to respond. Ayes – Eight. The motion passed.

Epperson asked if the grant was one program and Surly explained the grant for the Ramblin' Reader program. She started to explain and Epperson said that he was confused and thought it was a computer program. Epperson/McGuire to approve the payment of November bills to be paid in December. Ayes – Eight. The motion passed.

Gray gave the Treasurer's report. She noted that we currently have remaining \$4318.34 in books and subscriptions, \$432.66 in office supplies and \$443.00 in Advertising.

Surly presented the Circulation report. She said overall she was happy with the circulation report. She said there was a dip but only one. She also noted that this was the month she was looking forward to seeing the circulation report because it was one year from the time the library started using the computer system so all figures are on an even keel. Brown said he thought it was pretty minimal considering how much the usage of the library went up. Pritchett asked how it was determined which money was turned over to the Friends of the Library and which was turned into the city. Surly said that it was predetermined before she started working for the library. She said that if it was funded by the Friends the money was given to the Friends and if it was funded by the city it was turned over to the city. She said that money from fines, computer related stuff, destroyed or lost materials and replaced cards were given to the city. Donations, book sale revenue and photocopies were given to the Friends of the Library. Smock commented on the placement of Surly's tallies for the circulation of individual cities. She requested it be left there.

Surly presented the Director's report. She said she had received a call from Carol French Johnson, Director of Waterloo and Cedar Falls Public Libraries, and explained the All Iowa Reads program and gave the title as PEACE LIKE A RIVER by Leif Enger. She said she gotten this call and that Carol was trying to get Leif Enger to come to the Cedar Valley and she had asked if we would be interested in working with her to do this. She went on to say that if money wasn't involved it was certainly something we'd be interested in. Surly asked if anyone got the chance to look at the listservs that had been provided at the past meeting. Brown said he had signed up for a few of them that he thought might be interesting. He said he's received emails from it and he can keep a close eye on Surly because she responds to many inquiries on the Iowalib listserv. He said he thought it was neat how Surly assists people in giving them a direction to go for the information they are looking for. Surly said she liked to do this because it amazed her sometimes how basic the skills of some librarians. She expected to need to help other patrons but she thought the librarians were more equipped with these basic skills. She said she thought she needed to provide help so that others in her position can provide the best possible service.

OLD BUSINESS

Calendar Committee – Brown said that he saw we got our pocket calendars. Surly said she was still waiting on the weekly calendars. She said she had received a call from Amsterdam and that they said they had run out of the plastic covers. Surly asked if they'd be here before the New Year and she was assured that they would be. She said if they were not she was going to call and complain to the company.

Credit Card Item – Pritchett said she had gone to the bank and gotten an application and had it submitted. She said she received a new application from City Clerk Wilson and said that the credit limit would be higher. Surly explained that the first time around the credit card application had to be filled out with my own personal information including social security number, etc. She said that because of past credit mistakes, the library was turned down for the credit card because it was based on her credit history. She said she didn't think that she should have to be responsible for the credit card anyway. Epperson wanted

clarification of why we were applying for a credit card. He was told that it was to replace increasing our petty cash line item for postage purchases when going to the post office, etc. and a monthly bill will be easier for tracking purchases.

Winter Reading Program Update – Smock asked for help from the Board members. Epperson and Gray volunteered to help with some decision making after Christmas. She said she was hoping to have it for four Saturdays in February and the Friends of the Library were planning on funding this program. Surly asked if she'd made any tentative plans and asked if it would be similar to last year's program with the movies. Smock said yes, she thought that format went over really well. She does hope to have more volunteers this year to work with the children one-on-one.

Magazine Rack Update – Surly pointed out the magazine rack and said it had been received and that it was very stable. She said it was working out better for the library, she was able to save \$200 from the allocated amount and that it was versatile in that it could be changed into a pamphlet holder.

