

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
January 19, 2015**

1. ROLL CALL:

Jane Abell	--	Absent	Sue Olson	--	Present
Ed Bazow	--	Absent	Barb Smidt	--	Absent
Clinton Boddicker	--	Absent	Anna Westermeyer	--	Present
Buddy Howard	--	Present	Mike Woodring	--	Present
Martha Marsot	--	Present			

2. MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:06 p.m. by President Mike Woodring. There were no conflicts with the agenda by any board members. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Sue Olson. Martha Marsot seconded the motion and it was unanimously approved.

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

4. TREASURER'S REPORT:

Emily handed out the treasurer's report in Barb's absence. A motion to accept the report was made by Sue Olson. Buddy Howard seconded the motion and it was unanimously approved.

5. BILLS AND SALARIES:

The bills and salaries were presented for payment. A motion to pay all bills and salaries was made by Sue Olson. Anna Westermeyer seconded the motion and it was unanimously approved.

6. COMMUNICATIONS AND PETITIONS:

Emily noted that the budget hearing for the Lee County Libraries is at 10 am on Wednesday, January 21st.

7. LIBRARIAN'S REPORT:

This month we received donations to the collection by Eugene Alvis, Prue Backlin, Russ Fry, Susie Glasscock, Dr. and Mrs. Hakes, Dominic Spencer, and many anonymous donors.

Programming:

- ***Lego Club*** is planned for one Saturday per month from 11 am – Noon. It will be for ages 5-15 and pre-registration is required. Legos and a storage cart were purchased with a Wal-mart grant and a donation of Legos was also received. We will see how far those take us and if it is discovered we need more, we have Foundation donations designated for Youth Services that could be used.
- ***Read Around the Clock*** Winter Reading program began today and will run through February 27th. There are two categories—ages 13-18 and 18+. Participants can read up to 24 hours to earn chances to enter any prize drawing for their age group. Program sponsors include Pilot

Grove Savings bank, Hy-Vee, and Sutlive Real Estate. Assorted gift baskets have been put together with Foundation funds and the grand prizes are Kindle Fire e-readers.

- ***Other upcoming programs include:*** Iowa’s Hidden Treasures, Pajama Storytime, a talk on the Kansas City Monarchs in Keokuk, Spain Photo tour, Lee County Conservation youth program, Young Artists Studio “Tile Glazing” with the Art Center, an Introduction to the Genealogy & Local History collections, Lego Robotics Club, B-Y-O-Book club, youth movies on the 1st and 3rd Wednesdays and story hours on Wednesday mornings and Thursday afternoons.

CCP Meeting: Mike Woodring and Emily met with Tom Seabold for our quarterly meeting. Items discussed were the latest Building and Grounds meeting and the possibility of displaying Lego creations from the Lego club on shelves in the Round Room.

Staff: Emily’s certification with the State library was renewed through 2017. Tonya will be off for 4-6 weeks starting January 20 as she recovers from surgery.

Strategic Plan: Becky Heil sent the results of our progress on objectives for the goals this week. She took notes, but there is some work to be done on wording and a few objectives need to be finished before we can bring it to the library board. Emily believes that we will be done with the objectives in time for the February meeting.

POLICIES: Although there have been no formal complaints yet, Emily wanted to let the board know about a recent meeting room request. Chiropractor Jason James asked to give a program at the library against vaccinations. She was concerned by the brief description of the program, which made dubious claims and stated that parents should not listen to their medical doctors. She decided not to agree to a library-sponsored program, but was unsure if it would fall under meeting room regulations to allow the use of the room.

Emily contacted City Attorney Audrey Alexander; she read our policy and stated that the program does not fall under “educational value” and would be inappropriate for the library. Emily respectfully rejected his request based on our meeting room policies, and let him know that he’s welcome to contact her or the City Attorney with questions, and to attend a library board meeting.

A motion to accept the librarian’s report was made by Sue Olson. Anna Westermeyer seconded the motion and it was unanimously approved.

8. **BUILDING & GROUNDS COMMITTEE REPORT:**

Emily handed out a report from Ed, summing up the meeting of the Building and Grounds committee on Friday, January 9th. Members attending included Mike Woodring, Anna Westermeyer, Sue Olson and Ed Bazow along with Emily.

Discussion was held on carpeting for the foyer after looking at a bid from Streeters. Additional bids were requested and Emily will get them from Floors, Décor and More as well as Interiors by Philip.

The committee also discussed the rearrangement of shelves according to OPN’s recommended placement. Jones Library Sales is the preferred group among libraries and

they bid on moving the shelves and books, building the wooden ends of several bookshelves, restructuring large ranges into smaller ranges of shelves and cutting down the magazine and large print shelving unit. Local bids were sought for some of the carpentry work, but they were unable to match our current wooden end panels and never submitted a bid. After much discussion about the price of the bids from Jones, members agreed that it would be beneficial to have all the work done by one source and agreed to make a recommendation to the library board to accept the bid from Jones and to have the library board request funds for the project from the Foundation.

The committee also discussed the carpet that will be exposed after moving the shelves. Emily will contact Midwest Janitorial to schedule our once yearly free carpet cleaning after the shelves are moved. Jones said that the project will take 2-3 days, so she could schedule the carpet cleaning for the final day.

Emily also discussed with the committee some acrylic magazine holders that were recommended by Jones Library Sales. This would allow us to remove the wooden shelves in the front so that patrons can see and retrieve back issues of the magazines more easily and display them in an attractive manner. Committee members thought this a good idea and that it may increase magazine circulation. A quote from Jones will be sought.

After hearing the report from the committee, the library board agreed to accept the recommendation to have Jones Library Sales do the work as bid, upon Foundation approval of payment. Sue Olson seconded the recommendation and it was unanimously approved.

9. **UNFINISHED BUSINESS:**

None.

10. **NEW BUSINESS:**

The final draft of the FY 15-16 budget that Emily submitted to the city was handed out to the board. Discussion ensued. A motion to accept the budget as presented was made by Sue Olson. Martha Marsot seconded the motion and it was unanimously approved.

ADJOURNMENT:

The meeting was adjourned at 4:51 pm. The next meeting will be held on Monday, February 23rd at 4:00 pm in the Round Room. Please note change in date due to President's Day.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
February 23, 2015**

1. ROLL CALL:

Jane Abell	--	Absent	Sue Olson	--	Absent
Ed Bazow	--	Present	Barb Smidt	--	Present
Clinton Boddicker	--	Present	Anna Westermeyer	--	Absent
Buddy Howard	--	Present	Mike Woodring	--	Present
Martha Marsot	--	Absent			

2. MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:35 p.m. by President Mike Woodring. There were no conflicts with the agenda by any board members. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Ed Bazow. Buddy Howard seconded the motion and it was unanimously approved.

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

4. TREASURER'S REPORT:

The treasurer's report was handed out for review. A motion to accept the report was made by Clinton Boddicker. Buddy Howard seconded the motion and it was unanimously approved.

5. BILLS AND SALARIES:

The bills and salaries were presented for payment. A motion to pay all bills and salaries was made by Barb Smidt. Clinton Boddicker seconded the motion and it was unanimously approved.

6. COMMUNICATIONS AND PETITIONS:

Emily reported that Kingsley, the company we ordered the outside book return from, is sending us a replacement, free of charge.

7. LIBRARIAN'S REPORT:

This month we received donations to the collection by Mary Babington, Yvonne Derr, Mary Kinateder, Charlie Summers, and many anonymous donors.

Programming: The Winter reading program will wrap up on February 27th.

Other upcoming programs include: Knitting and Needlework Group, Fridays from 1-3; Kids Crafter-noon, Mondays at 3:30; Story Hour, 10 am on Wednesdays and 1:30pm on Thursdays; After school movie, 1st and 3rd Wednesdays at 2:30pm; Alice's Ordinary People, February 24 at 6:30 pm; Rosa Parks: The Mother of Civil Rights, February 27 at 4:30 pm; Open Mic Night, March 5 at 6:30 pm; Out on a Limb: A Genealogy Lock-In, March 8 from 1-5 pm; Movie Night: "Boyhood," March 12th at 6 pm; Photo Tour of Charleston and Savannah, March 17 at 6:30 pm; Terra Firma documentary, sponsored by AAUW on March 30 at 6:30 pm; as well as Lego Club, WeDo Robotics and Young Artists Studio. April events

so far include the Poetry Writing Workshop (April 9); Poetry Slam and Awards (April 30); Myths and Truths about Ghosts and Apparitions (April 17); Mary Todd Lincoln program (April 24).

Budget: John Russell was contacted about the City budget hearings and the library requested a time to speak to the Council regarding statistics and the requested budget. We were asked not to come. Due to a desire to move the process along without line by line item discussions for each department, no department heads had been asked to come. He stated that the council had received our budget request as well as the explanation letter that accompanied it, explaining every increase requested. No news has been received about the budget.

City Audit: The City's audit report was received and listed changes that need to be made in different departments, including the library. We were asked to give the City our recordkeeping for personal, vacation and sick leave, which means a new time sheet that employees sign and submit to the City each pay period. There was a lot of communication back and forth since we had previously done things a little differently than the City. Kudos to Monica for figuring things out with Jean Ludwig. We will need to adjust our personnel policies to reflect the changes.

Internet Service: We will be changing our Internet service provider on Tuesday, February 24th. The last few weeks have been challenging to employees and patrons alike—dealing with internet glitches, the library catalog crashing, and slow internet in general. Mediacom's new service will be 10x faster and only \$5 more each month. During the changeover, the Internet will be down for about two hours; Ancestry.com will be unavailable for a little longer, due to changing the static IP.

A motion to accept the librarian's report was made by Barb Smidt. Ed Bazow seconded the motion and it was unanimously approved.

