

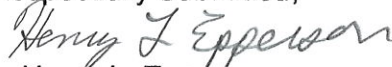
THE EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Held at the Evansdale Public Library
18 July 2005 MEETING MINUTES

1. The meeting was called to order by Board President Kettwig at 7:18
2. Roll call was taken Brown, Epperson, Gray, Henze, Kettwig, Murray, Paulson. Pritchett, and Schneider were present.
3. Brown/Henze motion to approve the minutes. Ayes - 9 The motion passed
4. Schneider /Henze motion to approve June bills paid in February Ayes - 9 The motion passed
5. Gray gave the Treasurer's Report.
6. Shannon Surly presented the Circulation Report,
7. Shannon Surly presented the Director's Report, received \$495. from County Contracts
8. OLD BUSINESS
 - A. Overdue policy letters Brown/Gray Motion to approve letters. Ayes - 9 The motion passed
 - B. New Library Advisory Committee
 1. Will have a meeting September 25 to set up committees
 - C. Summer Reading Program was a success.
 - D. Good Old Days activities were discussed.
 - E. Bids for photo copier were discussed, It was decided to try to purchase something from an office supply company that would be cheaper. Epperson/Brown motion to approve purchase of a copier that met bid specifications not exceed \$750.00 Ayes - 9 The motion passed
 - F. Budget no discussion
9. NEW BUSINESS
 - A. Discussed contracting library services with Gilbertville. Cost were to be researched.
 - B. A discussion about the letter to the editor was discussed. After the discussion Pritchett suggested that the director talk with Anne Johnson and have her write a letter of apology to the author of the letter to the editor and to have the director call and apologize.
 - C. Policy committee to review and write policy for authorization to release information to media.
 - D. Board decided that if people are viewed watching inappropriate items on the computer that they should be asked to leave the library and if they are viewed a second time they are to be banned from the library.

Meeting was adjourned at 9:10

Next meeting 15 August , 2005 at 7:10

Respectfully Submitted;


Henry L. Epperson
Secretary

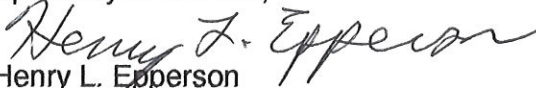
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Respectfully Submitted;


Henry L. Epperson
Secretary


THE EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Held at the Evansdale Public Library
15 August 2005 MEETING MINUTES

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2. Roll call was taken Brown, Epperson, Gray, Henze, Kettwig, Murray, Paulson, were present. Pritchett, and Schneider were Absent.
3. Brown/Gray motion to approve the minutes with a change in item 4 February changed to July. Ayes - 7 The motion passed
4. Gray/Brown motion to approve July bills paid in August Ayes - 7 The motion passed
5. Gray gave the Treasurer's Report.
6. Shannon Surly presented the Circulation Report,
7. Shannon Surly presented the Director's Report
8. OLD BUSINESS
 - A. Policy Update No Discussion (needs more study) Ayes - 7 The motion passed
 - B. New Library Advisory Committee
 1. Met with Elk Run City Council
 2. Float got first place in parade
 - C. Photo Copier Update Copier purchased for \$449.00.
 - D. Good Old Days activities were discussed. Dragon Float in the Parade and table were two of the main activities of the Library.
 - E. Gilbertville Contracting No Discussion (needs more study)
 - F. other no other old business(Gray left at 7:25)
9. NEW BUSINESS
 - A. Change date of next meeting Murray/Brown to change date to 12 September 2005 Ayes - 6 The motion passed
 - B. other no other new business

Meeting was adjourned at 8:05

Next meeting 12 September, 2005 at 7:10

Respectfully Submitted;


Henry L. Epperson
Secretary

THE EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Held at the Evansdale Public Library
12 September 2005 MEETING MINUTES