Other – Smock said she had found some inexpensive but durable plastic binders and wanted to find out if the Board was interested in her purchasing these for the updated policies. There was a consensus that she should. Surly asked Smock if she had all of the policies saved on a disk and Smock said yes. She said it would be convenient to borrow that so she could make sure she had all of them to give to future new board members. Pritchett asked if the copy machine was ever picked up by Computer Reboot. Surly said no. She said she had called and no one was available to talk to her. She said so far nobody has complained and with the auditors here, she was unable to access that room anyways.

NEW BUSINESS

Budget Planning – Brown requested to form a committee for budget planning to prepare a budget proposal. The committee will consist of Brown, Kettwig, McGuire and Smock. Epperson suggested that they cut the committee off at four so that they didn't have a majority of board members and it became a meeting.


Ideas for Enrich Iowa – Brown said Surly had mentioned at the last meeting that we received the money from Enrich Iowa. Brown clarified that she had said some of that has to be spent on computer equipment, fax machines, printers, supplies, etc. She said the remainder could be spent on whatever they chose to spend it on. Surly said she'd like to consider purchasing new encyclopedias since ours are almost three years old. Brown suggested having a committee to decide on some things. Smock suggested Surly just gather some prices for these items. Brown said he didn't want to waste a lot of the meeting's time discussing and debating these issues. Surly said that the board meeting time to discuss these things and make these decisions however. Epperson asked about what the money could be used for and Surly said anything. Gray suggested getting an I-Mac computer for the young easy section and Brown said that it was decided last year that they were incompatible with the IBM machines. Epperson said he has an I-Mac that has been in the shop several times. Surly said they could get a plain computer and spray paint it kid friendly. Epperson said the problem with computers and our library is space. It was brought up that there was the possibility that we'd be moving and that might give us more space. Surly asked what kind of online encyclopedia Smock used and she said Britannica. Epperson didn't have good things to say about Grolier.

Holidays revisited – Epperson said he objected that the library was open the day after Thanksgiving when every other office was closed. Kettwig asked how many people came in that day. Surly said she would look. Surly said Epperson asked if she received the same holidays as the city. Surly said that she received eight holidays and the city employees received ten. Surly reported that the day after Thanksgiving she had sixteen users and on Saturday she had thirteen users. Surly said her Christmas holiday was now the same as the City's after changing because of Election Day. It was asked if Surly could find out what other libraries our size have for holiday closings.

Other – None.

Comments and Questions – With no further comments, Brown announced that the date and time of the next meeting will be January 20, 2003 at 7:10 PM.

President Jerry 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
January 20, 2003 MEETING
MINUTES

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

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

Smock/Pritchett to approve the minutes from the December Board. Ayes – Eight. The motion passed.

Hibben/Henze to approve the payment of December bills to be paid in January. Ayes – Eight. The motion passed.

Gray gave the Treasurer's report. She noted that we currently have remaining \$3772.79 in books and subscriptions, \$400.83 in office supplies and \$184.58 in Advertising.

Surly presented the Circulation report. She noted that circulation figures were down significantly but there was nothing she could really attribute that to.

Surly presented the Director's report. She said they received the check for about \$13,000 from the Gates Foundation for the computer grant the library was eligible for. She said that she has a workshop in February to attend before the library can actually order the computers and in other things that she has seen posted, the computers will not be available until around August. She also wanted to inform the Board of the number of overdue the library currently has. To date, she says, the library has a total of 172 items overdue that have had letters sent with a cover price total of \$2181.76. Smock asked how often the library sent overdue notices. Surly said she tried to send them out once a month. Smock said she did not think that went in accordance with policy. The policy was looked up and the revised policy says that overdues will be sent out after two weeks and a second notice at a month. Surly said that it had been changed and revised and she had not kept on top of it to that extent. It was suggested that she made it a point to be sure those notices were sent out regularly so that people are reminded right away and will return their overdue items. It was suggested that she generate and send out letters on the 15th and last day of every month. She said she would make a point to do this.