8. **BUILDING & GROUNDS COMMITTEE REPORT:**

Ed Bazow discussed the committee meeting that was held on Thursday, February 19th.

Lobby rug: Samples from Floors, Décor and More were shown to the board. Discussion of the warranty was held. The quote for the top two choices was handed out. After discussion, the board accepted the recommendation from the committee of the "Cashew" color with a 10 year warranty, non-slip backing, and trim for a total of \$818.68 plus shipping and handling. The committee also recommended purchasing a carpet cleaner, but after discussion the board decided that a shop vac would be better option. Emily was given the okay to purchase a shop vac for no more than \$200 with funds to be used out of the Unallocated Dividends and Interest category. The committee recommends that the board request \$1,000 for the rug purchase, to cover unknown shipping and handling costs, from the Foundation. Barb Smidt seconded all recommendations and the motion was unanimously approved.

Roof leak: The roof leaked at the tie-in between the older and newer roofs after one of the bigger snowfalls. It broke a ceiling tile and the paint bubbled where the water ran. We had issues with this area several years ago and roofers fixed the seam at that time. When the weather warms up, Emily will contact a roofer to look for damage.

Library/Foundation Yard: The KPL Foundation would like to create a joint committee of KPL Board and the KPL Foundation Board members to discuss possibilities for the empty lot across the alley. They have asked the library board to appoint up to three members to the committee.

9. **UNFINISHED BUSINESS:**

None.

10. **NEW BUSINESS:**

Strategic Plan: The library staff finished their recommendations for library goal objectives. The finished product was handed out to board members. It was decided that everyone would take them home to review before the next board meeting so there was more time to read and consider. Suggestions and comments will be heard at the next board meeting.

Personnel Policies: As mentioned in the librarian's report, our personnel policies need to be adjusted to fall in line with the City. The proposed changes were handed out and an explanation of changes was given by Monica. A motion to accept the change in wording was made by Barb Smidt. Ed Bazow seconded the motion and it was unanimously approved.

Joint Committee: After discussion about the proposed committee, Mike Woodring and Ed Bazow volunteered to serve.

ADJOURNMENT:

The meeting was adjourned at 5:05 pm. The next meeting will be held on Monday, March 16th, at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
March 16, 2015**

1. ROLL CALL:

Jane Abell	--	Present	Sue Olson	--	Present
Ed Bazow	--	Present	Barb Smidt	--	Present
Clinton Boddicker	--	Present	Anna Westermeyer	--	Present
Buddy Howard	--	Absent	Mike Woodring	--	Absent
Martha Marsot	--	Present			

2. MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:10 p.m. by Vice-President Martha Marsot. There were no conflicts with the agenda by board members. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Sue Olson. Barb Smidt seconded the motion and it was unanimously approved.

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

4. TREASURER'S REPORT:

The treasurer's report was handed out for review. A motion to accept the report was made by Jane Abell. Sue Olson seconded the motion and it was unanimously approved.

5. BILLS AND SALARIES:

The bills and salaries were presented for payment. A motion to pay all bills and salaries was made by Barb Smidt. Sue Olson seconded the motion and it was unanimously approved.

6. COMMUNICATIONS AND PETITIONS:

None.

7. LIBRARIAN'S REPORT:

This month we received donations to the collection by Dean Rohlfs, Becky Sale, Tom & Sandy Seabold, Randy Sollenberger, and many anonymous donors.

Programming: The Winter Reading Program ended on February 27th. We had 80 adults and 15 teens register. There were twelve prize winners – Nalani Proctor, Gerri Lawson and Joshua Pena won the Grand Prize Kindle Fire e-readers. Sponsors of the program were the KPL Foundation, Hy-Vee, Keokuk Contractors, Pilot Grove Savings Bank, Roquette America, Inc., and Sutlive Real Estate.

Twelve people attended the Genealogy lock-in on Sunday, March 8. Program evaluations were positive and many asked if we would offer this type of program again.

The KPL Book Club is now on hiatus due to a drop in numbers over this past year. When there is more interest, it will be brought back. Other options might include a quarterly

book/movie discussion group where a movie based on a book is shown and then people discuss and compare with the book.

Other upcoming programs include: Knitting and Needlework Group, Fridays from 1-3; Kids Crafter-noon, Mondays at 3:30; Story Hour, 10 am on Wednesdays and 1:30pm on Thursdays; After school movie, 1st and 3rd Wednesdays at 2:30pm; as well as Lego Club, WeDo Robotics and Young Artists Studio. April events so far include Open Mic Night (April 2); Movie night (April 9) the Poetry Writing Workshop (April 9); Poetry Slam and Awards (April 30); Myths and Truths about Ghosts and Apparitions (April 17); Mary Todd Lincoln program (April 24), Mortified Nation, a documentary (May 8).

Polaris 5.0 upgrade: The library catalog will be down for most of Monday, March 16th while Polaris upgrades the current version to 5.0. Two big improvements are coming that will help patrons and staff alike: emails and text messages about holds will be sent out three times a day now, instead of once, and a new auto-renewal option will renew items automatically as long as there are no system stops on the item or patron.

KPL Foundation: The Foundation board met on March 2nd and approved expenses as follows: up to \$800 on the lobby rug; up to \$13,500 to complete the space planning project; and up to \$600 for Mindi to attend the Kids First conference. The Mark Twain/Snodgrass books were also discussed but no decision was reached.

Internet Service: The transition to Mediacom was very smooth. Our Internet is much faster and everyone is pleased with it.

A motion to accept the librarian's report was made by Anna Westermeyer. Sue Olson seconded the motion and it was unanimously approved.

8. **BUILDING & GROUNDS COMMITTEE REPORT:**

Updates on the following projects:

Lobby rug: Floors, Décor and More should have the rug ready by the end of March.

Space Planning: Jones Library Sales has sent samples of wood stains for the end of range panels. They have also ordered the magazine boxes.

Book Return: Kingsley finally made good on their warranty and sent a new book return. We would like to send a thank you to the Street Department for installing the replacement.

Electrical work: March 6th was a very exciting day in the library with two calls made to 911! The first call was after we noticed a noxious odor in the staff room after arriving. When firefighters responded a few minutes later, the lights were also flickering. They found a breaker that was melting and Kramer arrived quickly to replace it, allowing the library to open on time. At the end of the day, a 21-year-old man came in complaining of chest pains. The fire department arrived in minutes to assess the situation and the ambulance arrived shortly after to transport him to the hospital. The library was very happy to see first-hand how fast the Keokuk Fire department responds to any emergency.

9. **UNFINISHED BUSINESS:**

None.

10. **NEW BUSINESS:**

Strategic Plan: Discussion was held in regards to the completed objectives/goals. A point of interest revolved around the need for a community calendar. A motion to approve the Strategic Plan as presented, with the addition of the community calendar objective, was made by Anna Westermeyer. Barb Smidt seconded the motion and it was unanimously approved.

ADJOURNMENT:

The meeting was adjourned at 4:40 pm. The next meeting will be held on Monday, April 20th, at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
April 20, 2015**

1. ROLL CALL:

Jane Abell	--	Present	Sue Olson	--	Absent
Ed Bazow	--	Present	Barb Smidt	--	Present
Clinton Boddicker	--	Present	Anna Westermeyer	--	Absent
Buddy Howard	--	--	Mike Woodring	--	Present
Martha Marsot	--	Absent			

2. MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:28 p.m. by President Mike Woodring. There were no conflicts with the agenda by board members. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Barb Smidt. Ed Bazow seconded the motion and it was unanimously approved.

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

4. TREASURER'S REPORT:

The treasurer's report was handed out for review. Barb also shared with the board the current rates available for the CD that is coming up for renewal. Discussion ensued on how much and where to invest. A motion to invest \$20,000 for 18 months at Pilot Grove Savings Bank by taking the extra out of the current checking balance was made by Clinton Boddicker. Jane Abell seconded the motion and it was unanimously approved. A motion to accept the report was made by Clinton Boddicker. Ed Bazow seconded the motion and it was unanimously approved.

5. BILLS AND SALARIES:

The bills and salaries were presented for payment. A motion to pay all bills and salaries was made by Barb Smidt. Jane Abell seconded the motion and it was unanimously approved.

6. COMMUNICATIONS AND PETITIONS:

Emily read a letter from Buddy Howard, stating that due to medical reasons he would have to resign from the board. The board accepted the resignation with reluctance, thanks and appreciation for having served on the library board. On behalf of the board, Emily will send a note stating how Buddy was appreciated and thanking him for his service. City offices will be contacted to see if there are any applicants on file to replace Buddy.

Jane commented on a meeting she attended that seemed to go against the rules stated in the meeting room policy. After a lengthy discussion by board members present, it was decided to have Emily check with the new city attorney and get his input on the meeting room policy and the online form we have for reserving rooms.

7. **LIBRARIAN’S REPORT:**

This month we received donations to the collection by Mary Dennis, Mark Fleming, the Huff family, Judy Marshall, the Martin family, and many anonymous donors. Virginia Riddle donated monies to buy prizes for the Poetry Games competition.

Donations are coming in for the Summer Reading Program: Keokuk Contractors, KSB, Pilot Grove Savings Bank, Sutlive Real Estate and Glenda’s School of Dance.

Upcoming programs include: Knitting and Needlework Group, Fridays 1-3; Kids Crafternoon, Mondays 3:30; Story Hour, 10 am on Wednesdays and 1:30pm on Thursdays; After school movie, 1st and 3rd Wednesdays at 2:30pm; as well as Lego Club and WeDo Robotics. Other events include Open Mic Night (May 7); Movie night (April 14); Mary Todd Lincoln program (April 24), Mortified Nation, a documentary (May 8); The Murder of Eunice Rockefeller (May 7); Back Alley Band Fest (May 22); Outdoor Movie (June 6).