1. The meeting was called to order by Board President Kettwig at 7:15
2. Roll call was taken Brown, Epperson, Gray, Henze, Kettwig, Paulson , Pritchett, and Schneider were present. Murray was Absent .
3. Brown/Gray motion to approve the minutes with a change in item 4 February changed to July. Ayes - 7 The motion passed
4. Gray/Henze motion to approve July bills paid in August Ayes - 8 The motion passed
5. Gray gave the Treasurer's Report.
6. Shannon Surly presented the Circulation Report,
7. Shannon Surly presented the Director's Report
8. OLD BUSINESS
 - A. Policy Update N Meeting was held but nothing is complete yet.
 - B. New Library Advisory Committee
 1. Meeting will be held September 26.
 - C. Gilbertville Contracting was discussed but we would have to charge more than they are presently paying.
 - D. The library is trying to buy children's computer programs. The problem is finding programs that can be installed on the hard drive without the need for a CD.
9. NEW BUSINESS
 - A. Winter Reading Program was discussed and Lisa Smock will be contacted to see if she would be willing to be in charge of it.
 - B. Epperson/Brown Motion to purchase up to 1,000 Pens at a cost not to exceed \$250.00.

Meeting was adjourned at 7:55

Next meeting 17 October, 2005 at 7:10

Respectfully Submitted;


Henry L. Epperson
Secretary

THE EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Held at the Evansdale Public Library
17 October 2005 MEETING MINUTES

1. The meeting was called to order by Board President Kettwig at 7:10
2. Roll call was taken Brown, Epperson, Gray, Henze, Kettwig, and Paulson were present., Murray, Pritchett, and Schneider were Absent .
3. Brown/Paulson motion to approve the minutes Ayes - 6 The motion passed
4. Gray/Henze motion to approve september bills paid in October Ayes - 6 The motion passed
5. Gray gave the Treasurer's Report.
6. Shannon Surly presented the Circulation Report
7. Shannon Surly presented the Director's Report
8. OLD BUSINESS
 - A. Brown/Paulson Motion to approve Internet Use Policy. Ayes - 6 The motion passed
 - B. Brown/Paulson Motion to approve Copy Machine Use Policy. Ayes - 6 The motion passed
 - C. New Library Advisory Committee
Meeting had about 75 people attended and 40 signed up for committee.
Having meeting with committees on the 24th
Talking with YMCA about sharing space with new library.
Sunday October 30th will be a waffle fund raiser at Lofty's
 - D. Gilbertville Contracting was discussed.
 - E. Children's computer programs were discussed.
 - F. Winter Reading Program was discussed.
 - G. 500 new pens were purchased.
9. NEW BUSINESS
 - A. Statement of excellence in customer service was discussed.
 - B. MARC Record Software purchase was discussed. Epperson/Brown Motion to sign up for State reimbursement for software. Ayes - 6 The motion passed
Epperson/Brown Motion to Authorize Library Director to purchase software that meets state requirements for approximately \$400. Ayes - 6 The motion passed
 - C. Monthly or annual mileage for Library personal was discussed.
Epperson/Brown Motion to Authorize monthly milage reimbursement for library employees at city mileage rate. To be taken from Open Access Ayes - 6 The motion passed
 - D. Other
Friends of the Library to meet at the Pizza Peddler at 6:30 on October 25th
Meeting was adjourned at 7:55
Board members were reminded to make budget preparations for next meeting.

THE EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Held at the Evansdale Public Library
17 October 2005 MEETING MINUTES

Meeting Adjourned at 8:15

Next meeting 31 November 2005 at 7:10

Respectfully Submitted;


Henry L. Epperson
Secretary

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
November 21, 2005 MEETING
MINUTES

The present members waited until 7:25 PM for a quorum. Present in order was Brown, Gray, Kettwig and Paulsen. Absent were Epperson, Henze, Murray, Pritchett and Schneider. There was no quorum.

Brown/Paulsen authorized to pay the bills. Surly was instructed to get another board members authorization by phone poll to pass the payment of bills. Ayes – Four. The following day, November 22, 2005 at 1:06 PM, Kathy Pritchett was reached by telephone and she gave her Aye. Ayes – Five. The motion carried.

The date and time of the next meeting will be December 19, 2005 at 7:10 PM.

