

**EVANSDALE PUBLIC LIBRARY  
MONTHLY BOARD OF TRUSTEES MEETING  
MONDAY, JULY 18, 2016**

**Call to Order:** The meeting was called to order by President Borwig at 6:08pm.

**Roll Call:** Present: Borwig, Clements, Hansen, Johnson, Kettwig, and Pritchett.  
Absent: Miller, Nichols and Rasanen.  
A quorum was present.

**Approval of June 20, 2016 Monthly Meeting Minutes:** Hansen moved and Clements seconded to approve the minutes from the June 20, 2016 meeting. Ayes – 6. The motion carried.

**Approval of bills to be paid in July:** Hansen moved and Kettwig seconded that we approve the new bills to be paid in July. Ayes -6. The motion carried.

**Treasurer's Report:** No report provided by the City at this time.

**Circulation Report:** The report was received. There were no comments or questions.

**Old Business:**

- *Lego Program Update* – Director Jensen noted that she has been in touch with the Melissa Stansbery who will be facilitating the program and they have determined a schedule. To start, the program will be held the first and third Tuesdays of each month. During August, while school is still out, it will be held from 11-12 and in September and going forth through the school year, from 4-5PM. She said that it will be advertised on a flyer handed out during the Community Days celebration.
- *Carpet Cleaning* – Quotes received were reviewed. Stanley Steemer of N.E. Iowa honored the quoted price of \$165 for the library's portion of carpet cleaning from the previous year. Heaven's Best quote was for \$325 for the library space, Harris Cleaning Service, Inc. quoted \$525.35 for the library portion, and Mr. Carpet Inc. presented a quote of \$610.75 for the library's carpet cleaning. Kettwig said she would like Director Jensen to get a quote from Servicemaster by Harris and it was requested that she double check with Stanley Steemer to make sure that the price quoted was indeed the correct one since it was so much lower than the other received quotes. She is also to ask about dry time as well.

**New Business:**

- *Review, revision and approval of card issuance policy* – This policy had much discussion about wording and re-wording. Some things needed to be dropped like the inclusion of Raymond residents as they no longer contract with us, and adding in Gilbertville who does. We will also be deleting that a parent must sign a statement of consent for a card, but rather be present for children fifth grade and under. The purging of records will now be left up to the Director's discretion instead of a steady five years. There was also the deletion of new colors of new cards every five years, but a five year expiration date will remain to verify address and other pertinent information. Johnson moved and Pritchett seconded to approve the policy with the aforementioned changes that Director Jensen will make and submit to the board at next meeting. Ayes – 6. The motion carried.
- *Review, revision and approval of the cell phone policy* - Director Jensen noted that this is the policy that probably gives them the most problems because nobody adheres to it. The board determined not to make any changes to the written policy as is, and said that if a problem is created from cell phone usage, the Director should treat it as a patron behavior issue and follow

the necessary steps with regards to it. Kettwig moved and Clements seconded to accept the cell phone policy as is. Ayes – 6. The motion carried.

- *Review, revision and approval of the Community Service Worker Policy* – No changes were made to this policy. Johnson moved and Kettwig seconded to approve the policy as is. Ayes – 6. The motion carried.

***Discussion:***

- The parade float was brought up again. Pritchett said the library sponsored girls' softball team will be riding in the parade, board member Hansen provided something soft for the bed of the truck, and they will be throwing out Icees for the kids along the route. Director Jensen said that the posters from the Summer Reading Program will be available for them to get after the final party which is to be held on July 23<sup>rd</sup>.

***Adjournment:*** There being no further business the meeting was adjourned at 7:17pm.

Respectfully submitted,

Shannon Jensen, Library Director

**EVANSDALE PUBLIC LIBRARY  
MONTHLY BOARD OF TRUSTEES MEETING  
MONDAY, AUGUST 15, 2016**

***Roll Call:*** Present: Clements, Hansen, Kettwig, and Pritchett.  
Absent: Borwig, Johnson, Miller, Nichols and Rasanen.  
No quorum was present. A meeting was not held.

Those present adjourned at 6:20 PM.