Polaris 5.0 upgrade: We’ve had a lot of positive comments about our new feature—auto-renew—which automatically renews items twice, unless the item is reserved by another patron. Information about the effect this has on fines and statistics will be gathered and results reported this summer.

Room Reservation Software: Evanced has asked us to test new software called “Spaces” that will eventually replace our current reservation system.

Wi-Fi: Our wireless system in the main library has had two of the access points stop working and one was actually stolen. Three new access points have been ordered and J&S has agreed to install and integrate them with the older ones. We will be putting a new one in the front lobby and hope that it will boost the signal in the Round Room, which is weak.

Digitization: A State Historical Grant to digitize the Romeo Bickel scrapbooks from our local history section, saving wear and tear on the originals is being applied for.

CCP Meeting: Mike and Emily met with Tom Seabold, current president Lydia O’Neal and the incoming president Betsy Gardner on April 8th. Talk revolved around building plans and there was discussion of doing another Moveable Feast fundraiser. They will take it back to their board and let us know about a committee fundraising meeting.

A motion to accept the librarian’s report was made by Barb Smidt. Clinton Boddicker seconded the motion and it was unanimously approved.

8. **BUILDING & GROUNDS COMMITTEE REPORT:**

Updates on the following projects:

Lobby rug: the rug is laid and Double A Glass resized the inner lobby door to fit.

Space Planning: Jones Library Sales has sent more samples of wood stains for the end of range panels—and have given us dates for the work—June 22-24.

Staff has written down directional questions received recently to help with future decisions on signage.

Roof Leak: After some back and forth with our two roofers about who was responsible for the leak, it was established that the leak was technically on the Garland side (big roof), but was on Millard's tie-in from the addition. Millard agreed to come back and patch the hole on April 10th. Keokuk Contractors will be contacted regarding the replacement of the ruined ceiling tiles.

9. **UNFINISHED BUSINESS:**

None.

10. **NEW BUSINESS:**

Since the dates have been received for the stack relocation project, a motion to close on the dates of June 22-24, 2015 was made by Ed Bazow. Jane Abell seconded the motion and it was unanimously approved.

ADJOURNMENT:

The meeting was adjourned at 5:10 pm. The next meeting will be held on Monday, May 18th, at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
May 18, 2015**

1. ROLL CALL:

Jane Abell	--	Present	Sue Olson	--	Present
Ed Bazow	--	Present	Barb Smidt	--	Present
Clinton Boddicker	--	Present	Anna Westermeyer	--	Present
Martha Marsot	--	Present	Mike Woodring	--	Present

2. MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:00 p.m. by President Mike Woodring. There were no conflicts with the agenda by board members. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Sue Olson. Barb Smidt seconded the motion and it was unanimously approved.

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

4. BILLS AND SALARIES:

The bills and salaries were presented for payment. Sue asked about a large bill for Book Farm, and Emily said it was for a large order of children's non-fiction. Mike asked about a bill for OverDrive, which was for ebooks and unabridged audio books. A motion to pay all bills and salaries was made by Clinton Boddicker. Barb Smidt seconded the motion and it was unanimously approved.

5. TREASURER'S REPORT:

The treasurer's report was handed out for review. There were numbers in the red and Barb explained that it was for the purchase of a CD, approved last month. A motion to accept the report was made by Sue Olson. Jane Abell seconded the motion and it was unanimously approved.

6. COMMUNICATIONS AND PETITIONS:

See "New Business."

7. LIBRARIAN'S REPORT:

Donations: This month we received donations to the collection by Wendy Crenshaw and many anonymous donors. More Summer Reading Program donations: Dr. William and Candace Schulte, Seither & Cherry, and Cramer Realty.

Upcoming Events: Movie Night, May 14 (*The Imitation Game*); Back Alley BandFest, May 22 (*A Pair of Jokers*); Closed May 25th (Memorial Day); Animal Heroes, June 4, 10 a.m.; Outdoor Movie, June 6, 7:30 p.m. (*Big Hero 6*); K9 Trax Rescue Dogs, June 10, 10 a.m.; Stuffed Animal Hospital, July 11. Jane commented on the great movies we show.

Building: Roof Leak – The roof leak at the tie-in was fixed by Millard.

Digitization Grant: Emily completed her first digitization grant with the State Historical Society to digitize the Bickel Scrapbook Collection. We'll hopefully hear back in July.

KPLF: The Foundation meeting was postponed, but they will be meeting on May 26th to discuss A Moveable Feast fundraiser. The LCIHS will be contacted to see if there is interest. The KAC Board has already agreed, and would like an Agatha Christie theme in October.

Roundtable: She attended a Director's Roundtable with the State Library where they discussed changes to continuing education, as well as ideas for policies and programming.

Building: The library had some issues with the air conditioning, which was fixed when they replaced the solenoid valve and fuses – about \$320.

Online Reference Databases: On the request of the Trustees last year, Emily presented the last year's statistics of Mango Languages database and the cost of renewal, \$1,155. There were 57 users taking 14 foreign languages and 2 ESL courses – low numbers, but they have been slowly increasing the last two years. She took a few Japanese lessons through the app and was impressed by the number of features and 80+ language choices.

She also had statistics on EBSCO databases, which are partially subsidized by the State. There were 1,516 searches of EBSCOhost, 4,728 of Novelist Plus, 58 of Automobile Repair, 11 of Hobbies & Crafts, 7 of Small Engine Repair, and 6 of Home Improvement. Most of the add-on EBSCO databases were priced at \$1,155 last year, so while databases are very useful online reference tools the use must justify the cost. She also showed the board three other add-on titles offered – NoveList Select, Consumer Health Complete, and Library Aware.

Renewal of EBSCO databases is in August, and Mango is next month. Based on the stats, Emily will continue with Mango Languages, EBSCOhost, Auto Repair, Novelist Plus, and possibly Small Engine Repair, and try to market them better with the addition of NoveList Select – a reader's advisory tool that integrates with the library catalog to show book and author suggestions, reviews, database suggestions, and more.

There was some discussion of the databases and their features. She feels strongly that EBSCOhost, Mango and Auto Repair provide more resources than we could purchase for that amount. Foreign language audio books can cost as much as \$300/each, and they don't make Chilton manuals like they used to. NoveList gives book suggestions, and the staff uses it to create bookmarks, posters, and displays of "read-alikes." There was a consensus that some databases are probably little-used because the information is so easily found online, especially topics like hobbies/crafts and home improvement. Anna complimented Mango, and Sue said that the pricing looked fair, after the comparison to other online databases.

Emily was asked how these databases are marketed – on the website, digital sign, social media, and on bookmarks and posters around the library. We have acrylic sign/bookmark holders in these subject areas, so that when a staff member shows someone to the Transportation section for car manuals, they will see a poster for the Automobile Repair database and bookmarks with the password. It's a great reminder for patrons and staff.

Barb made a motion that we accept the Librarian's Report. Martha seconded the motion and it was unanimously approved.

8. UNFINISHED BUSINESS:

None.

9. NEW BUSINESS:

Vacancy: With Buddy Howard's retirement, we need a male replacement, for gender balance. City Offices has two applicants that qualify. Emily said that if anyone has someone in mind they should ask them to go down to fill out an application, and she'll try to get a blank application to send via email.

Meeting Room Request: A library patron is requesting a meeting room for an 18-part series on prophecy and revelation in the Bible. Emily said that she thought we did not allow religious meetings at the library unless they were of a historical nature, but this is a tricky definition that is not clearly spelled out in the policy so she reached out to the new City Attorney, Douglas Dorando, for his input.

Mr. Dorando explained the difference between a Public Forum and a Limited Public Forum, which includes the library. While the library can reject meeting room requests for worship-type services, it must be careful about limiting other forms of religious speech/expression. Anna, Sue, and Jane asked that Emily get more information from the patron about the nature of the program to ensure that it is not a worship service. Mike pointed out that there are many definitions of "worship," so Emily will check with Mr. Dorando and see if there is some sort of a legal definition. If it doesn't sound like a worship service, the meeting will be allowable if it suits all other meeting room rules, like the limit of 2 meetings per month.

Meeting Room Regulations: Emily also spoke to Mr. Dorando about our meeting room regulations regarding commercial requests for library meeting room space. Mr. Dorando looked the policy over and it was not clear from his reading that the board does not allow for use of the space for commercial purposes. He has several ideas for recommendations that would bring the policy in line with the board's intent, which for some time has been to keep meetings non-profit, educational, cultural, and/or recreational in nature. Martha agreed that the Policy Committee would take a look at Mr. Dorando's wording and make a recommendation to the library board.

StoryCorps: Sue brought up NPR's StoryCorps program, which encourages listeners to record stories and interviews to preserve history. Emily said that she's heard of a new StoryCorps app that you can use to record and submit stories – we could do this with the library's iPad. She'll do a little research and see if other libraries are doing this – it would be an interesting program, and stories might even be selected by NPR for the program.

ADJOURNMENT:

The meeting was adjourned at 5:10 pm. The next meeting will be held on Monday, May 18th, at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
June 15, 2015**

1. ROLL CALL:

Jane Abell	--	Present	Sue Olson	--	Present
Ed Bazow	--	Present	Barb Smidt	--	Absent
Clinton Boddicker	--	Absent	Anna Westermeyer	--	Absent
Martha Marsot	--	Present	Mike Woodring	--	Present

2. MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:08 p.m. by President Mike Woodring. There were no conflicts with the agenda by board members. The minutes of the previous meeting were presented for review. A change from absent to present for Ed Bazow for last month's meeting will be made. A motion to accept the minutes was made by Sue Olson. Martha Marsot seconded the motion and it was unanimously approved.