OLD BUSINESS

Credit Card Item – Surly explained the whole mess up with the credit card issue. Brown had submitted a letter to the city however according to City Clerk Wilson, a new application was to be submitted with the information belonging to the Board president or someone wanting to take responsibility. There was a consensus of the Board that this was not a good idea because no one person wants the fiscal responsibility that this card entails and it was decided to check around to different financial institutions to see what else is available. Pritchett and Smock both said they had bank contacts in other places that they could check.

Winter Reading Program Update – Smock gave an update on the program. She said that it is planned for four Saturdays beginning February 22 and lasting thru March 15. She said each week is thematic, the first one being up in the air still, the second Dr. Seuss, the third magical in some sense and the fourth sports related. She said that it will be offered to children in grades K thru 5 and she is still looking for volunteers.

Budget Committee – Brown said the committee did meet and discuss the next fiscal year's budget. Included in the packet was a copy of the proposed budget figures and said that the library was on the agenda to present to the city council the following week. Also included in the packets were graphs and charts that Brown did showing the differences between the years in circulation, computer usage and library users.

Enrich Iowa Funds – Surly came to the table with figures as per Board direction for encyclopedias and fax machines. She said that there were several different brands available and it was discussed as to whether ink jet or laser was better suited for the library. Then Surly gave the Board pricing for encyclopedias in hard copy form (World Book and Britannica) as well as online (World Book and Britannica.) Smock/Kettwig to purchase World Book 2003 edition encyclopedias in book form and an annual subscription to Britannica online from the Open Access line item. Ayes – Eight. The motion passed.

Smock/Pritchett to allow Surly to pick out inkjet four-in-one fax machine and to allow \$550 from Open Access. Ayes - Eight. The motion passed.

Policy Committee/Holiday Pay – After reviewing the copy of emails that Surly had received from libraries similar in size to Evansdale's the consensus was to leave the holiday policy as is.

Other – None.

NEW BUSINESS

Display Case – Brown said that he had discussed Open Access money with Assistant Librarian Anne Johnson and she had suggested a new display case. Discussion was held about the display case in place now. There was a consensus that it was too big, that it wasn't used often enough for displays and that the space could be better used. Surly said that with tax season upon us it is being used to display tax forms and that she had recently agreed to host a display for Domestic Violence Awareness in April. Kettwig thought that we could probably move the display elsewhere. There was discussion about filling the space with another magazine rack or table. With the new computers coming sometime this year, we will need to add a table for those. Hibben questioned if we needed a display case at all. Epperson agreed. Hibben/Epperson to get rid of the display case and to leave the space empty until such time when a decision could be made about how to fill it. Ayes – Eight. The motion passed.

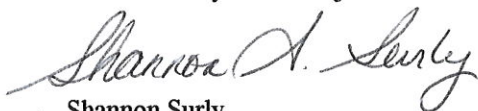
Library Poster Decorating – Brown said that this was another suggestion made by Assistant Librarian Anne Johnson. Discussion was held about this topic and it was agreed that we'd like to see more student art work in the library. Surly said that in previous years, Jewett's art classes had art work that was displayed over on the hooks in the Young Easy section however none has been brought in this year. Surly also noted that there are several different kinds of posters that the library could use that were event oriented such as for Black History month in February and Women's History month that could be rotated out to go along with books displayed in the library. Brown/Epperson to allow \$250 for posters to display at Anne's discretion to purchase. Ayes – Eight. The motion passed.