Respectfully submitted,

Shannon Jensen, Library Director

**EVANSDALE PUBLIC LIBRARY  
MONTHLY BOARD OF TRUSTEES MEETING  
MONDAY, September 26, 2016 – 6:00 PM**

**Call to Order:** The meeting was called to order by President Borwig at 6:03pm.

**Roll Call:** Present: Borwig, Clements, Hansen, Johnson, Nichols, and Pritchett  
Absent: Kettwig, Miller and Rasanen

**Approval of July 18, 2016 Monthly Meeting Minutes:** Pritchett moved and Hansen seconded to approve the minutes from the July 18, 2016 meeting. Ayes – 6. The motion carried.

**Approval of August 15, 2016 Monthly Meeting Minutes:** Hansen moved and Clements seconded to approve the minutes from the August 15, 2016 meeting. Ayes – 6. The motion carried.

**Approval of bills to be paid in August:** Hansen moved and Clements seconded that we approve the August bills to be paid in September. Ayes -6. The motion carried.

**Approval of bills to be paid in September:** Clements moved and Hansen seconded that we approve the September bills to be paid in October. Ayes -6. The motion carried.

**Treasurer's Report:** Nichols read the treasurer's report. It was noted that the balance for the Travel/Conferences line item did not have the expenditure of \$50.07 deducted. Director Jensen will correct the report.

**Circulation Report:** Director Jensen shared it was a quiet month which is traditional when children return to school.

**Old Business:**

- Carpet Cleaning Discussion – Carpets are cleaned. The City opted to go with Stanley Steamer. Libraries portion was \$165.00. Carpet was dried within two days.

**New Business:**

- Review/Revise/Approval of Library Mission and Goal Statement Policy – Pritchett moved and Nichols seconded that we approve the policy as written. Ayes – 6. The motion carried.
- Review/Revise/Approval of Confidentiality Policy - Nichols moved and Pritchett seconded that we approve the policy as written. Ayes – 6. The motion carried.
- Review/Revision/Approval of Policy Review Schedule Policy – Revise item (1) to be 5 years, instead of (3) years. Revise item (2) to Read “The board members shall review and/or revise all policies as needed.” Item (3) stays as written. Borwig moved and Hansen seconded that we review updated changes at next board meeting. Ayes – 6. The motion carried.
- Freegal database up for renewal in September – Discussion about usage dropping. Borwig moved and Johnson seconded that we renew for one more year and monitor the usage. If it continues to decline then next year we will not renew. Ayes – 6. The motion carried.
- Book sale – splitting proceeds between Friends and EEDC – Director Jensen shared that in the past the EEDC offered the Jewett School building as a place for the annual book sale. Much of the work was done by Deb Burkett. All funds were given to the Friends of the Library. Now that Jewett is no long there, a resident (Dottie Wear) has offered her home/garage for the sale, with all proceeds split between EEDC and the Friends of the Library. Discussion was held on how residents would perceive this. It was noted that if we open the book event to be split with another group, that we must do this each and every year. It was also noted that other groups may want to participate as well. Nichols was persistent that she did not want individuals to feel they were donating just to the library

when in fact 50% was going to the EEDC. Nichols moved and Borwig second that we would agree to the sale taking place at the resident's home, with book drop off at the library as long as all advertising says that the proceeds are split equally between EEDC and the Friends of the Library. Also, that annually we approve the sale, in case other outside groups wish to partake. Ayes- 5, No – 1 (Hansen). The motion carried.

***Discussion:***

- A resignation letter was received from Linda Miller as she has moved from Gilbertville to La Porte City.
- Director Jensen shared an article from the Des Moines register published August 13, 2016 where libraries are becoming a social gathering place as provided by Board member Kettwig.
- Hansen shared he is having problems with downloading books from Neighbors. Sometimes it takes three times because of loss of connection. Director Jensen noted that she had not had any other complaints, but would look into the situation.
- Pritchett shared that Director Jensen does not have insurance coverage and in the future, if her husband was to retire, the Library Board will need to review this. Because both Library employees are part time they have not been covered. Mayor Faas said it would be simple to add Director Jensen to the City's policy, just as Water Board members are covered. The Library is an entity of the City, so therefore coverage would be available if the Board so chose.