Respectfully submitted,

Shannon Surly
Library Director

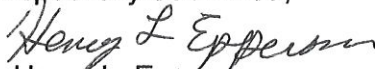
THE EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Held at the Evansdale Public Library
19 December 2005 MEETING MINUTES

1. The meeting was called to order by Board President Kettwig at 7:10
2. Roll call was taken Brown, Epperson, Henze, Kettwig, and Paulson were present., Gray, Murray, Pritchett, and Schneider were Absent .
3. Brown/Henze motion to approve the October minutes Ayes - 5 The motion passed
Gray arrived at 7:13
4. Henze/Brown motion to approve the November minutes Ayes - 6 The motion passed
5. Gray/Henze motion to approve November bills paid in December Ayes - 6 The motion passed
6. Gray gave the Treasurer's Report.
7. Shannon Surly presented the Circulation Report
8. Shannon Surly presented the Director's Report
9. OLD BUSINESS
 - A. Policy Update (No action)
 - B New Library Update (No action)
 - C. Children Computers (new programs are in)
 - D. Winter Reading Program (No action)
 - E. Budget Gray/Brown motion to approve the proposed budget Ayes - 6 The motion passed
 - F. MARC Record Software (discussion of program only)
 - G. Other (no other business)
10. NEW BUSINESS
 - A. County Contracting Letter (discussion of letter, no action)

Board members were reminded to make budget preparations for next meeting.

11. **Meeting adjourned at 8:22** Next meeting January 16, 2006


Respectfully Submitted;


Henry L. Epperson
Secretary

THE EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Held at the Evansdale Public Library
16 January 2006 MEETING MINUTES

1. The meeting was called to order by Board President Kettwig at 7:25
2. Roll call was taken Brown, Epperson, Gray, Henze, Kettwig, Murray, and Paulsen were present., Pritchett and Schneider were Absent .
3. Brown/Paulsen motion to approve the December minutes Ayes - 7 The motion passed
4. Brown/Henze motion to approve December bills paid in January Ayes - 7 The motion passed
5. Gray gave the Treasurer's Report.
6. Director Surly presented the Circulation Report
7. Director Surly presented the Director's Report
8. OLD BUSINESS
 - A. New Library Update (No action)
 - B Children Computers were discussed
 - C. Winter Reading Program Decided to go to one Saturday per month instead of 4 Saturdays in a row.
 - D. Budget will be on the agenda for the January 31 City Council Meeting.
9. NEW BUSINESS
 - A. Brown/Gray Motion to schedule the February Library Board meeting to February 27 at 7:10 Ayes - 7 The motion passed
 - B. Brown/Gray County Motion to schedule the April Library Board meeting to April 24 at 7:10 Ayes - 7 The motion passed
 - C. Brown/Henze Motion to approve the purchase of 2 computers from Capitol Improvements Ayes - 7 The motion passed
10. **Meeting adjoined at 8:17** Next meeting February 27, 2006

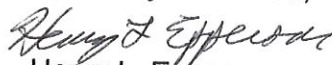
Respectfully Submitted;


Henry L. Epperson
Secretary

THE EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Held at the Evansdale Public Library
27 February 2006 MEETING MINUTES

1. The meeting was called to order by Board President Kettwig at 7:10
2. Roll call was taken Brown, Epperson, Henze, Kettwig, and Paulsen, were present.,
Gray Murray, Pritchett and Schneider were Absent .
3. Brown/Paulsen motion to approve the January minutes Ayes - 5 The motion passed
4. Brown/Henze motion to approve January bills paid in February Ayes - 5 The motion passed
5. Director Surly gave the Treasurer's Report.
6. Director Surly presented the Circulation Report
7. Director Surly presented the Director's Report
8. OLD BUSINESS
 - A. New Library Update (No action)
 - B. Winter Reading Program (No action)
 - C. Budget (cuts were made but not aware of how much and which areas.)
 - D. New computers are in
 - E. Other (None)
9. NEW BUSINESS
 - A. Patron request to sponsor class with book writing project. (discussed using Friends of the Library)
 - B. Other (None)
10. **Meeting adjourned at 8:27** Next meeting March 20, 2006

Respectfully Submitted;


Henry L. Epperson
Secretary

THE EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Held at the Evansdale Public Library
20 March 2006 MEETING MINUTES