Letters Discussion – Discussion was held regarding the letter that was written to Board president Jerry Brown by Shelly Smith and the rebuttal letter that Surly included in the packet describing the incident from her point of view. Hibben said that she had been here that night and she was taken aback by the attitude that was in the air from the people outside and the comments that she and her daughter heard. Kettwig said that she was disappointed because of the light it casts on the library. She said that all it takes is one person to talk to somebody who will talk to somebody else, etcetera and she said that they are talking. Smock said she hoped Surly didn't take her comments the wrong way but that she can have a way about her that comes across as aggressive and rude. She suggested that Surly work at "kissing up" a little more. Surly said that she had this discussion with the Mayor and was subjected to this description along with other adjectives not mentioned. She said she'd tell them the same thing. She said she did not believe in "bending over" or "kissing up" because it compromises a lot in which she stands for. She reiterated what she had written in her letter that it was her job to provide the best possible service to her patrons in the best possible atmosphere and this disagreement between her and Shelly was the result of her doing her job to the best of her ability. She said she was sorry that it came to that but she felt she was right in her actions. She agreed that maybe it could have been handled in a different manner but the result would have been the same in her opinion. The situation was discussed at great length and it was decided by the Board that a letter of apology would be sent to Smith from President Brown but included in the letter would be a mention that the Board was agreeing that Surly was in the right not to allow a public meeting to disrupt the library during business hours. It was also decided that a policy would be written outlining the use of library and public meetings within it during business hours so that Surly was not put in this position again and could have a policy as written by the Board to use for direction. Surly also brought up her feelings regarding Smith's comments about "not supporting the library." She said that she felt this was a conflict of interest with it being budget time and questioned how the Board felt about Smith being asked to abstain from her vote during the library's budget talks. The Board decided that Surly had made a valid point after referring to Smith's letter and it was decided that Smock, as a representative of the Board, would discuss this matter with Mayor Mardis.

Other – None.

Comments and Questions – With no further comments, Brown announced that the date and time of the next meeting will be February 17, 2003 at 7:10 PM.

President Jerry Brown adjourned the meeting at 8:48 PM.



Shannon Surly
Library Director and Secretary

Jerry Brown
Library Board President

****Tapes were extremely garbled and all minutes were transcribed from notes and memory.**

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
February 17, 2003 MEETING
MINUTES

The meeting was called to order by President Jerry Brown at 7:13 PM.

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

Brown asked if everyone got their packets well in advance of the meeting. Everyone agreed that they had.

Smock/Brown to approve the minutes from the January Board meeting. Ayes – Seven. The motion passed.

Hibben/Kettwig to approve the payment of January bills to be paid in February. Ayes – Seven. The motion passed.

Gray gave the Treasurer's report. She noted that we currently have remaining \$3772.79 in books and subscriptions, \$400.83 in office supplies and \$184.58 in Advertising. Surly noted that Gray was reading from the wrong line and Gray gave the amended amounts remaining as \$2803.15 in books and subscriptions, \$374.48 in office supplies and \$184.58 in Advertising.

Surly presented the Circulation report. She said this month she could actually point to a reason why circulation numbers were down. She said that the numbers were only down by 70 items overall. She said that she has said several times that there are always variables that affect the circulation report. This year she said it is because of the lack of the winter reading program. Last year the program ran during the Saturdays of 1/19/02 and 1/26/02 counting for 325 items that circulated that didn't apply to this year since the program this year did not start until this last Saturday. Surly continued to say that she was on top of the overdue letters and sent them out as dictated at the last meeting. She said the only concern that she has about this is the cost of postage for the twice a month mailing. She said the last batch she sent out included 27 letters equaling \$10.00 worth of postage. She noted that postage comes out of the books and subscriptions line item and she said this will affect her book budget greatly if there are this many every time. Smock asked how many books were returned. Surly said she didn't have that exact figure but she said only a handful of the people she sent letters to returned their books. She said she does keep track in a book each month and crosses them out as they bring their books back. She noted that on the circulation report she also included on the last item a total number of items overdue as of the end of the month for their information.

Smock asked if she could ask a question. She asked why we were still receiving a copy bill from the city when we had a copy machine. Surly said that the number of copies she's making determines where she makes them. She noted that even though we have a copy machine, she pointed out that it is the old copy machine from the city hall passed onto the police department and then to us. She said that it does jam up, get overheated and the feeder doesn't make good copies if it's a front/back copy so she will take something down to city hall, especially for Board packets when she's making a large number quantity of copies.

Surly presented the Director's report. She asked if the Board had seen the newspaper articles regarding the county budgets. She informed them that the county budget for libraries had been slashed in half from \$100,000 to \$50,000. She said that she was contacted by Carol French Johnson, director of the Waterloo-Cedar Falls Public Libraries immediately asking for input on presenting to the county supervisors. Surly said she couldn't attend the meeting they were going to hold and she told her that although she'd like to help, she noted that the money that would be cut from our budget was so minimal that it was hard to make a fight but she didn't agree with it. Surly said that her workshop for the Gates Grant computers was for the following day.