***Adjournment:*** There being no further business the meeting was adjourned at 7:17pm.

Respectfully submitted,

Jan Nichols, Board Secretary

**EVANSDALE PUBLIC LIBRARY  
MONTHLY BOARD OF TRUSTEES MEETING  
MONDAY, October 17, 2016 – 6:00 PM**

**Call to Order:** The meeting was called to order by President Borwig at 6:03pm.

**Roll Call:** Present: Borwig, Clements, Hansen, Johnson, Kettwig, Nichols, Pritchett, and Rasanen

**Approval of September 26, 2016 Monthly Meeting Minutes:** Pritchett moved and Hansen seconded to approve the minutes from the September 26, 2016 meeting. Ayes – 8. The motion carried.

**Approval of bills to be paid in October:** Hansen moved and Clements seconded that we approve the October bills to be paid in November. Ayes - 8. The motion carried.

**Treasurer's Report:** The Treasurer report was read. Nichols asked what the legal fees were for. Director Jensen explained it was for a legal opinion on the policy change pertaining to patron behavior.

**Circulation Report:** Director Jensen shared it was a quiet month. This was the first time in nineteen years there were no materials checked out by a Raymond patron that she can recall.

**Old Business:**

- Review revision and approval of Policy Review Schedule Policy: Hansen motioned to approve as written, Clements seconded. Ayes – 8. The motion carried.

**New Business:**

- Review/Revision/Approval of Fax machine Policy: Nichols recommended the second bullet be changed to “Any usage of the fax machine is to be handled by the Library Staff”. Discussion on the costs associated with fax service for customers. Director Jensen shared it is the same guidelines that the City uses. Johnson moved and Kettwig second that we approve the policy as written with the small change made above. Ayes – 8. The motion carried.
- Review/Revision/Approval of Young Children’s Policy: Changes recommended after discussion. Approval will be tabled until next meeting when changes can be reviewed/revised/approved.
- Budget Committee: Director Jensen noted that the City Clerk said she’d like numbers back before the end of the year. Hansen, Kettwig and Clements will sit on the committee this year. They will meet before the end of the year.

**Discussion:**

- Director Jensen shared the Lego Club has 2 regular children attending. Discussion took place about contacting the local elementary school so the Lego Club information could be shared with families. Also ideas about including in citywide newsletter, upcoming events section. Lego Club meets on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays at 4pm.

**Adjournment:** There being no further business the meeting was adjourned at 6:55pm.

Respectfully submitted,

Jan Nichols, Board Secretary

**EVANSDALE PUBLIC LIBRARY  
MONTHLY BOARD OF TRUSTEES MEETING  
Monday, November 21, 2016 – 6:00 PM**

**Call to Order:** The meeting was called to order by President Borwig at 6:04pm.

**Roll Call:** Present: Borwig, Clements, Hansen, Kettwig, Pritchett, and Rasanen  
Absent: Johnson and Nichols  
A quorum was present.

**Approval of October 17, 2016 Monthly Meeting Minutes:** Pritchett moved and Kettwig seconded to approve the minutes from the October 17, 2016 meeting. Ayes – 6. The motion carried.

**Approval of bills to be paid in December:** Hansen moved and Clements seconded that we approve the November bills to be paid in December. Ayes - 6. The motion carried.

**Treasurer's Report:** The Treasurer report was read by Kettwig. No questions.

**Circulation Report:** The circulation report was reviewed.

**Old Business:**

- Review revision and approval of Young Children's Policy: Kettwig motioned to approve as changed, Hansen seconded. Ayes – 6. The motion carried.
- Budget committee – The budget committee has not yet met but has plans to. The city asked for the proposed budget by year's end.

**New Business:**

- Review/Revision/Approval of Volunteer Policy: Changes made at the table to omit some wording of the current policy. Rasanen moved and Hansen seconded the policy with the omissions. Director Jensen will provide an updated copy at the next meeting. Ayes – 6. The motion carried.
- Review/Revision/Approval of Weeding Policy: Director Jensen noted that this policy is in need of many updates. She noted that some things are not included like weeding of non-fiction, some things have term limits that are irrelevant, some things are not specific enough (the word dated is used...how dated?), etc. There was some discussion on verbiage but it was decided that Director Jensen would re-write the policy the first time around as if she were writing it for a new hire to understand, and then will present that to the board for review/revision/approval when complete.