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

4. BILLS AND SALARIES:

The bills and salaries were presented for payment. A motion to pay all bills and salaries was made by Sue Olson. Jane Abell seconded the motion and it was unanimously approved.

5. TREASURER'S REPORT:

The treasurer's report was handed out for review by Emily due to Barb's absence. A motion to accept the report was made by Sue Olson. Jane Abell seconded the motion and it was unanimously approved.

6. COMMUNICATIONS AND PETITIONS:

None.

7. LIBRARIAN'S REPORT:

Donations: This month we received donations to the collection by Frank Dully, MSKI, Kaki Piper, Emily Rohlfs, Gary Starr Estate, Lois Wixom, and many anonymous donors.

Upcoming Events: Fun Factory, June 17; Mad Science, June 18; Lego Club, June 20; Puppet shows, June 24; Super Hero Picture day, June 25; Blank Park Zoo, July 1; WeDo Robotics, July 7; Lee County EMS, July 8; KPD, July 9; Movie Night, July 9; Stuffed Animal Hospital, July 11.

Building: A flap broke off of the book return. Since it is still under warranty, Kingsley is contacting local handymen and will pay for it to be repaired.

KPLF: The Foundation met on May 25th, with all members in attendance. The board decided to meet monthly through September to discuss financial goals, landscaping, and fundraising. They also discussed “A Moveable Feast”, its pros and cons and the difficulty in selling tickets last time. They decided to ask the KAC and LCHS to meet for a discussion and the possibility of going in another direction.

At the June 10th meeting, all parties were represented. Ticket price was the main topic. Lowering ticket prices would bring in more people, but also cut into profits made by each group. Another option that was brought up and discussed was renting the Grand Theatre to show a special era film or doing a double-feature with refreshments served in the lobby during intermission. The time of year was also discussed, as October is relatively close to the KAC’s main fundraiser as well as the LCHS annual dinner. April was listed as an option. The next meeting of the joint fundraising committee will be on June 16th and the next foundation meeting is on June 29th.

Staff: With DeVinity Seay leaving for college, Monica and Emily conducted interviews and hired a new page—Samantha West. She started this week and we will be looking to hire a second new page in August when we anticipate that Leddia will be leaving for college.

Book Security: Within weeks of each other, our front security gate and our sensitizer/desensitizer have both quit working. This poses a security issue and need to replace both items. Bids have come in for both items at \$15,000 - \$20,000.

Another option to these replacement costs is an option presented a couple of years ago—RFID. Then the price was \$50,000, but a newly received bid came in lower but then we had to add in the one-time set-up cost to Polaris, making the total \$49,812. After a lengthy discussion, the board decided to not have the Building & Grounds committee meet, but rather to make the decision as a whole. A motion to approve the purchase of the RFID system and to ask for the funds from the Foundation was made by Sue Olson. Ed Bazow seconded the motion and it was unanimously approved.

The fabric chairs are in need of cleaning, and with the library being closed for the relocation project, Monica made the suggestion to have Wells-Way come in and clean them. A bid was received for 45 chairs and the youth services area couch and ottomans for \$325. A motion to accept this bid and have the cleaning done was made by Sue Olson. Ed Bazow seconded the motion and it was unanimously approved. Funds will be taken from the Gray Spendable Income account.

A motion to accept the librarian’s report was made by Sue Olson. Ed Bazow seconded the motion and it was unanimously approved.

Mike presented his report on the joint committee on property development meeting, held on June 2. A general discussion was held on how to proceed with development of the property and what to focus on first.

- 1) They agreed that parking for library patrons and public safety were of immediate concern, especially because of the congestion on 5th street where parking is allowed on both sides of the street. Ideas presented included:
 - restrict parking on North Fifth street to one side

--allow for handicapped parking only on the library side of Fifth Street.
--allow for more handicapped parking in the rear lot
--use the gravel lot across Concert Street, which is owned by the city, for library parking. This would require cooperation with the City as well as a contribution from the Foundation, such as purchase of gravel; a crosswalk with a warning light across Concert would probably be required and responsibility for continued maintenance would undoubtedly be a City task.

2) The Committee agreed to study the OPN plans for development of the property to determine what is still valid for immediate use.

3) The Committee agreed that the project should start with the stone-walled area for development, including brick pillars for the entrance, a round bricked inset at the entrance, electricity for the area, a new storage shed, an outdoor reading garden, possibly a gazebo, possibly structures, and gardens emphasizing native Iowa plants and flowers, as well as other ideas provided by a Keokuk resident.

4) The Committee agreed to call this landscape plan, “Phase One, 2015”.

Board discussion ensued. It was decided that someone would need to approach the City with The plan and Mike agreed to do that. He will also present a report after the next meeting.

8. UNFINISHED BUSINESS:

Everything is on track for the relocation project, set to start on Monday, June 22.

There have been no new names added for the vacant library board position.

9. NEW BUSINESS:

Martha presented the recommendation from the policy committee, which met to discuss several items:

--Meeting room regulations: changes to be made to paragraph one reads: “and are available to local nonprofit organizations and committees whose headquarters are in, or who provide services to residents of Lee County. Rooms are not available for the benefit of private individuals holding events not open to the general public, nor for commercial purposes”; to paragraph 8: “Rooms may be re-assigned at the director’s discretion if necessary.” And a check box will be added to the room reservation form that states: I certify that all information included herein is true and complete, and I understand dishonesty or omissions with the intent to deceive will result in future denial of access to library facilities.

--Borrowing privileges: changes to the non-residents section are as follows: “Non-residents may purchase a card for \$50 per year or \$30 for 6 months”. Added in: NOTE: \$45.01 will be our per capita budget from the City for FY 2015-2016. Changes to reciprocal lending are: deletion of the section stating that cards issued by Hancock and Clark County will be accepted. An addition at the end states: “a photo will be taken of each patron to accompany their record for identification purposes.”

The board agreed with the recommendations from the committee and all were accepted unanimously.

The nominating committee was selected by the board and consists of Martha Marsot and Ed Bazow. The committee will return a slate of officers at next month's meeting.

ADJOURNMENT:

The meeting was adjourned at 5:30 pm. The next meeting will be held on July 20th, at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
July 20, 2015**

1. ROLL CALL:

Jane Abell	--	Absent	Sue Olson	--	Present
Ed Bazow	--	Present	Barb Smidt	--	Present
Clinton Boddicker	--	Absent	Anna Westermeyer	--	Present
Martha Marsot	--	Present	Mike Woodring	--	Present

2. MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:10 p.m. by President Mike Woodring. There were no conflicts with the agenda by board members. The minutes of the previous meeting were presented for review. A change is needed in regards to the RFID discussion by the board, reflecting that a Building and Grounds meeting was not held. A motion to accept the minutes was made by Sue Olson. Martha Marsot seconded the motion and it was unanimously approved.

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

A comment was received about the ginkgo tree that is planted near the flagpole. It was noted that those grow very large and there was some concern in regards to how close it was to the building. It was stated that a licensed landscaper recommended the tree and the position as well as planted it so we are confident in his decision. There were also comments in regards to being able to download e-books with an out-of-state card and when non-resident cards would no longer be accepted. Emily explained our policies and procedures, and possible reasons for the confusion.

4. BILLS AND SALARIES:

The bills and salaries were presented for payment. A question was asked on how library accounts were weeded and Emily explained that expired ones were deleted after three years if they had no fines; if there were fines we deleted after seven years. A motion to pay all bills and salaries was made by Sue Olson. Anna Westermeyer seconded the motion and it was unanimously approved.

5. TREASURER'S REPORT:

The treasurer's report was handed out for review. Barb explained that along with the monthly report, the year-end report was presented. A motion to accept both reports was made by Sue Olson. Martha Marsot seconded the motion and it was unanimously approved.

6. COMMUNICATIONS AND PETITIONS:

Emily informed the board that our e-book consortium, WILBOR, has switched names and is now called BRIDGES. This change occurred due to the state combining the two consortiums. Our patrons now have access to more titles and wait times for titles could be shortened.

7. **LIBRARIAN'S REPORT:**

Donations: This month we received donations to the collection by many anonymous donors.

Upcoming Events: Magician Rick Eugene, July 21; Story hour and afternoon movie, July 22; Keokuk Fire Department in kids area, July 23; Crazy days book sale, July 23-25; Lego Club, July 25; Story hour, July 29; WeDo robotics club, August 4; and Movie Night, August 13.

Building: The broken flap on the book return was repaired in a timely manner.

Space Planning Project: The project was completed on time. The staff from Jones Library Sales was great to work with—very professional, organized and hard-working. Library staff worked incredibly hard to reorganize the collection and deserve praise. Some of the floor mounted electrical outlets had to be removed from the juvenile section as they ended up in the middle of an aisle. Midwest Janitorial cleaned the carpets on the Saturday following and there was not as much fading as we had anticipated. Temporary signage has been put up. Research is being done on different options and the B&G committee will need to meet to bring recommendations to the board.

KPLF: The CCP fundraising committee made no decision about another type of fundraiser for 2015. Instead, a meeting will be held in January to discuss fundraisers.

The request for RFID was approved via an email vote. The amount came to \$48,896 + S&H and includes new security gates, RFID tags, RFID readers, a wireless device called a Digital Assistant, and a 1-month lease on an RFID tagging machine. Two new front desk computers were added to the request due to their age and inability to handle the new software. The old ones will be moved out to become our new catalog computers, as the ones currently in use are even older. Expenses not included will be IT fees. 3M will do the rest of the installation and staff training.

