

EVANSDALE PUBLIC LIBRARY  
MONTHLY BOARD OF TRUSTEES MEETING  
Monday, February 15, 2021 – 6:00 p.m.

**Call to Order:** The meeting was called to order by President Hansen at 6:01 p.m.

**Roll Call:** Present: Hansen, Osborne, Peterson Deb, Peterson TJ, Pritchett, and Wilson  
Absent: Walker  
A quorum was present.

**Approval of January 18, 2021 Monthly Meeting Minutes:** President Hansen felt the minutes needed a correction. Hansen moved to change the minutes in the specific section in question to read: "Director Jensen was released by the city for cause and the board chose to continue her employment with the library." Seconded by TJ Peterson. In discussion, Pritchett said she felt the info about the city was unnecessary and could be stricken from the entire sentence for lack of relevance. Wilson asked if there was a reason this was being brought up meeting and Hansen said it had been a point of contention for years and he was looking to clarify but did not feel it was. Deb Peterson said she was unsure of what they were even trying to approve and felt that since she wasn't on the board at that time, she could not vote. Ayes – 2. Nays – 4. The motion failed.

Pritchett moved to strike the sentence in question from the minutes. Seconded by Wilson. Ayes – 4. Abstain – Osborne. Nay – Hansen. President Hansen said the motion failed.

Pritchett went to make another motion, and still felt the 'with cause' section was unnecessary. Hansen said it was necessary if you were going to tell the truth because Jensen wasn't released from the city because she was laid off or wanted to spend more time with the family but "for cause." Wilson asked if he had proof of all this and felt it should be tabled. She feels that Hansen does not like Director Jensen and that's why this is an issue. Hansen said her comment was unwarranted. Director Jensen interjected and noted that Pritchett's motion did indeed pass by a majority and Hansen disagreed stating that because we have a board of 9, five members are needed to make a majority. Director Jensen explained that she had two different jobs with two different hire dates in two different departments, one in the library and one in city hall. Director Jensen interjected again and asked them to use whatever words they needed to move on because what Hansen was talking about happened ten years prior and it no longer mattered to her. Hansen moved again to change the phrase to read, "Director Jensen was released by the city for cause and the board chose to continue her employment with the library."

Seconded by TJ Peterson. Ayes – 5. Abstain – Wilson. The motion carried.

Hansen moved and Pritchett seconded to approve minutes with approved changes. Ayes – 6. The motion carried.

**Treasurer's Report:** Treasurer Wilson feels that the information provided by Director Jensen is fine and she has no issues with it.

**Circulation Report:** The circulation report was reviewed by the board. Hansen asked about a specific report. Director Jensen noted that one of the reports provided is the number of hits to the library's website. The other is the Who-Fi report which monitors the Wi-Fi usage and how it reads. He thought they were new. Director Jensen said the website count is relatively new but the Who-Fi has been in the packets for eight or nine months.

Director Jensen noted the bills were skipped.

**Approval of bills to be paid in February:** Pritchett moved and TJ Peterson seconded to pay the bills in February. Ayes – 6. Nays – 0. The motion carried.

**Old Business:**

**A. Budget:** President Hansen said the budget was being worked on and that a special meeting in the first week of March would probably have to be called once the two committees have finished their jobs.

**B. By-Laws and Rules Committee:** No update

**C. Contracts with other cities:** President Hansen deferred to Director Jensen who said that this was included because it was asked of her to do so at the last meeting since he had planned to go discuss with Raymond to which he replied he did not do. The contract amounts approved at the last meeting will remain the same.

**New Business:**

**A. Set special meeting for 1<sup>st</sup> week in March to set budget:** President Hansen said that he will have to see what works and will send out an email to the board members.

**B. Upgrade of circulation software to online portal:** Director Jensen provided them with an informational sheet about the upgrade package. She noted they've been using the same circulation software for 21 years and updates are no longer made to that software. She thinks it would be prudent to switch before something happens because of the lack of updates. The software is \$1090 for the first year with a hosting and maintenance fee of \$695 starting with the second year up to 17,000 items. The OPAC Snapshot which is \$395 provides book covers to view in the catalog. President Hansen asked Director Jensen which option she would like. Jensen said she felt the inclusion of the OPAC Snapshot was a good idea to showcase their collection because although we always say not to, people do judge books by their covers and this would show them. Wilson moved to upgrade catalog software and purchase on trial the OPAC Snapshot, an option not already had. TJ Peterson seconded the motion. Ayes – 6. The motion carried.

**C. Coronavirus Mask Mandate:** Director Jensen said with the Governor's release of the mask mandate, she was looking for direction from the Board. She said the previously discussed procedures only addressed what they would do if the staff got sick. She said the city has lifted their requirement for masks but she said the people that come in to the city come in differently from the library, who may sit and stay for an hour or more. President Hansen noted that the mask mandate should include the employees as well. Pritchett said that they always are wearing their masks when she comes in. Osborne asked about a time limit. Pritchett moved to continue the mask mandate until further notice. Deb Peterson seconded. Ayes – 6. The motion carried.

**D. RAGBRAI pass-through ideas:** Director Jensen said this was to inform the board if they did not already know that Evansdale was a pass-through route this year for RAGBRAI and to find out if the Board wanted to do anything special or specific. Jensen said they could consider things like cooling towels or collapsible fans with the library's name and a logo on them or they

could do and buy nothing and just wave as the riders rode by. President Hansen asked her to put it on the next month's agenda so they could think about it for a month.

**E. Dolly's Imagination Library Countywide initiative:** Director Jensen said that this was being discussed at a county library level and wanted to give them some information. This initiative would provide one book a month per year for all children in the community that sign up under the age of 5 but it has to be funded. We have a current eligible population under the age of 5 of 256. The county amount is \$307,000 for funding it for 5 years but this includes Evansdale, Cedar Falls, Dunkerton, Hudson, Janesville, La Porte City and Waterloo. Evansdale's total 5 year projected cost would only be \$9,736 but we would still have to find that money. Because it's in preliminary discussion she is just needing to find out if the board wants to be considered for being included in this. She noted the granting opportunities that were discussed and said there was a possibility it could be completely grant funded. She said they also discussed talking to service groups within the community for help in funding, although Evansdale doesn't have many. President Hansen asked it be included as an update on next month's agenda.

**Discussion:** Pritchett said that she did try to make contact with the Mayor regarding the city employee/library employee issue but never did because of scheduling conflicts. President Hansen feels that the board should determine what is considered full-time versus part-time. Everything he has found has shown 35 hours to be full-time. He took a poll at the table to see what the other board members considered to be full-time. Wilson said everything over 30 hours is full-time. Deb Peterson said 30 as well. TJ Peterson said 35. Osborne could not be heard, and Pritchett said she'd have to do more research.

**Adjournment:** The meeting was adjourned at 7:13 p.m.

Respectfully submitted,

Shannon Jensen, Library Director