**Discussion:**

- There was some discussion about the new phone system and the charges that had been made for monthly upkeep. Director Jensen was asked to speak to the city to find out what these charges were for and how we, as the library, should budget for them. She said she already had spoken to the Deputy City Clerk but the City Clerk was out and she had not yet had a chance to discuss the issue with her but she planned on doing so. Borwig asked if there was a protocol in place that would allow us to send flowers to an active board member who's had surgery, etc. Discussion was held about how the decision would be made about the severity of surgery and what made one surgery flower worthy over another. The Friends of the Library group has always been responsible for sending flowers to funerals of past library personnel and board members and they will send flowers for this request as well. It will be determined on a case by case basis.

**Adjournment:** There being no further business the meeting was adjourned at 7:03pm.

Respectfully submitted,  
Shannon Jensen, Library Director

**EVANSDALE PUBLIC LIBRARY  
MONTHLY BOARD OF TRUSTEES MEETING  
Monday, December 19, 2016 – 6:00 PM**

**Call to Order:** The meeting was called to order by President Borwig at 6:11pm.

**Roll Call:** Present: Borwig, Clements, Hansen, Pritchett, and Rasanen  
Absent: Johnson, Kettwig and Nichols  
A quorum was present.

**Approval of November 21, 2016 Monthly Meeting Minutes:** Pritchett moved and Hansen seconded to approve the minutes from the November 21, 2016 meeting. Ayes – 5. The motion carried.

**Approval of bills to be paid in December:** Clements moved and Hansen seconded that we approve the November bills to be paid in December. Ayes - 5. The motion carried.

**Treasurer's Report:** The Treasurer report was read by Pritchett in Kettwig's absence. No questions.

**Circulation Report:** The circulation report was reviewed.

**Old Business:**

- Budget Committee – Director Jensen noted the typo on the agenda and that what says Policy Committee is supposed to say Budget Committee. She said they did meet and the budget is further down on the agenda.

**New Business:**

- Establishing wages for Library Director and Library Assistant for FY2018 were bundled together. Director Jensen informed the board that the budget committee suggested a 3%, or \$.53 increase for the Director, and a 2%, or \$.27 increase for the assistant. Pritchett asked what the city was doing and Jensen deferred to Mayor Faas in the audience. He said he was proposing a 3% for city employees and that the Bargaining Union employees were getting a flat rate of \$.65 across the board. Rasanen asked why the library assistant was getting a lower rate. Clements, who sat on the budget committee, said they decided on that number so the Director did not get a lesser amount as she had in previous years. Borwig noted that she hated to have people volunteer to sit on committee to determine these things and then have them questioned at the board meeting. She thinks the wages should be brought to the table every year so they can hash it out. Pritchett agreed. Rasanen threw out some numbers suggesting a 3% increase, or \$.40 for assistant and 3.1% or \$.55 for Director, to make things a little more equitable. Pritchett moved and Borwig seconded to accept the budget committee's proposed wage increases. Ayes – Borwig, Clements and Hansen. Nays – Pritchett and Rasanen. The motion carried.
- Approval of budget request to be submitted to the city for FY2018: The prepared worksheet was gone through line by line. Director Jensen did note that the City Clerk had contacted her regarding the second new phone system. The City Clerk said she thought we should add to our budget the service for a year of \$17.99/month or \$215.88. In addition, the City Clerk asked for a bi-annual HVAC maintenance charge of \$150 or \$300 for the year to be included as well. All would go in the -6310 Bldg/Grounds Maintenance Line item. Director Jensen noted that the \$10,000 asking for new LED lights and fixtures was the number supplied to her by Mayor Faas. It was also noted that the telephone figure was there, it was just on the wrong line. Borwig moved and Rasanen seconded to accept the budget figures with the addition of the \$300 to the -6310 line item, the addition of the new phone system service fee, moving the telephone figure down to its correct location, and the \$10,000 in Capital Improvements for new lighting fixtures in the library, and to submit them to the City. Ayes – 5. The motion carried.
- Review/Revision/Approval of Telephone Policy: Discussion was held on the wording of the telephone policy and Director Jensen noted that because of the new phone system, the cord is not long enough



to stretch outside of the desk area. Rasanen felt that a phone should be allowed for use in the case of an emergency. Director Jensen noted that she or the assistant is always able to make calls for any patron in the case of an emergency, but she did not think it was necessary to give unfettered access to the phone or allow patrons to come behind her work desk so that they could talk to somebody. The policy was shortened considerably to state only that the library director or assistant will place any necessary or emergency calls for the patron. Rasanen moved and Hansen seconded to amend the policy. Ayes – 5. The motion carried.