Digitization grant: The State Historical Society approved our request for a matching grant to digitize the Bickel collection. That same day, the completed work was received from the company! We had not even accepted their bid, so there was confusion somewhere, but thankfully it all worked out. We now have the external hard drive with the files and will be checking with Iowa Digital Heritage to see if we can put the files on their website for better access.

AV Equipment Grant: A grant to purchase AV equipment for Open Mic Night and Outdoor Movies is being pursued. If the grant is received, a new projector, speakers, microphones, a sound board, and a large outdoor screen will be purchased.

Fine Amnesty Month: Food for Fines is in full swing. Patrons can have \$1 in fines waived for each item brought in. Replacement fees cannot be waived during this program.

Emily will be on vacation from July 13 – July 18 and will return to work on July 20th. A first time trip to the Wisconsin Dells is planned!

The e-rate forms have been completed for this year. The discount for telephone services has gone down a bit—from 80% to 70%, but still a good benefit.

A motion to accept the librarian's report was made by Sue Olson. Anna Westermeyer seconded the motion and it was unanimously approved.

8. **UNFINISHED BUSINESS:**

None.

9. **NEW BUSINESS:**

Ed Bazow and Martha Marsot of the nominating committee presented the slate of officers for 2015-2016 as follows:

- Mike Woodring, President
- Martha Marsot, Vice-President
- Barb Smidt, Treasurer

As there were no nominations from the floor, a motion to accept the slate of officers as presented was made by Sue Olson. Anna Westermeyer seconded the motion and it was unanimously approved.

Joseph Fierce was in attendance at the meeting and stated that he is interested in joining the board. City offices will be contacted to have Joseph approved at the next City Council meeting to fill the unexpired term of Buddy Howard.

ADJOURNMENT:

The meeting was adjourned at 5:00 pm. The next meeting will be held on August 17th, at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
August 17, 2015**

1. ROLL CALL:

Jane Abell	--	Present	Sue Olson	--	Present
Ed Bazow	--	Absent	Barb Smidt	--	Present
Clinton Boddicker	--	Absent	Anna Westermeyer	--	Present
Joseph Fierce	--	Present	Mike Woodring	--	Present
Martha Marsot	--	Present			

2. MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:02 p.m. by President Mike Woodring. There were no conflicts with the agenda by board members. The minutes of the previous meeting were presented for review. A change is needed in regards to the date of the board meeting in the adjournment section. A motion to accept the minutes was made by Sue Olson. Martha Marsot seconded the motion and it was unanimously approved. Joseph Fierce was welcomed as the newest board member and he told a little about himself.

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

4. BILLS AND SALARIES:

The bills and salaries were presented for payment. Discussion was held regarding what databases we now have and what exactly is Learning Express. Emily explained that it was test prep site paid for by the State Library. The board would like to have Emily get input on what kind of usage other libraries are showing and if it is better, how are they achieving that. Emily said she could ask at the next Directors roundtable and will report back her findings. Suggestions were made regarding posting some information on it at SCC and the board would also like Emily to contact Zach Wigle at KHS to see about promoting it there. A motion to pay all bills and salaries was made by Anna Westermeyer. Barb Smidt seconded the motion and it was unanimously approved.

5. TREASURER'S REPORT:

The treasurer's report was handed out for review. Barb explained changes to the report for the month and added that Summer Reading Program donations have been added to the Special Projects balance and will be reflecting expenditures in that category next month. A motion to accept the report was made by Sue Olson. Jane Abell seconded the motion and it was unanimously approved.

6. COMMUNICATIONS AND PETITIONS:

Emily told the board of a few patron complaints we have had recently: one about the sex education display on the back table, sponsored by the Lee County Adolescent Pregnancy Prevention Coalition (LCAPPC); one about people smoking at the front entrance; and one about signage on the stall doors in the women's bathroom. Heated discussion ensued about what kind, if any, signage was okay to post in that area and how do we police what is put up? Emily explained that she has posted the domestic violence sticker, located on the mirror, but

that the other sign had not been brought to her prior to posting. She had spoken with them about putting a poster up, but was not aware that it had been done recently. Emily will contact Doug Dorando about the legalities of posting signs on stall doors and report back to the board next month. A suggestion to remove all the stickers until then was denied, pending the outcome the city attorney discussion. No action was taken on the other two complaints, but Emily said that they would put up another no smoking sign and monitor the front entrance more closely.

7. LIBRARIAN'S REPORT:

Donations: This month we received donations to the collection from John Cameron, Kevin MacDonnell, the Sehgal Foundation, Merle and Barbara Young, the Lee County Historical Society, and many anonymous donors.

Upcoming Events: Antique appraisal event, August 25th; Kids movie afternoon, August 19 & 26th; September 3, Open Mic night returns; Movie night, September 10th “Second Best Exotic Marigold Hotel.”

Building: Research is still ongoing for signage options to complete the new layout, and when Ed returns from vacation, the B&G committee will review.

KPLF: The KPL did not have a quorum last month.

Discussion of a couple of grants was held. The digitization of the Bickel Collection grant was approved and staff is still trying it out. We would like to put it on the Iowa Digital website, but it looks like in order to do that, staff or volunteers would have to upload it page by page and tag each page by names and subjects. If the project is accepted, it could take many months to complete—a much bigger project than originally thought.

A grant for new A/V equipment was discussed and Duane Taylor, president, just returned his notes on the grant application and it should be finished and in the mail next week. Wording was changed to stress the improvements the equipment would make for all programming, not just Open Mic and outdoor movies, as well as opening up possibilities for new programs.

Book security: J&S just installed the new computers for the front desk—the first step in the RFID conversion process. The old front desk computers have been turned into catalog computers and there are a few bugs to still be worked out with those. A web meeting is scheduled with 3M to discuss the implementation and ask questions.

Tonya spoke to Nancy Medema from the State Library and mentioned RFID. She was really excited about it so Emily spoke with her and she is willing to come down and help us get started tagging the collection. This will be a great benefit to us as she has much experience with RFID.

Fine Amnesty Month: Food for Fines is over and this year, library patrons donated about 500 items, and had approximately \$400 waived from their late fees. All proceeds went to God's Way Christian Center located in Keokuk. Teri Terford, Senior Circulation Clerk, was in charge of this event.

Book Sale: This year's book sale had 47 volunteers working 165.5 hours. The first day, several boys from Midwest Academy picked up the tables loaned to us from St. John's Church and then brought up all the boxes of books from downstairs. Monday, Tuesday and Wednesday, volunteers unboxed and sorted books. Once the sale was open, volunteers took money, straightened books, and helped patrons throughout the three day sale. On Monday, a patron took several boxes to Good Will and the Salvation Army. Ten boxes of paperbacks were taken to the Lee County Jail and two boxes of large print were taken to the Heritage Center by Sue Olson. All remaining items were hauled away and recycled. Monica put together snacks for the volunteers and the library provided water and soda. Our volunteers made the sale possible. Some were court restitution and some just wanted to help. Either way, they are essential to making this sale successful. The total for the sale was \$1,458.75. Tonya Boltz, Patron Services, headed up this event.

A question arose as to when the equipment would be in for the RFID project. Emily reported that she had spoken with 3M just today to get more information about the project. She will get the rest of the equipment ordered this week.

The Summer Reading Program ended on July 31st and statistics for the program are as follows: 128 kids registered in the 2-6 age group; 161 in the 7-12 age group and 18 teens for a total of 307. 98 finished the program (32%) with 35 in the 2-6 group; 55 in the 7-12 group and 8 teens. All special programs were well-attended and the end of the program swim party was highly anticipated and great fun for all of the kids and their parents.

A motion to accept the librarian's report was made by Sue Olson. Anna Westermeyer seconded the motion and it was unanimously approved.

8. **UNFINISHED BUSINESS:**

None.

9. **NEW BUSINESS:**

Emily asked the board for approval to close for one whole day for the installation of the RFID system and training for the staff. Discussion on what the staff would be doing while installation was taking place was held as well as what day works best. No specific date could be decided as the equipment has to arrive and then Emily can call 3M and set the date, but it will more than likely be before the next board meeting. A motion to approve the closure of the library for a single Friday after giving the public one week's notice was made by Anna Westermeyer. Sue Olson seconded the motion and it was unanimously approved.

ADJOURNMENT:

The meeting was adjourned at 4:45 pm. The next meeting will be held on September 21st at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
September 21, 2015**

1. ROLL CALL:

Jane Abell	-- Present	Sue Olson	-- Absent
Ed Bazow	-- Present	Barb Smidt	-- Present
Clinton Boddicker	-- Present	Anna Westermeyer	-- Absent
Joseph Fierce	-- Absent	Mike Woodring	-- Present
Martha Marsot	-- Present		

2. MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:10 p.m. by President Mike Woodring. There were no conflicts with the agenda by board members. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Barb Smidt. Jane Abell seconded the motion and it was unanimously approved.

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Kim Siegfried from RVAP and Janine Vermillion from DVIP came and spoke to the library board about the services that they provide to victims of various kinds of sexual, physical, and emotional abuse in the area.

Jane inquired about how the abuse shelters closing in Keokuk affect victims in need of housing. Janine explained how the State “streamlined” services and now there are only 6 shelters left in Iowa, one being in Iowa City, but many victims don’t want to relocate their families. They work with local hotels for temporary housing and provide other kinds of support, including in-home support.

Kim and Janine talked about the fliers, because concerns were raised at the last meeting. They are thrilled to have the library post the information, but shared the benefits of hanging the fliers in discreet locations, such as bathrooms, because of the privacy. It can be difficult for people to reach out for help for such taboo topics as sexual and physical abuse, and they want to make the information easy to find. Iowa City gets a lot of calls from this area since the shelter closed, so they are finding the 1-800 number. Janine said that she finds that a lot of abuse victims are allowed to use the library by their abuser, and it may be one of the few places that they are allowed to visit.