1. The meeting was called to order by Board Vice President Brown at 7:10
2. Roll call was taken Brown, Epperson, Gray, Murray, and Paulsen, were present., Henze, Kettwig, Pritchett and Schneider were Absent .
3. Murray/Paulsen motion to approve the February minutes Ayes - 5 The motion passed
4. Gray/Murray motion to approve January bills paid in February Ayes - 5 The motion passed
5. Gray gave the Treasurer's Report.
6. Director Surly presented the Circulation Report
7. Director Surly presented the Director's Report
8. OLD BUSINESS
 - A. New Library Update (No action) Dinner Theater fund raiser will be April 28
 - B. Winter Reading Program Several Board Members volunteered to help (No action)
 - C. Budget (cuts of \$3,000 was made to books and 900 from Capitol Improvements)
 - D. New computers are up and running
 - E. Other (None)
9. NEW BUSINESS
 - A. Book delivery to Fox Meadows and Evans Village was discussed.
 - B. Other Director surly reported complaints about the minutes being to brief. After discussion the board felt that the current minutes meet all the requirements of the Sunshine Advisory.
10. Meeting adjourned at 8:16 Next meeting 24 April 2006.

Respectfully Submitted;


Henry L. Epperson
Secretary

THE EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Held at the Evansdale Public Library
24 April 2006 MEETING MINUTES

1. The meeting was called to order by Board President Kettwig at 7:10.
2. Roll call was taken Brown, Epperson, Henze, Kettwig, Pritchett, and Paulsen, were present., Gray, Murray, and Schneider were Absent .
3. Brown/Paulsen motion to approve the March minutes Ayes - 6 The motion passed
Gray arrived at 7:12
4. Brown/Pritchett motion to approve March bills paid in April Ayes - 7 The motion passed
5. Gray gave the Treasurer's Report.
6. Director Surly presented the Circulation Report
7. Director Surly presented the Director's Report
8. OLD BUSINESS
 - A. New Library Update (No action) Dinner Theater fund raiser will be April 28
A fund raiser will be held May 19. It will be a wine tasting and silent auction.
Developer met and showed drawings of Jewett site. Committee is looking into rumors that Jewett's availability may be moved back.
 - B. Winter Reading Program Several Board Members volunteered to help
Saturday April 29. (No action)
 - C. Other (None)
9. NEW BUSINESS
 - A. Review multiple absences of board members.
Brown/Henze Motion to accept Schneider's resignation. Ayes - 7 Motion passed
Gray left at 8:10
 - B. Other Discussed Board Member replacements
10. Meeting adjoined at 8:17 Next meeting 15 May 2006.

Respectfully Submitted;


Henry L. Epperson
Secretary

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
June 19, 2006 MEETING
MINUTES

The meeting was called to order by President Mary Kettwig at 7:15 PM. The new Raymond Board member, Deb Johnson, was introduced. She informed the Board that she is married, has three grown sons, five grandchildren, works for Orkin and has lived in Raymond for eighteen years, originally from Lamont.

Roll call was taken. Present in order were Johnson, Kettwig, Paulsen, and Pritchett. Absent were Brown, Epperson and Gray.

Paulsen/Johnson to approve minutes from the May board meeting. Ayes – Four. The motion carried.

Pritchett/Paulsen to approve final Fiscal Year bills to be paid in June. Ayes – Four. The motion carried.

Surly gave the Treasurer's report in Gray's absence noting balances in the following amounts: Books/subscriptions: (-\$663.30), Office Supplies (-\$40.77), Postage and copies \$13.30, Minor Equipment \$107.38, Education \$222.85, Repairs \$15.41, and Capital Improvements \$15.85. Surly said she took the Books/Subscriptions and Office Supplies in the negative because she knew they were going to have enough money in the salary and part time wage line items to cover the deficits. Pritchett asked why the numbers on the library's spreadsheet in the salary and part time wages was so high. Surly said the last time she received a balance from the city was in May so that is the most recent numbers she could plug in. Surly said her line item should be really close because she did not take as much vacation this year so the money that was added in the part time line item to cover will go unused.

Gray arrived at 6:21 PM.