- Review/Revision/Approval of Video Policy: Once again the verbiage of the policy was updated and reviewed considerably. The word TAPE was dropped so that the policy included not only VHS but DVD and Blu-Ray videos as well. Loan period will remain one week. The limitation of three per family was dropped because without having family cards, there was no way of telling in the circulation system if members were in a family or not. Additions made were to state that videos not in circulation for three months could not be renewed and noting that videos more than three months old could be renewed for a week. The rewind fee of \$.50 was dropped and the replacement cost was changed from \$7.00 to \$10.00 for obvious damage. Rasanen moved and Borwig seconded to amend the policy with the new wording. Ayes – 5. The motion carried.

**Discussion:** No discussion.

**Adjournment:** There being no further business the meeting was adjourned at 7:21pm.

Respectfully submitted,  
Shannon Jensen, Library Director

**EVANSDALE PUBLIC LIBRARY  
MONTHLY BOARD OF TRUSTEES MEETING  
MONDAY, JANUARY 16, 2017**

The board meeting was cancelled by President Borwig because of the ice storm the night before and that morning. All board members were contacted by Library Director Jensen in the AM to notify them of the cancellation.

Respectfully submitted,

Shannon Jensen, Library Director

**EVANSDALE PUBLIC LIBRARY  
MONTHLY BOARD OF TRUSTEES MEETING  
Monday, February 20, 2017 – 6:00 PM**

**Call to Order:** The meeting was called to order by President Borwig at 6:04pm.

**Roll Call:** Present: Borwig, Clements, Hansen, Johnson, Nichols, and Kettwig  
Absent: Pritchett and Rasanen

**Approval of December 19, 2016 Monthly Meeting Minutes:** Nichols moved and Johnson seconded to approve the minutes from the December 19, 2016 meeting. Ayes – 6. The motion carried.

**Approval of January 16, 2017 Monthly Meeting Minutes:** Nichols moved and Hansen seconded to approve the minutes from the January 16, 2017 meeting. Ayes – 6. The motion carried.

**Approval of bills to be paid in January:** Hansen moved and Clements seconded that we approve the December bills to be paid in January. Ayes -6. The motion carried.

**Approval of bills to be paid in February:** Hansen moved and Clements seconded that we approve the January bills to be paid in February. Ayes -6. The motion carried.

**Treasurer's Report:** Kettwig read the Treasurer's report. There were no questions.

**Circulation Report:** Director Jensen shared that library usage is down. She has checked and trending across the state library usage is down, but computer usage is up.

**Old Business:** No old business to discuss.

**New Business:**

- a) Establish contract for Elk Run Heights for next 3 year term beginning 7/01/17
- b) Establish contract for Gilbertville for next 3 year term beginning 7/01/17 – Both a) and b) fell under the same discussion. Director Jensen shared in 2011 the rate was \$9.54/capita. In 2014 we gave the same rate, with annual renewal for a firm 3 year contract. Both Gilbertville and Elk Run Heights had accepted the contract terms in the past. Discussion held about Dunkerton having lower rates, but locking in for a ten year commitment. Nichols made the motion and Johnson seconded that Evansdale offer contracted library services with both Gilbertville and Elk Run Heights at the rate of \$9.54/capita with a three year firm contract. Ayes-6. The motion carried.
- c) Axis 360 discussion/renewal – Hansen made the motion and Kettwig seconded to renew the contract with Axis 360 for the annual platform fee in the amount of \$500. Ayes – 6. The motion carried.
- d) Transparent Languages discussion/renewal - Director Jensen shared there had been some usage of the program: 54 sessions total. Database opportunities were discussed. Hansen made the motion, Clements seconded that we renew the Transparent Language database. Next year there should be a 30% increase in total hour's usage to continue with the subscriptions. Ayes – 6. The motion carried.
- e) Review/Revision/Approval of Dress Code Policy – A lot of discussion was held on current policy. It was decided to change the policy to include T-shirts/crew sweatshirts may be worn if library related. Also business casual would include dress jeans. Borwig suggested Director Jensen take a look at some local businesses to see about having some "uniform" shirts made with the Evansdale Public Library name on them. Nichols gave her a website to look at as well. Hansen made the motion and Johnson seconded to approve policy with changes. Aye – 6. The motion carried.
- f) Review/Revision/Approval of Photocopy Machine Policy – Little discussion. Hansen made the motion and Kettwig seconded to leave the policy as is. Aye – 6. The motion carried.