When asked what other locations have this poster and where they hang it, they said that a lot of places happily take the posters, but they’re not sure if/where they are posted. As far as libraries, there are fliers in the Donnellson Public Library restroom, on the Fort Madison library bulletin board because of their policies, and also on the bulletin board at the Montrose library. Kim and Janine thanked the library board for their time, and they were thanked for sharing information and for the work that they do for families in need.

4. BILLS AND SALARIES:

The bills and salaries were presented for payment. Ed pointed out the high electric bill. A motion to pay all bills and salaries was made by Barb Smidt. Martha seconded the motion and it was unanimously approved.

5. **TREASURER’S REPORT:**

The treasurer’s report was handed out for review. Barb pointed out the large deposit for the book sale, over \$1,600, and the checks written for the Summer Reading Program. A motion to accept the report was made by Clinton Boddicker. Jane Abell seconded the motion and it was unanimously approved.

6. **COMMUNICATIONS AND PETITIONS:**

None.

7. **LIBRARIAN’S REPORT:**

Donations: this month we received donations from Melissa Brewer, Pete Egley, the Lee County Iowa Historical Society, Carla McCarty, Cheryl Schroeder, Jack Smith, and many anonymous donors.

Upcoming Programs include: Kids' Crafternoon on Mondays, Preschool Story Time on Wednesdays and Thursdays, Knitting & Needlework Group on Fridays, Kids Afternoon Movies on the 1st and 3rd Wednesday, Open Mic Night on Oct. 1, a Teen Zombie Party on October 2, Lego Club on October 3, Movie Night (Spy) on October 8, Kids Halloween Party on October 20, and The Rocky Horror Picture Show on October 23.

Although the Lee County Libraries were supposed to have the Lego Robotics classes through the end of the year, the LCEDG decided to move the robotics kits to the school systems starting in September. Jane asked how attendance was for the Robotics classes, and Emily said that attendance was really slowing down and it was a sound decision to move them to the schools for a while to reach more children.

Signage: The Building & Grounds committee has not met yet regarding signage.

Library Foundation: The KPLF met on August 31st. They are reaching out to the City about the proposed parking lot improvements across Concert Street from the library, to improve access to the library. They are also working on a strategic plan for the Foundation.

A/V Grant: Emily submitted the grant request to the Keokuk Area Community Foundation for new AV equipment for library programming.

Bickel Scrapbook Digitization: Pam Rees from the State Library came and talked to the staff about uploading the Bickel Collection to Iowa Digital Heritage. There are some logistics to work out first, and then we hope to start uploading the collection for better public access to this wonderful resource.

Advisory Board Meeting: The Lee County Libraries’ Advisory Board will be meeting on Tuesday, September 29th at 7:00 pm at the West Point Public Library for its annual meeting. Libraries are represented by the library director and board president, but all trustees are welcome to attend. The Board looks at a year-end report and discusses the next year’s budget request to the County Board of Supervisors.

A motion to accept the librarian's report was made by Barb Smidt. Clinton Boddicker seconded the motion and it was unanimously approved.

8. **OLD BUSINESS:**

RFID Book Security Project: The KPL closed on Friday, September 11th, for installation and staff training. The new gates were installed on Thursday. Friday morning the rest of the equipment was installed on four computers, and then we were trained. With 4 computers and 1 mobile tagging station, we spent the rest of the day tagging the collection on all 5 devices.

9. **UNFINISHED BUSINESS:**

RFID: the staff are all pitching in and tagging the collection when they can, and we hope to complete the task in 4-6 weeks.

Unfortunately we've had several computer issues since the installation, and there have been many calls to 3M and Better Computing. These issues have disrupted the Cassie Manager, which has caused issues with the public logging on to the public computers. We think these issues are all resolved.

Polaris is also working on the software on their end with the RFID interface license. We hope to have those issues worked out and have seamless RFID check-out by the time the tagging is completed.

10. **NEW BUSINESS:**

RVAP Bathroom Fliers: City Attorney Douglas Dorando gave the board a 7-page memo after researching the questions posed by the library board after the last meeting. To sum it up, the library director has been given the authority to approve the posting of fliers at the library in locations that she deems appropriate. She has a good justification for allowing these particular fliers to be posted in a discreet location, and not other types of posters. If the board would like to restrict the placement of fliers or her authority over the placement of fliers, the policy would have to be revised.

Mike talked about how parents struggle with what children are exposed to. Martha brought up ALA's position on not limiting information by age and how our policies cite their Freedom to Read and Freedom to View statements. We talked a bit about children asking questions about words they do not understand, and if that is necessarily a bad thing or a teaching opportunity. Jane explained how schools are different – they must accommodate parents who do not want their kids to read certain material. Barb suggested hanging these fliers up a little higher in the stalls. Ed said that RVAP has a great rationale for hanging these discreetly. Clinton said that as a prosecutor he thinks victims of crimes need this access. Mike said that the board hired a professional to make these decisions about flier placement and he would not be in favor of revising the policy to take away that judgment – this seemed to be the consensus of the board.

Also - in reviewing the board's policy on "Exhibits, Announcements, and Distribution of Materials," Mr. Dorando found underlying issues that need attention. The policy restricts political and religious fliers in most circumstances, and he explained why we cannot continue

with the policy as it is. He said, "...a primary purpose of a public library is the free exchange of ideas without censorship based on content or perspective..." and stated that there is no compelling public purpose served by restricting these posters.

Clinton asked if anything *can* be restricted and Douglas said perhaps slander, libel, and maybe graphic or disturbing images, but that can be hard to define – it is a difficult line to draw. Clinton asked about restricting based on time, and we can do this. When asked about the RVAP posters if we limit how long a poster can be hung, Mr. Dorando said that we could call these posters "City property" in that case.

Martha said that she will get the Policy committee together to look at this and report back at the next meeting.

Outside Book Return: The book return was involved in a hit-and-run on Wednesday, September 9th. The top of the book return is smashed in on one side, and there was evidence of a large, orange vehicle. The KPD wrote a police report, but there have been no leads. The City's insurance has a \$5,000 deductible, and a replacement hood for the \$5,500 book return is \$917.37 plus shipping.

Mike asked about the cost to fix the hood. Emily said that Public Works employees looked at it and thought it could not be restored to the original condition. Probably not for that price. Ed Bazow agreed. Barb Smidt suggested using the materials fund, like the money we raised in the book sale. Ed Bazow made a motion that the library board will purchase a replacement book return hood with the Materials fund. Martha seconded the motion and it was unanimously approved.

ADJOURNMENT:

The meeting was adjourned at 5:15 pm. The next meeting will be held on October 19th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
October 19, 2015**

1. ROLL CALL:

Jane Abell	--	Present	Sue Olson	--	Present
Ed Bazow	--	Present	Barb Smidt	--	Present
Clinton Boddicker	--	Absent	Anna Westermeyer	--	Present
Joseph Fierce	--	Present	Mike Woodring	--	Present
Martha Marsot	--	Absent			

2. MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:00 p.m. by President Mike Woodring. There were no conflicts with the agenda by board members. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Barb Smidt. Jane Abell seconded the motion and it was unanimously approved.

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

4. BILLS AND SALARIES:

The bills and salaries were presented for payment. A motion to pay all bills and salaries was made by Anna Westermeyer. Sue Olson seconded the motion and it was unanimously approved.

5. TREASURER'S REPORT:

The treasurer's report was handed out for review. Barb pointed some deposits and brought to the board's attention the fact that a CD will be up for renewal before the next board meeting. She will cash it out and bring interest rates for renewal to the next meeting. A motion to accept the report was made by Sue Olson. Anna Westermeyer seconded the motion and it was unanimously approved.

6. COMMUNICATIONS AND PETITIONS:

Jane Abell presented her resignation to the board with a letter read by Sue Olson, explaining that due to her being elected school board president and the meetings on the same day as this board, she will not have time for both. The board thanked her for her time on the board.

Due to the fact that she was absent from the last meeting and did see it in the minutes, Sue brought up the library's calling in sick policy. Monday, September 20, the library opened late as two people were on scheduled vacation days, one person was due in at 11:30 for their late day and the rest called in sick. Sue had driven by and people were standing outside and she stopped to see why. She then called Tonya (vacation) and Emily (sick) and they both came in as soon as possible to open the library at around 9:30 am, one-half hour late. Sue would like a review of how the staff calls in sick, since currently they are only calling in to the voicemail and not a person. Discussion was held on ways this could be improved.

7. **LIBRARIAN’S REPORT:**

Donations: this month we received donations from Mike Perro, and many anonymous donors.

Upcoming Programs include: Kids’ Crafternoon on Mondays, Preschool Story Time on Wednesdays and Thursdays, Knitting & Needlework Group on Fridays, Kids Afternoon Movies on the 1st and 3rd Wednesday, Kids Halloween Party on October 20, The Rocky Horror Picture Show on October 23 (part of Classic Movie Nights) , Cake decorating classes start on October 26, the Lee County Conservation Board presents “Spooky Animals” on October 28, Open Mic Night on November 5 (last one of this session!), Black Hawk’s Final Resting Place presentation by Russ Fry on November 10, Movie Night, November 12th (I’ll See You in my Dreams), and Classic Movie Night will present “Singin’ in the Rain” on November 20th.

Library Foundation: The KPLF met on October 5th. The same items were discussed— parking, landscaping, and a spending guideline/strategic plan. The next meeting is scheduled for October 26.

Emily reported that Tumblebooks is doing a school/library promotion, for five months starting in November. This will allow schools to log in without a library card. IP addresses will need to be provided to Tumblebooks and Emily will get those from the local schools in order to get this started.