Surly gave Circulation report. Pritchett said noted how many people were in here for the Summer Reading Program and how many people were in using the computers. She said that it has been very busy. Kettwig asked if she thought the program was better this year. Surly said that this year it seems busier but she won't know until the end of the program because it always is a madhouse at the beginning and then it tends to taper off.

Surly skipped the Director's report because everything she had to discuss was on the agenda.

Old business

Kettwig gave a report on the Community Expansion Project. She said Thursday she and Sue Muehl were going to speak to two of the council members. She said they were going to try to diffuse some of the complaints (people who want the land Jewett sits on developed into housing) and start to discuss it with the city council members in ones and twos. Then they will go to the City Council as a whole and then the School Board. She mentioned that the Garden Club is having another Garden Walk on Sunday, June 25th from 12:30-4:30. Tickets are \$5 per person. Kettwig said that there will be a garden store at her house and all proceeds will go to the CEP. She was unsure as to how much of the proceeds from the Garden Walk will go to the CEP. She also noted that the Wine Tasting/Silent Auction event garnered \$1700 for the Community Expansion Project.

New Business

After discussion, Brown was nominated for President, Paulsen volunteered for Vice-President, Pritchett volunteered for Treasurer and Epperson was nominated to remain Secretary. Pritchett/Paulsen to accept nominations for Board Officers. Ayes – Five. The motion passed.

There was discussion about Good Ol' Days. Surly said she had yet to decide what they were going to do this year. She said her assistant, Anne, will be out of town that weekend and Surly didn't know if she wanted to sit down there in the heat and work a table by herself for the entire time. Pritchett said she would volunteer for a couple of hours. Kettwig asked if there were any patrons who might volunteer. Surly said Wayne Griffith probably would. Pritchett asked about community service people and Surly said they were very unreliable and she didn't utilize them. Surly said she will know more by next month.

Discussion was held on the Summer Reading Program. Surly said they started it this week and the theme is Paws, Claws, Scales and Tales. She told them about the two programs being brought in by the Imaginarium and the kits that they will be bringing in. Surly said about 60 people were signed up so far. Surly said flyers are distributed in the schools and an article for the paper is written.

Gray had to leave early.

Surly said she would like to have \$300 allocated to Anne Johnson for the Summer Reading Program for programs being put on by the Grout Museum and the Imaginarium: Creepy, Crawlies! and Snakes Alive! and the two kits being brought in. Surly said she'd love to be able to bring in some performers but nobody is willing to perform for free. Kettwig asked if there are grants available. Surly said none that she was aware of for Summer Reading Program stuff. Johnson asked about posters. Again volunteers were discussed. Next year, it was recommended that we check with UNI's teaching department, older Girl/Boy Scouts and maybe ISU's Library Science programs. Johnson/Paulsen to authorize the money to come from the Open Access line item. Ayes – Four. The motion passed.

Surly said they were out of library cards and needed to order more for new patrons and to replace the cards that will start to expire. She said that they needed to be ordered in a new color to differentiate from the old cards. She gave the Board the price quotes she had received from the Custom Plastic Card Co. and told them where and what the price breaks were. Pritchett/Paulsen to authorize the order of 2500 @ .25 per card for new library cards totaling \$625.00 plus setup and shipping to come from Open Access.

Surly asked to change some library Board meeting dates. Paulsen/Johnson to change the date of the July meeting from July 17th to July 24th to allow Surly to attend a workshop in Waverly that she is registered for and the August 21st meeting will be changed to August 28th because of Surly's wedding. Ayes – Four. The motion carried.

Surly told them that she had been informed that MidAmerican Energy had \$250 to give away again and wanted to know if they had any suggestions in which to request the money for. It was determined that Surly will write a letter requesting the money to pay for a new printer to hook up to a computer across the hall for word processing purposes.

Kettwig asked if anyone was not calling in their absences. Surly said neither Brown nor Epperson had called last month or this month. Paulsen said she did not realize that they had to call in if they wouldn't be able to attend.

The date and time of the next meeting will be July 24, 2006 at 7:10 PM.
The Board meeting was adjourned at 8:20 PM.

Respectfully submitted,

Shannon Surly

Shannon Surly
Library Director