***Discussion:***

- Director Jensen shared there was a patron that was making threats on the computer to police departments and others. Director Jensen was uncomfortable with the patron's actions, so she called the Chief of Police. An officer were dispatched. The patron was not compliant with the officer and was arrested. Director Jensen believes the patron was charged with harassment. A no contact order was placed by the courts. The patron should not return to the library. Hansen commended Director Jensen on how she handled the situation.
- Director Jensen also shared that she was told by another patron that a current patron had quite a criminal history. From what Director Jensen can tell, there is nothing in this history that prohibits this patron from using the library services. She will continue to monitor this patron and bring concerns to the Board, or call police if necessary.

***Adjournment:*** There being no further business the meeting was adjourned at 7:12pm.

Respectfully submitted,

Jan Nichols, Board Secretary

**EVANSDALE PUBLIC LIBRARY  
MONTHLY BOARD OF TRUSTEES MEETING  
MONDAY, March 20, 2017 – 6:00 PM**

**Call to Order:** The meeting was called to order by Vice-President Rasanen at 6:01pm.

**Roll Call:** Present: Clements, Hansen, Johnson, Nichols, Kettwig, Rasanen  
Absent: Pritchett and Borwig

**Approval of February 20, 2017 Monthly Meeting Minutes:** Kettwig moved and Clements seconded to approve the minutes from the February 20, 2017 meeting. Ayes – 6. The motion carried.

**Approval of bills to be paid in March:** Hansen moved and Clements seconded that we approve the February bills to be paid in March. Ayes – 6. The motion carried.

**Treasurer's Report:** Kettwig read the treasurer's report. There were no questions.

**Circulation Report:** Rasanen asked about all the down arrows. Director Jensen shared patronage is down. Also a patron that used to come multiple times a day to use the computers, no longer comes in and that affects the library's daily user count.

**Old Business:** No old business to discuss.

**New Business:**

- a) Approval of continuation of BRIDGES eLibrary consortium – Hansen moved and Rasanen seconded to continue the membership to the BRIDGES eLibrary consortium. Ayes – 6. The motion carried.
- b) Approval to send out Summer Reading Program Donation request letters – Nichols asked what the programming would be this year. Director Jensen shared the theme is "Build a Better World". Johnson moved and Kettwig seconded to approve sending out donation letters for the summer program. Ayes – 6. The motion carried.
- c) Fine free month for the month of April with food donations going to NE Iowa Food Bank – Johnson made the motion and Nichols seconded that we allow canned/dry goods in place of library fines. All items collected will go to the NE Iowa Food Bank. Ayes – 6. The motion carried.

**Discussion:**

- Rasanen asked if we had an expiration date on our library cards. Director Jensen shared if not used in five years, the card is inactive. Would take the attempt to use it to update information and reactivate card.
- Director Jensen shared the Direct State Aid amount was reduced by 3.75%. \$1,282.94 was received in March and must be spent by June 30, 2017.
- Hansen asked if we needed a new circulation system. Director Jensen shared our system is 17 years old but works fine and does all the things she needs it to do. The same company that the library bought our current system from has a web based system, but Director Jensen is not interested in upgrading. She worries if the system goes down, what they would do. Current system meets the needs.
- Nichols asked if we had ever considered an Adult Crafting Program. It could be held after hours. She shared Jesup Library and other surrounding areas does this. Director Jensen said she would investigate.
- Hansen asked if there was interest for a technology based program. Director Jensen shared there is a "Tech Zoo" program that NEILSA has offered in the past that she could check in to.
- Lego Club – No one has been attending. Discussion on various ways to advertise the Lego program, through Poyner, Bunker and at the Poyner Fun Fair in May. Director Jensen said it is going to be put

on hold for now until the end of the summer reading program but that it could be started back up once school was in session again.

- Discussion on the summer Evansdale Boys and Girls Club – Discussion on adding a “Library Day” once a week to their programming. Director Jensen will look in to it.