OLD BUSINESS

Policy Committee – Smock said that she spoke to Mayor Mardis regarding the policy on banning public meetings from being held in the library during the library's business hours. She said that she also spoke to him about the situation and said that he intended to talk to Councilmember-at-large Smith about what had happened. Brown passed the copy of the email he had sent to Smith and her response around to the Board members for their perusal. He said that he thought it was a closed matter.

Winter Reading Program Update – Smock passed out fliers for the winter reading program. She also passed out a sign up sheet for volunteers and she asked for a volunteer to do popcorn. Surly asked if they were going to close down the library during the hours or if they wanted to put up the sign that said patrons should enter at their own risk. Kettwig voiced her opinion and said that she doesn't like to see the library close down. It was decided to just post the sign warning patrons that services would be limited during those hours. Smock said that overall she was ready and excited to start.

Enrich Iowa Funds – Surly said the hardcopy of the World Book encyclopedias had been ordered. She said the electronic encyclopedia through Britannica Online does not renew subscriptions until May and would not prorate, so she was waiting until April to send in the registration for that. She continued to inform the Board that she was still deciding on a fax machine and said that she checked with Consumer Reports as suggested by Smock at the last meeting, however the last time they profiled fax machines was in 1997 and she felt that was too outdate and she didn't have the magazine going back that far anyway. She said she hoped to have one purchased in the next couple of weeks. Brown asked if anyone had any other ideas on what we can spend the remaining Enrich Iowa funds on. Smock said she would like to see the Youth department livened up a little bit. McGuire said that she had not been at the last meeting but she wanted to express her disappointment in the doing away with the display case. She said when she was a child, the display case was one of the first things she went to. Brown said that the original premise had not been to do away with it but to change it because this one does not lock and nobody wanted to put their things in it because it was unsecured. Brown said he thought this one took up too much space and was only used to display papers which wasn't to the best of its abilities. McGuire said that she realized there were things that the library needed but she hoped that the display case was not something that was going to disappear for good from the library. She hoped we could explore different avenues whether it was a wall display or something else. Gray suggested maybe we could get a mobile display case that we could move to different areas of the library or even into the hallway.

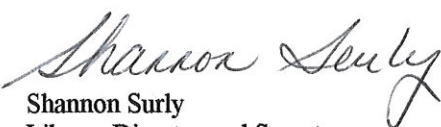
Other – None.

NEW BUSINESS

Other – Hibben had a comment. She said that her boss had commented on how well she thought Surly and Johnson were doing with the library and that she praised the way they'd go out of their way to procure whatever she wants and gets it to her in a very timely fashion. Hibben said that she did want to note that the staff was making a difference and it was being noted. Brown said that it was certainly nice to hear positive feedback about the library staff rather than negative feedback and asked Surly if she agreed. Surly said definitely. Brown said that he's mentioned before but that he liked to see the work that Surly did to help other librarians through the IowaLib listserv which he monitors.

Comments and Questions – Brown announced that the date and time of the next meeting will be March 17, 2003 at 7:10 PM and noted in advance that he would not be in attendance.

President Jerry Brown adjourned the meeting at 7:42 PM.


Shannon Surly
Library Director and Secretary

Jerry Brown
Library Board President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
April 21, 2003 MEETING
MINUTES

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

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

Kettwig/Gray to approve the minutes from the March Board meeting. Ayes – Five. The motion passed.

Brown/McGuire to approve the payment of March bills to be paid in April. Ayes – Five. The motion passed.

Epperson arrived at 7:18 PM.

Gray gave the Treasurer's report. She noted that we currently have remaining \$1062.37 in books and subscriptions, \$37.36 in office supplies and \$2,070.48 remaining in Open Access.