A motion to accept the librarian’s report was made by Sue Olson. Barb Smidt seconded the motion and it was unanimously approved.

Building and Grounds:

Signage: The committee met on October 16 to discuss signage. They decided to recommend clear, plexi-glass, 8 ½ by 11 holders for each aisle, at both ends. Double-sided tape is needed to install them, and the old ones will need to be removed. Total cost for the project is \$527.30. Anna Westermeyer seconded the recommendation from the committee. A motion to pay for the project out of the materials fund was made by Sue Olson. Joe Fierce seconded the motion and it was unanimously approved.

Policy Committee:

The Policy Committee met on September 30th and discussed the Exhibits policy, the Borrowing Privileges policy and the Computer/Internet policy. Emily offered explanation of the suggested changes to the Borrowing Privileges policy: the photographing of patrons was postponed due to the RFID tagging and now there are some concerns for homebound and temporarily disabled patrons, as well as spouses who may check out for each other.

After research, thought and discussion with library staff and the committee, we think the public would like the option to give borrowing privileges to a designated adult or adults. It seems like a positive change that would be good for community relations as well.

So, in Martha's absence, Emily presented the recommendations from the committee for the following policies:

Exhibits Policy: the name will change to "Bulletin Policy", after board discussion; wording change to the following:

The purposes of the library's bulletin boards and pamphlet racks are:

To call attention to local activities, events and official notices; and

To dispense free information about local activities and nonprofit organizations.

The library may accept material from nonprofit organizations, including churches, schools and city and county governments.

The library will not accept business or personal advertising (products, apartments for rent, etc.). The library will not accept containers for collections.

Posters, notices and materials for distribution must be submitted to the director for approval. Scheduling of displays and exhibits must also be cleared with the library director.

Anna Westermeyer seconded the recommendations and it was unanimously approved.

Borrowing Privileges: amend wording of "Responsibilities of borrowers" section as follows: instead of address—change to "contact information".

Add—A photo will be taken of each patron to accompany their record for identification purposes.

Add section—"Account Permissions"

Borrowers 18 and up may grant responsible, designated adults permission to :

--Check out items reserved by the borrower on the borrower's behalf

--Check out other items on the borrower's account.

--Access information about items checked out on the account, such as titles and due dates.

--Access information about the borrower's fines and fees.

The account holder is responsible for all items checked out on his or her account and any associated fines or fees. This permission may be removed at any time by the account holder by contacting the library.

Sue Olson seconded the recommendations and it was unanimously approved.

Computer/Internet Policy: wording change under "Rules Governing Use of Public Computers" to: Patrons who wish to print can purchase and retrieve print-outs (Refer to Fee Schedule for prices.) Delete instructions on wireless printing.

Anna Westemeyer seconded the recommendation of the committee and it was unanimously approved.

8. UNFINISHED BUSINESS:

RFID: Tagging of the collection has been completed (in less than a month!) and we are now waiting on Polaris to get the interface working to allow us to check in/out multiple items at a time. Polaris has been contacted several times to see if the interface was ready and finally a response was received from our support person, Gail. She had spoken with the IT department and they have no idea when it will be ready—trouble with working out the kinks of being a “hosted” library, because of multiple libraries on the same server. We have yet to be billed, and won’t be until it is ready.

So for now, the gates are inactive until Polaris finishes its seamless interface for the check in/out process. We will give them a little more time, but if we don’t hear back from them in a few weeks, the plan is: call 3M to reinstall the old software, and then we can check items in and out one-at-at-a-time by opening two programs.

Sue asked for clarification on a mention in the foundation minutes that all software was installed and up and running. Emily explained that it was true then, but due to issues with CASSIE, we had to uninstall the program on one computer in order for the public computers to work.

9. NEW BUSINESS:

None.

ADJOURNMENT:

The meeting was adjourned at 5:10 pm. The next meeting will be held on November 16th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
November 16, 2015**

1. ROLL CALL:

Ed Bazow	--	Present	Sue Olson	--	Present
Clinton Boddicker	--	Present	Barb Smidt	--	Present
Joseph Fierce	--	Present	Anna Westermeyer	--	Absent
Martha Marsot	--	Present	Mike Woodring	--	Present

2. MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:00 p.m. by President Mike Woodring. There were no conflicts with the agenda by board members. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Barb Smidt. Joe Fierce seconded the motion and it was unanimously approved.

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

4. BILLS AND SALARIES:

The bills and salaries were presented for payment. A motion to pay all bills and salaries was made by Clinton Boddicker. Barb Smidt seconded the motion and it was unanimously approved.

5. TREASURER'S REPORT:

The treasurer's report was handed out for review. A motion to accept the report was made by Martha Marsot. Clinton Boddicker seconded the motion and it was unanimously approved. Barb presented the current CD rates from each of the banks in town. After board discussion, the recommendation to put \$7,000 in a 6-month CD at Pilot Grove Savings Bank for 0.45% interest was seconded by Clinton Boddicker

6. COMMUNICATIONS AND PETITIONS:

None.

7. LIBRARIAN'S REPORT:

Donations: This month we received donations from Alliant Energy, Mr. and Mrs. Donald Dean, Miranda Ruffcorn, Angela Gates, and many anonymous donors.

Upcoming Programs include: A photo tour of Turkey, part 2 (Nov. 17); Classic movie night presents "Singin' in the Rain" (Nov. 20); Lego Club on November 21 and December 12; Santa visit on December 9; Kids Holiday Book Bazaar on December 9; Movie night presents "Mr. Holmes" on December 10 and Classic Movie Night presents "White Christmas" on December 18.

KPLF: The KPLF met on October 26th and their minutes are attached. Conversations continued on parking and a spending guidelines/strategic plan. Discussion was had on the

City's parking lot, but Mike pointed out that revisions are needed in the by-laws before any financial decisions can be made.

While a committee was selected to discuss by-laws, Emily brought up some problems pointed out by the State Library about library directors working too close with Friends & Foundation groups. After discussion with the State Law Library, she had concerns to bring to both boards regarding their respective by-laws.

CCP: Mike and Emily met with Tom Seabold and Betsy Gardner on October 28th. They chatted about different fundraising ideas and building issues—mainly scuffed paint and lights replaced. A new paint job will be considered at the next Building and Grounds committee meeting.

Lee County Advisory Board: Mike, Monica, and I attended the Lee County Advisory Board meeting on September 29th. The budget request for the Lee County Supervisors was passed and will be presented, probably in January. An additional \$4,700 is being asked for, to add to the joint projects budget for technology, and if approved it would allow each library to improve service to Lee County residents by replacing and repairing equipment, increasing Internet speed, or purchasing STEM learning systems for children, like Lego Robotics kits.

Grants: The library received word from both the Keokuk Area Community Foundation and the Lee County Youth Services organization—and we are receiving funds from both! We are getting \$1,500 from each organization for a total of \$3,000. While not the full amount requested from each organization, it will still allow us to purchase all of the necessary equipment – a big indoor/outdoor screen, projector, speakers, and microphones. Movie licenses and concessions may have to be funded by other sources. In the Youth Services grant application Emily stated that she would investigate having an outdoor movie at the Rand Park Pavilion as part of our cooperation with other organizations. She will talk to City offices and find out how to reserve it, and if there are any rules and restrictions.

There is a luncheon on Wednesday, December 9th at Noon at Lake Cooper for all grant recipients. Mike and Emily will attend and ask foundation members to also attend.

Staff: Angela Gates, Patron Services Clerk, has been recertified by the State Library.

A motion to accept the librarian's report was made by Clinton Boddicker. Barb Smidt seconded the motion and it was unanimously approved.

Building and Grounds:

Several items were discussed with the board:

The oak veneer of one end panel was damaged during signage removal – Jones Library Sales quoted \$850 to deliver and replace. Board discussion resulted in asking Emily to obtain bids from local carpenters to repair it – like Ron McVeigh, Jim Brown, or Bill Gullick. Stan Pepple was contacted but he is too busy this winter.

The carpet near the front door was damaged during the new gate installation—she will look into a fix for that.

There are areas that need some painting attention. In the lower level, chairs and voting equipment have damaged the walls; we'll look into painting and a chair rail. In the children's area there is damage around the cut-out shapes from kids climbing, etc.; we'll look into painting and some kind of edging or plexiglass barrier.

Boiler inspection: The boiler was inspected by the State during the first week of November. They sent us a letter saying that there was a concern with rust, which may be evidence of a leak that needs fixed. Emily contacted Enderle's who said that the rust was where they had replaced two new cells and that there was indeed rust on the surface, but no corrosion in the cell itself. Everything appears to be working just fine.

8. UNFINISHED BUSINESS:

RFID: Polaris's IT department has been developing an interface, and they think they finally have a fix for the newest version of our catalog software. They will upgrade us to the newest version of Polaris on December 1st, so our system will be down that morning. Once completed, they will install the RFID interface, and then we can call 3M to install the new RFID software on our end, and we will be Beta testers for the new interface.

9. NEW BUSINESS:

Board Vacancies: Jane has resigned her position and Barb will be leaving us in March 2016. All names of people who had expressed interest in serving were received from City Offices and passed out to the board. It was suggested that the full board application be sent to each interested party with a letter stating that positions will soon be open. Barb mentioned that she had someone who was interested in serving as Treasurer and will have her fill out an application. The other vacancy will be filled in March. There was some discussion on how to attract younger applicants, including moving the meeting time to later.

KPLF: Emily handed out a packet with a letter that she was considering sending to the Foundation. After a discussion with the State Library, she is seeking to reduce the amount of work that she does for the Foundation, so she can focus more on her duties as library director. Discussion ensued about the amount of work, and many were in agreement with the State Library. The board asked that she wait to send out the letter and contact the City attorney to get his opinion or ask him to come to a special meeting as soon as possible. Emily will contact him and let the board know of his opinion.