***Adjournment:*** There being no further business the meeting was adjourned at 6:37pm.

Respectfully submitted,

Jan Nichols, Board Secretary

**EVANSDALE PUBLIC LIBRARY  
MONTHLY BOARD OF TRUSTEES MEETING  
MONDAY, April 17, 2017 – 6:00 PM**

**Call to Order:** The meeting was called to order by Treasurer Kettwig in the absence of the President, Vice-President and Secretary at 6:02pm.

**Roll Call:** Present: Clements, Hansen, Johnson, Kettwig, and Pritchett.

Absent: Borwig, Nichols and Rasanen.

A quorum was present.

**Approval of March 20, 2017 Monthly Meeting Minutes:** Johnson moved and Clements seconded to approve the minutes from the March 20, 2017 meeting. Ayes – 5. The motion carried.

**Approval of bills to be paid in April:** Hansen moved and Clements seconded to approve the March bills to be paid in April. Ayes – 5. The motion carried.

**Treasurer's Report:** Kettwig read the treasurer's report. There were no questions.

**Circulation Report:** The circulation report was reviewed. Hansen noted the increase in the music downloads and asked about how one goes about getting a new library card. Director Jensen explained the process.

**Old Business:** No old business to discuss.

**New Business:**

- a) Review/Revision/Approval of Community Events Promotion Policy – Hansen moved and Johnson seconded to approve the policy as presented with no changes. Ayes – 5. The motion carried.
- b) Review/Revision/Approval of Inclement Weather Policy – Hansen moved and Clements seconded to approve the policy as presented with no changes. Ayes – 5. The motion carried.
- c) Review/Revision/Approval of Registered Sex Offender Policy - Director Jensen noted that after a conversation with Board Member Nichols, she was uncertain as to whether or not sex offenders were allowed on the real property or in the library if they were accompanying their children. It was determined to table this and continue with the policy that is in place until clarification could be made.
- d) Discuss changes to standards and accreditation and how it affects our library – The board went through the packet of information presented to them by Director Jensen with all of the changes that are going to be made and reviewed how each one will affect our library. There are several that do not impact us at all or that we already do, but there are some like Board development training, an updated written plan, and the annual evaluation of Director that will be the most impactful.

**Discussion:**

Director Jensen asked Johnson if she was the one who was going to get pricing on painting the filing cabinet as she had never received anything. Johnson said yes but thought it was minimal. Director Jensen thought perhaps they could get that taken care of with the Open Access money we had to spend. She thought one in oak to match all of the shelving in the library would be nice as well. Pritchett thought that there were oak ones for sale through some of the office supply places and thought Jensen might be able to get some priced that way. Director Jensen will come back to the next meeting with some information.

**Adjournment:** There being no further business the meeting was adjourned at 6:50pm.

Respectfully submitted,

Shannon Jensen, Library Director

**EVANSDALE PUBLIC LIBRARY  
MONTHLY BOARD OF TRUSTEES MEETING  
MONDAY, May 15, 2017 – 6:00 PM**

**Call to Order:** The meeting was called to order by President Borwig at 6:05pm.

**Roll Call:** Present: Clements, Hansen, Johnson, Nichols, Kettwig, Borwig  
Absent: Pritchett and Rasanen

**Approval of April 17, 2017 Monthly Meeting Minutes:** Kettwig moved and Johnson seconded to approve the minutes from the April 17, 2017 meeting. Ayes – 6. The motion carried.

**Approval of bills to be paid in May:** Hansen moved and Clements seconded that we approve the April bills to be paid in May. Ayes -6. The motion carried.

**Treasurer's Report:** Kettwig read the treasurer's report. There were no questions.

**Circulation Report:** Director Jensen shared patronage is down.

**Old Business:** No old business to discuss.

**New Business:**

1. **Review/Revision/Approval of Internet Use Policy** – Nichols made motion for changes, Johnson seconded the motion. Changes to clean up wording and remove the “prior to being granted access to the Internet, anyone under 18 years of age, along with a parent or guardian, must sign the Internet Use Agreement”. Also remove language about “diskettes”, as they are no longer used. Tabled for approval next meeting.
2. **Discussion/Approval of Director Shirts** – Discussion held about Director wearing library shirts. Although wearing them is not mandatory, it is encouraged. Hansen made motion and Clements seconded to approve Director Jensen to purchase 3 shirts. Ayes – 6. The motion carried.
3. **Discussion/Approval of Open Access Expenditures** – Director Jensen shared she has not found any filing cabinets that she likes that will match the new oak décor. She would like to get quotes to paint the current filing cabinet. Johnson to call for quote. Discussion held on open access monies that needed to be spent could be spent on Axis 360 books. Hansen made the motion and Borwig seconded that Director Jensen spend the appropriate amount of \$\$ so as not to lose the monies. Ayes – 6. The motion carried.
4. **Close for Evansdale Community Days July 29, 2017** – Director Jensen shared she would like to close the library on the Community Days event, so she can be at the event promoting the library. Borwig made the motion and Hansen seconded to close the library. Ayes – 6. The motion carried.

