

EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Monday, May 17, 2021 – 6:00 p.m.

Call to Order: The meeting was called to order by President Hansen at 6:00 p.m.

Roll Call:

Present: Dallenbach, Hansen, Osborne, Peterson TJ, Pritchett and Wilson

Absent: Peterson, Deb and Walker

A quorum was present.

Approval of March 15, 2021 Monthly Meeting Minutes: Hansen noted that these were not approved because some of the numbers were in dispute and he wanted a couple of sentences removed. Pritchett asked if Director Jensen had made the additions in question to the minutes. Director Jensen said she did make the changes but that she had had an email conversation with the secretary and he had given her the okay as read by Jensen. She said she's never just made changes and additions to the minutes; she has always sent them for approval to the secretaries. She said while the minutes are supposed to reflect what goes on at the meetings, they are supposed to be clear and concise for someone not present at the meeting. She said in past practice with regards to policies, with policy amendments, the changes have always been put verbatim in the minutes. Since this was not an amendment, but a new policy, it did change existing policies on the books like the holiday and the staff benefit policy which is why she summarized the changes and put them in them in the minutes. She explained that the change of hours opening hours was what caused the number of worked hours per week to increase which was where she got the number that Hansen was contesting. Hansen asked if anyone wanted to make a motion to remove the questionable sentences. Pritchett asked for clarification and Hansen said what section he was referring to. Pritchett asked if they hadn't talked about health insurance and Hansen responded no. Jensen read what he wanted to strike last month and noted that now he was wanting to remove things that were said by another board member. Wilson felt that there always seems to be problems with the minutes and thought maybe somebody else should be doing it. Osborne asked if you could just refer people to the recording and he was told that no, there has to be a written record. Osborne moved to accept the original minutes as they were written by Walker and Dallenbach seconded. Ayes – 5. Nays – 1 (Wilson). The motion carried.

Approval of April 19, 2021 Monthly Meeting Minutes: Peterson, TJ moved to approve the minutes from the April 19, 2021 meeting and Osborne seconded. Ayes – 6. The motion carried.

Approval of bills to be paid in May: Pritchett moved to approve the April bills to be paid in May and Peterson, TJ seconded. Ayes – 6. Nays – 0. The motion carried.

Treasury Report: Nothing was reported this month.

Circulation Report: The circulation report was reviewed by the board. It was noted that the numbers are irrelevant as they don't reflect properly because of the pandemic closing last year.

Old Business:

A. Confidential Patron Feedback: Dallenbach said that she and Deb Peterson had not had a chance to meet to discuss this issue, but there is plan in place.

B. Board Voting: Pritchett talked to Mayor Dewater and said that upon inspection, the Robert's Rules of Orders for voting is in the library's by-laws. Osborne asked where that was and he was told the policy manual. Director Jensen was asked to make a copy of the full policy manual for Osborne to pick up. Jensen said she went back through old minutes for eight years and found six instances which she read where the "aye" votes were less than five votes and the motion still passed so the board had been voting correctly. Hansen said that henceforth they need to remember that under Robert's Rules of Order a majority of the members voting is what is needed to pass an action.

New Business:

A. Plans for executing the 2021/2022 budget: Hansen said 2021 is rapidly approaching, changes were made to operating procedures and the budget and he wondered what the plans were to adjust to that and he called out Director Jensen who said she was not aware of what this agenda item had entailed or that she was supposed to address it. He wanted to know if a plan was put together to adjust to the new procedures and budget and she asked with regards to the hours or what. She said that she'd need to know if the library hours were going to change and that needs to be done at the table. Hansen said he knew hours were changed in the past but he'd like to know how many people are taking advantage of the 10-11 hour. Jensen said that she wasn't asked for that information so she doesn't have that prepared. She ran through how the open hours are scheduled. Jensen said she needs to know what the Board's plan is before she can make a viable plan for scheduling. She said that with the new procedures, changes will definitely have to be made but until the board makes decisions she really can't. Dallenbach asked if Jensen could also provide what is currently being worked and what is done outside of open hours. Jensen said they don't get anything outside of open hours but then reversed that by saying she does have a county librarian meeting quarterly that starts at 9 o'clock. Wilson asked if Jensen could do a comparison of pre-pandemic versus now as far as usage and if she could find out how the pandemic is affecting other like sized libraries. Pritchett recognized that Councilor Lynn Bender had a question who said her question was already answered when Jensen explained that she does not get time before hours to open up.

B. ARPA Grant: Director Jensen said this \$5,000 non-competitive American Rescue Plan Act grant was offered by the state library, and asked if they were interested in applying for it. She noted that there are many things that can be purchased and some that follow the CIPA rules which they'd be ineligible for. Grant application is due July 2nd, monies expended by January 31st, reimbursement requests and final report due by April 29th. She explained that money has to be expended first and then reimbursement follows, and the money cannot be used for things already purchased. She will check to see if e-book and audiobooks are allowable expenses. Pritchett asked if she could put together a wishlist.

C. Transparent Languages Online continuation: Director Jensen explained this database was one that we subscribe to through the State package but they are dropping it in exchange for new databases. She said she did receive pricing to extend it for an additional year for \$225. She said it's not used regularly but of the ones we do have, it is the one that's used the most and she said for the price, she thought it'd be a good idea to extend it. Hansen asked if the pricing discount was a one-time deal and Jensen said possibly. Pritchett moved to continue with the special discount and Hansen seconded. Ayes – 6. The motion carried.

D. Purchasing of e-books/audiobooks: Jensen noted that just before the COVID shutdown the board decided to discontinue purchasing both e-books and audiobooks. Jensen said she'd like

them to revisit this and consider purchasing them again. Jensen explained how the licensing timeframe and term limits for e-books and audiobooks work and the price differences of e-book vs audio. Hansen feels that we should go to a different vendor that offers the MP3 files for audiobooks whereas Axis 360 does not. Councilor Bender asked if the director couldn't research and bring information back at the next meeting. Jensen explained the Overdrive add-on that is offered but she'll bring back more information.

Ella Givens spoke and said she is just amazed that the board has asked Director Jensen to bring back more information on several things just tonight but they recently cut her hours and she wonders when she's supposed to accomplish it all. Hansen said he feels that Jensen would say if she couldn't get them information for something. Mrs. Givens disagreed.

Discussion: Hansen said there is a requirement for hours of continuing education to be on the board of trustees and said Director Jensen was always in charge of that. He said he noticed she has not been doing that and asked if they were on their own. Jensen said the previous board told her that they didn't need all of the reminders to get it done so she stopped. Hansen felt discussing it should be on the agenda, pointing out all the places you can sit without continuing education but to be on the library board it's a requirement. Jensen said that they don't have to do it but if they don't they will lose state funding. Osborne asked about the requirement and Jensen said they needed 3-5 hours per year. Director Jensen said the new CDC guidelines were released and asked what the board thought of continuing the mask mandate. She said that she was starting to get push back from some patrons. Dallenbach feels that we shouldn't police people for mask use and that they should just be encouraged. Councilor Bender said it could be left as a mandate now and then discussed again a month from now to see how things are changing. Straw poll at the table was to leave the mask mandate signs in place but strongly encourage those that don't want to wear masks inside the library.

Adjournment: The meeting was adjourned at 7:34 p.m.

Respectfully submitted,

Shannon Jensen, Library Director