Surly presented the Circulation report. She said it was a pretty busy month with the tail end of the winter reading program. She asked if there were any questions or concerns about the circulation. Brown said it looked good. He said he thought the winter reading program definitely boosted the circulation. Surly said it was great for circulation and she said she found it amusing to note the difference between the numbers that attended the winter reading program as opposed to the summer reading program when we had it on one given day. She said it is a successful popular program and it's great to see the attendance that we get.

Surly presented the Director's report. She said the library donated items to the Elk Run Elementary Fun Fair. She gave them pens and paper clips and calendars for bookmarks to give away at their duck pond.

OLD BUSINESS

Policy Committee – Henze on the policy committee said she had nothing to report.

Credit Card – Surly said she just put this on to agenda to jog the memories of Smock and Pritchett who were going to check into other ways of obtaining a credit card since we could not get one from the First Security Bank in Evansdale and it had just been dropped and forgotten about. Since neither of those board members were there it was suggested to put it on the agenda again for next month.

Other – None.

NEW BUSINESS

Insurance Policy Decision – Surly directed them to the letter from the Mayor included in their packets. She said the City Council had passed a resolution requiring city employees to pay a monthly premium of their insurance. She said she had gone to the Mayor asking about it since the library is autonomous from the city and asked if that applied to her since the Library Board had not made the decision. He said that since the library had adopted the city's personnel policy that it did indeed apply to her and she informed him that as of yet, the library has not adopted the city's personnel policy, only certain aspects of it. She said she also expressed the disdain she felt about having something deducted from her paycheck without ever having been apprised of that. After their conversation, the Mayor suggested that the Board should have the right to make the decision as to whether or not this should apply to director Surly and ask that she put it on the agenda for discussion and action. She said that she would and asked that he write a letter explaining the specifics to the Board.

Epperson/Gray to approve the payment of the monthly premium of \$10 for a single insurance policy but ask that in the future if changes like these are made that the Board be notified so that they can make the decisions they are appointed to make. Ayes – Five. The motion passed.

Summer Reading Program Funds – Surly came to the table to request for her assistant, Anne Johnson, money for the summer reading program. She said that Anne had brought to her attention that at one time last year or before that during

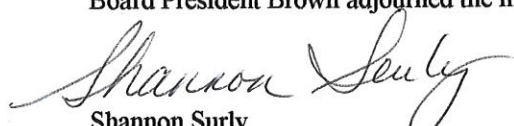
discussion of the summer and winter reading programs that Smock had suggested having money available to allocate for both. She said she went over past minutes but could find nothing to support that so she was asking the Board to consider this at this time. She said that Anne was requesting \$500 so that she could have enough money to cover crafts and supplies as well as the purchase of one or two "big" prizes for the end of the program. She said they usually got \$100 from the Friends of the Library as well as money donations from businesses who receive the program donation letter. Brown asked if Anne wanted \$400 to make up the difference and Surly said she had just asked for \$500.

Brown/McGuire to approve \$500 for Anne Johnson to use for the Summer Reading Program to be allocated from the Open Access line item. Ayes – Five. The motion passed.

Other – Surly said she would like for the Board to consider purchasing more magnets and bookmarks with the library's information on them with the remaining money in advertising. She was asked to bring figures to the next Board meeting to which she said she could do.

Comments and Questions – Brown announced that the date and time of the next meeting will be May 19, 2003 at 7:10 PM.

Board President Brown adjourned the meeting at 7:53 PM.


Shannon Surly
Library Director and Secretary

Jerry Brown
Library Board President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
May 19, 2003 MEETING
MINUTES

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

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

Epperson/Kettwig to approve the minutes from the April Board meeting. Ayes – Seven. The motion passed.

Smock/Henze to approve the payment of April bills to be paid in May. Ayes – Seven. The motion passed.

Surly gave the Treasurer's report in lieu of Gray's absence. She noted that we currently have remaining \$178.90 in books and subscriptions, \$164.58 in advertising, \$-72.62 in office supplies and \$2,070.48 remaining in Open Access. Epperson asked if we were still ahead with the budget. Surly said that yes, although we have two line items that are in the negative. Kettwig asked if we would spend it all and Surly said she was going to try. Surly explained that the money from Enrich Iowa is money that has to be spent this fiscal year as a term of receiving the money.