**Discussion:**

- Hansen asked if there was help at the library for Kindles. He was trying to download a Kindle book and ended up on Amazon. He was confused as he did not want to purchase it, so he backed out. Director Jensen said all Kindle books runs through Amazon, but there would be no charge. She also shared there is help in the library for anyone who is interested in learning how to use their tablet with e-books.
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**Adjournment:** There being no further business the meeting was adjourned at 6:47pm.

Respectfully submitted,

Jan Nichols, Board Secretary



**EVANSDALE PUBLIC LIBRARY  
MONTHLY BOARD OF TRUSTEES MEETING  
MONDAY, June 19, 2017 – 6:00 PM**

**Call to Order:** The meeting was called to order by President Borwig at 6:11 PM.

**Roll Call:** Present: Borwig, Clements, Hansen, Kettwig, and Pritchett  
Absent: Johnson, Nichols, and Rasanen

**Approval of May 15, 2017 Monthly Meeting Minutes:** Hansen moved and Kettwig seconded to approve the minutes from the May 15, 2017 meeting. Ayes – 5. The motion carried.

**Approval of bills to be paid in May:** Hansen moved and Clements seconded that we approve the May bills to be paid in June. Ayes -5. The motion carried.

Board member Rasanen arrived at 6:14 PM.

**Treasurer's Report:** Kettwig read the treasurer's report. There were no questions.

**Circulation Report:** The circulation report was reviewed.

**Old Business:** No old business to discuss.

**New Business:**

1. **Approval of payment in advance for end-of-month bills** – Hansen moved and Rasanen seconded that any last minutes bills be approved for payment. Ayes – 6. The motion carried.
2. **Election of officers** – Before elections took place, Jensen noted that she had spoken with Johnson and that she volunteered for the Treasurer position if nobody wanted it. Discussion was held. A slate of officers was presented as: **President, Hansen; Vice-President, Clements; Secretary, Pritchett and Treasurer, Johnson.** Rasanen moved to accept the slate of officers as presented and Borwig seconded the motion. Ayes – 6. The motion carried.
3. **Discuss and set starting wage and establish allowances for the new assistant position** – There was discussion as to where to advertise the position. Board consensus was to not use any paid forums such as the Courier or Indeed. They felt that getting it placed in free places like Facebook, Craigslist and Ziprecruiter would be sufficient. Clements recommended a \$10/hour starting wage while Hansen said \$10.37/hour was a good place to start. Discussion led them to agree on a \$10 per hour starting wage with a 90-day probation period and to get someone hired and into training as soon as possible. Rasanen moved and Borwig seconded to approve the aforementioned terms for the new assistant position. Ayes – 6. The motion carried.
4. **Discuss/Approve security camera in the library with cloud storage for one year**– Director Jensen said that with the situation that had cropped up recently and with a new person coming in to fill the position of someone who had been here long term, she thought that having a camera would not be a bad idea. With the addition of cloud storage, it would allow her to review back one week's time in the event that something happened and identification needed to be made. Director Jensen using the cameras that she was most knowledgeable about, and noted that she could get one for about \$65 with the cloud storage for a year at \$60. The low price prompted discussion about getting two. Hansen moved to approve the purchase of two cameras with cloud storage for a year and Clements seconded. Ayes – 6. The motion carried.

**Discussion:**

- Discussion was held about the type of retirement party and the dates that could work for Anne's outgoing. A calendar was consulted and because she retires so close to Labor Day, a solid date could not be determined. It was decided that Director Jensen would consult with Anne and see what works best for her.

***Adjournment:*** There being no further business the meeting was adjourned at 7:12pm.

Respectfully submitted,

Shannon Jensen, Library Director