Surly presented the Circulation report. Surly said she'd entertain any comments or questions about the report. She noted that everything was up and that the number of users of computers had leveled up. She said she thought it was a great time to be getting new computers because the last time we got new computers the usage just skyrocketed. She said that the number of overdues were down from last month. McGuire asked what the likelihood was of recovering the longer term overdues. Surly said that it was unlikely as most of the time it is someone who has moved.

Surly passed on the Director's report since everything was on the agenda that she had to discuss.

OLD BUSINESS

Policy Committee – Smock read the two policies that were completed: Public Meetings and the Library Card Issuance Amendment. Pritchett/Epperson to approve and accept both policies. Ayes – Seven. The motion passed. Smock asked if there were any other policies she could think of that were missing. Surly reminded her of the personnel policy. Surly said she would give Smock her personal copy of the city's personnel policy to review.

Credit Card – Smock said she had forgotten about it and would make contact with the person she knows regarding that. Surly said that she had received in the mail an offer for a credit card for the public library if they were interested.

Summer Reading Program Update - Surly said things were moving right along with the summer reading program. She said that donation letters had been sent and donations were rolling in. Flyers were printed up in English, Spanish and Bosnian and the appropriate number of each were given out to the schools. Pritchett asked if we wanted her to send thank you notes. Surly said that we could do that.

Advertising Items – Surly had prepared a rundown of the advertising items that had been discussed previously with prices quoted from the different companies. Smock/Epperson to approve 500 magnets from Gibson Specialty and 1500 bookmarks from Karen's Print-Rite with the money to come from the advertising line item. Ayes – Seven. The motion passed.

Other – None.

NEW BUSINESS

Disposing of ILL records – Surly said her assistant, Anne Johnson, asked that this be placed on the agenda. She said in light of the Patriot Act she is concerned with all of the old ILL (Interlibrary Loan) records we have archived have identifying information on them. Epperson asked if there was any reason why we would have to have those. Smock felt that it would be a good idea to shred those when the book was returned. Surly said that she thought that we should keep them for a limited time just to refer to should a library call and say they never received a returned book, but she felt that a lengthy amount of time was

unnecessary. Brown asked if this was something that could be changed in the policy. Surly's opinion was that the records be kept for six months and then shredded. The policy will be modified.

Capping of Overdue fines – This is another item asked about by Anne Johnson. She said that in Cedar Falls the overdue fines are capped at \$4.95 for any and every item. Smock said she was concerned that they probably had a higher return rate than we did too. McGuire noted that Waterloo had a cap on their fines as well. Epperson said he wondered if it would aid in receiving the books back. Smock was worried about the cap affecting the replacement cost of the book. It was discussed that this cap was only for books returned that are overdue. It was agreed upon that the cap be set at \$5.00 per item on overdue materials and it would be changed in the policy.

Amnesty Month – Smock/Brown to make June a fine-free month. Ayes – Seven. The motion passed.

Online Catalog Discussion and possible action – Surly said this and the next item were wish list items. She said that she would like to purchase the software to provide the library's catalog online. She had included supporting documentation in the packets. She had contacted the Cedar Valley Consortium and to be included in their online catalog it was to cost about \$50 – 100,000 just to be included and then an annual maintenance charge, etc. Then she said she contacted a couple of businesses with software similar to the one she had presented to the board for around \$25,000. She said this software was compatible with our software, produced by the same company and is only \$1195. Smock asked how it would be accessed. Surly said we could link it to our website.

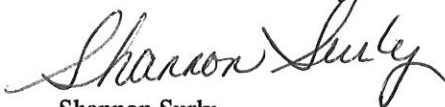
Novelist discussion and possible action – Surly explained that this was an online database for fiction information. She said she thought it was wonderful and would love to be able to offer it to the library patrons. She said that the company that provides it, EBSCOhost was offering it to Iowa small libraries at a drastically reduced subscription price of only \$300 for a year. Pritchett/Brown to approve the purchase of Novelist for a year, review towards the end of the year and a decision then whether to continue or not. There was discussion as to where the money would come. Surly said this would count as a subscription so from books and subscriptions. Ayes – Seven. The motion passed.

Reminder of Officer Elections in June – Brown reminded the Board members that elections for officers would be held in June and that all Board members that are current officers will have to change since they have served two terms.

Other – Smock asked if there was a reason why we hadn't considered a debit card from a bank to use instead of a credit card. Surly said she didn't know the legalities of keeping money outside of the city account. Smock said she would check on the credit card and if that fell through work on the debit card angle.

Comments and Questions – Brown announced that the date and time of the next meeting will be June 16, 2003 at 7:10 PM.

Board 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
June 16, 2003 MEETING
MINUTES

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

Roll was taken. Present in order of roll call: Brown, Henze, Kettwig, Pritchett and Smock. Absent were Epperson, Gray and Hibben. , *McGuire*

Hibben arrived at 7:11 PM, just after roll call was taken.

Hibben/Pritchett to approve the minutes from the May Board meeting. Ayes – Six. The motion passed.

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

Surly gave the Treasurer's report in lieu of Gray's absence. Kettwig asked if she almost had all the money spent. Surly said she was working on it.

Surly presented the Circulation report. She noted that she made a small change in the format to denote the ups and downs in the annual comparison. She said that there were a lot of downs from the previous year but noted that we had received a lot of fine money.

Surly passed on the Director's report.

OLD BUSINESS

Policy Committee – Smock read the two policies that were completed: Overdue Policy and ILL Policy Amendments with changes made after the last meeting. Brown/Pritchett to approve and accept both policies. Ayes – Six. The motion passed.

Credit Card – Smock said she had forgotten about it and would make contact with the person she knows regarding that and would have information for the next meeting.

Summer Reading Program Update - Surly said things were moving right along with the summer reading program. She noted that we had about sixty kids signed up and that we were having a lot of fun so far with the themes.

Other – None.

NEW BUSINESS

Reference limitations – Surly said the library was having a problem with one specific person calling them frequently with many reference questions. She said that some days this person would hog up their whole work day looking up information. She said that it was becoming a problem, that her assistant had checked with the Cedar Falls Public Library and they had the same problem with the same person. She said that some of their librarians refused to answer questions for this person; some limited the number of questions they'd answer in any given day. She said that this was also put on the agenda for Waterloo and Cedar Falls because of the problem it was creating. Surly said that she certainly feels that reference is a part of the job but she feels that there has to be a limit in order to accomplish other things during the day. She said this could seriously impede on the operations of the library. After discussion, it was determined that Surly could limit her staff to answer only three reference questions to the same person in any given day and less if necessary, depending on time constraints with jobs at hand.

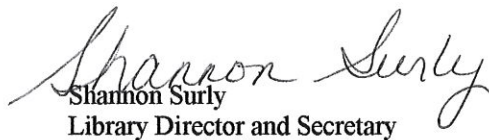
Possible change in next meeting date – Surly informed the board that she would be on vacation during the next scheduled meeting date and asked if was a possibility of either forgoing the meeting altogether or changing the meeting date to a different Monday. Pritchett said that she didn't like to miss meetings and said she would prefer to change the meeting date. Kettwig concurred. Brown/Smock to change the meeting date to July 14, 2003 at 7:10 PM. Ayes – Six. The motion passed.

Officer elections – After discussion and nominations, Brown/Kettwig to nominate and appoint Smock as President, Epperson as Vice-president upon acceptance, and Hibben as Treasurer. Ayes – Six. The motion passed.

Other – None.

Comments and Questions – Brown announced that the date and time of the next meeting will be July 14, 2003 at 7:10 PM.

Board President Brown adjourned the meeting at 7:45 PM.


Shannon Surly
Library Director and Secretary

Jerry Brown
Library Board President