ADJOURNMENT:

The meeting was adjourned at 5:25 pm. The next meeting will be held on December 14th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
December 21, 2015**

1. ROLL CALL:

Ed Bazow	--	Present	Barb Smidt	--	Absent
Clinton Boddicker	--	Present	Anna Westermeyer	--	Present
Joseph Fierce	--	Present	Mike Woodring	--	Present
Martha Marsot	--	Present	Kristal King	--	Present
Sue Olson	--	Present			

2. MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:00 p.m. by President Mike Woodring. There were no conflicts with the agenda by board members. Mike welcomed new board member Kristal King. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Martha Marsot. Anna Westermeyer seconded the motion and it was unanimously approved.

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

4. BILLS AND SALARIES:

The bills and salaries were presented for payment. A motion to pay all bills and salaries was made by Anna Westermeyer. Sue Olson seconded the motion and it was unanimously approved.

5. TREASURER'S REPORT:

The treasurer's report was handed out for review by Emily in Barb's absence. A motion to accept the report was made by Sue Olson. Martha Marsot seconded the motion and it was unanimously approved.

6. COMMUNICATIONS AND PETITIONS:

Acting on behalf of the Lee County Iowa Historical Society, Sue asked that the LCIHS be notified about Community Cultural Partnership meetings, especially those involving fundraising.

7. LIBRARIAN'S REPORT:

Donations: This month we received donations to the collection from Kay Arthur, Carole Betts, Susie Flockhart, Gary McVey, Keith Miller, Sue Olson, Elsie Richardson, Kay Slusher, and many anonymous donors.

Upcoming Programs include: an evening story hour on January 5; Kids' cookie decorating class, January 9th; photo tour of Greece, January 12; Movie night: "A Walk to Remember," January 14; Family Lego night, January 15; Classic movie night "Butch Cassidy and the Sundance Kid" January 22; February 6—Movie Night: "The Martin" and March 10—Movie Night presents "Man Up."

Our Winter Reading Program is scheduled to begin on January 18 and run until February 27. Donation letters have been mailed to local businesses in the hopes of receiving monetary donations, gift cards, coupons or swag for prizes. Our grand prize for each age group (adult and teen) will be a tablet.

KPLF: The Foundation met in a special meeting to discuss the information received from the City Attorney in regards to Emily's duties with the foundation as well as the library board liaisons role. Summing up—Emily, as a City employee, should not be used for a private non-profit unless it is for the sole purpose of being a liaison. Library board members, not being employed by the City, could choose to serve, but should abstain from voting when it pertains to the library to avoid a conflict of interest.

After Duane presented the info gathered most Foundation members sympathized and understood that changes needed to be made. The consensus was that Emily will continue in her current role until March or April while they work out the details. Duane and Mike volunteered to help out with the Treasurer's duties and they both worked to get the annual fundraising letter stuffed, addressed, and stamped. Emily will keep track of copies made for the Foundation and they will be billed accordingly. Their next meeting is in mid-January.

Grants: We received the grant money that was awarded to us by the Keokuk Area Community Foundation and Lee County Youth Services – \$1,500 from each entity – at a luncheon on December 9th. Thanks to Mary Dennis and Mike Woodring for also attending. We will put those monies to use and order our new A/V equipment.

Wal-Mart also accepted our grant request for \$500 to replace worn and missing items from the collection.

New policies: Patron photos have been very helpful for staff, and patrons have enjoyed having the option to grant permission to another person to use their card. Only one patron has adamantly refused to have her picture taken. After discussing with Teri Terford, we've decide to require the patron to show a library card at check-out and put a caption in the picture area that says "No photo required—must show library card". For new cardholders, exceptions will not be made.

Monica reported that no bids for snow removal were received in response to an ad that was placed in the Daily Gate City. Mike volunteered to come down and use his snow blower and Monica will continue to pursue having the city be responsible for shoveling.

Kristal King is our newest board member, agreeing to take over the Treasurer's duties from Barb. Barb will stay through February and assist in Kristal in her new duties.

A motion to accept the librarian's report was made by Clinton Boddicker. Anna Westermeyer seconded the motion and it was unanimously approved.

Building and Grounds:

Although the committee did not meet, updates on several things were discussed:

RFID: Our software was upgraded on December 1st and the RFID interface has been installed, but they still have one bug to repair before we can move forward with the new book security system.

Paint: Sam Strange came in and measured for bids on painting the curved wall in the children's area as well as the Art Center space downstairs and the meeting room. Emily will let the B&G committee know when she has received those bids.

Woodwork: Emily spoke with Jim Brown about repairing the end panel. They also discussed the bite marks around the shapes in the curved wall in the children's area. He thinks it would be easy to install wood trim around the shapes to keep this from happening.

Carpet: Emily spoke with Streeter's about binding a rug to cover the torn carpet near the front security gates. He thought a rug would slip and slide around and instead suggested that it would be better to cut a hole bigger and patch it with carpet scraps we have on hand. They have not come in yet to repair it. Sue suggested that if they had not been heard from in two weeks, that Emily should contact Floor Crafters in Fort Madison (the ones who made the rug for the lobby) to see about getting the job done. The board agreed.

8. UNFINISHED BUSINESS:

None.

9. NEW BUSINESS:

Budget: the budget sheets have been received from the City and our request must be in by January 4th for the fiscal year beginning July 1, 2016. They figured a 2% cost-of-living wage increase again, and smaller increases to other wage and benefit line items. This is also the year that the board wanted us to put in a capital improvement request for a new boiler and painting the lower level. While all the bids may not be received on time for January 4th, we do have one for a high-efficiency boiler, as well as a whole new system with different zones, eliminating the need for a boiler, boiler insurance, and the air handler.

Emily also has increased some line items slightly, adjusting only the ones needed as reflected in the previous year's spending, amounting to \$4448 overall. Discussion ensued and a motion to submit the budget as presented, as well as any capital improvement project bids when received was made by Martha Marsot. Joe Fierce seconded the motion and it was unanimously approved.

Treasurer: As mentioned previously, Barb will be leaving the library board and moving out of town. With her resignation, Kristal King accepted the Treasurer's position. Barb will show her the ropes before she leaves in February.

ADJOURNMENT:

The meeting was adjourned at 5:00 pm. The next meeting will be held on January 18th at 4:00 pm in the Round Room.

July 2015 Book Sale Report

Volunteers	47
Hours	165.5
Thursday (full price)	\$737.00
Friday (half price)	\$313.00
Saturday (\$1 a bag)	\$172.25
<u>Monday (donation)</u>	<u>\$236.50</u>
TOTAL	\$1,458.75

The first day of set up, several boys from Midwest Academy came and picked up the tables loaned to us from St. John's church. Then they brought up all of the boxes from the basement.

Several volunteers then unboxed and sorted all of the books Monday afternoon and Tuesday. Volunteers throughout the book sale took money, straightened up the books and helped take out books to their cars.

We were actually ready to sell on Wednesday, we thought about next year making Wednesday a "special sale day." Maybe have to pay to get in the door and then pay for the books also. Just a thought we were bouncing around.

On Monday, the last day of the book sale, a patron took several boxes of books to Good Will and to the Salvation Army. She loaded up her car and delivered them.

On Tuesday, a patron took what did not sell. He recycled them. There were about 15 boxes left over. 4 of the boxes were sets – old encyclopedias, old medical books, etc. – and 2 boxes were VHS tapes.

I took 10 boxes of paperbacks to the Lee County Jail. (They only accept paperbacks.)

This could not have been done without the hard work of many volunteers. Some volunteers were court restitution and some were just volunteering. Volunteers are essential to making this a successful sale.

Monica put together snacks for the volunteers. We provided water and soda to them.

Respectfully submitted by Tonya Boltz, Patron Services

JOINT COMMITTEE ON PROPERTY DEVELOPMENT

Meeting of Tuesday, 2 June 2015

The Committee held a general discussion on how to proceed to develop the property owned by the KPL Foundation between 5th and 6th Streets and between the alley next to the library and High Street, and on what to focus on first.

1. The Committee agreed that parking for library patrons and public safety were of immediate concern, especially because of congestion on 5th Street where parking is allowed on both sides of the street.

Ideas:

- Restrict parking on N. 5th Street
- Allow handicapped parking only on the library side of N. 5th
- Allow for more handicapped parking in the rear lot
- Use the gravel lot across Concert Street (owned by the city) for library parking

This will require cooperation with the city as well as a contribution from the Foundation (such as purchase of new gravel)

A crosswalk with a warning light across Concert will probably be required

Responsibility for continued maintenance will undoubtedly be a city task

2. The Committee agreed to study the OPN plans for development of the property to determine what is still valid for immediate use.
3. The Committee agreed that the project should start with the stone-walled area for development, including brick pillars for the entrance, a round bricked inset at the entrance, electricity for the area, a new storage shed, an outdoor reading garden, possibly a gazebo, possibly sculptures, and gardens emphasizing native Iowa plants and flowers, and other ideas provided by a Keokuk resident (Hunter).
4. The Committee agreed to call this landscape plan “Phase 1, 2015.”

-Submitted by Duane Taylor, KPL Foundation President

Landscaping Committee Report – June 2, 2015

There was general discussion on how to proceed and how to focus our time and energy.

The committee was in agreement that parking and safety of the public was of immediate concern due to congestion on N 5th, especially the safety hazard created by loading and unloading buses.

Various ideas were discussed including restricting parking in front of the Library, where and how many handicap areas were necessary, short/longer term solutions such as updating the city gravel lot across Concert street. It was noted a cross walk of some type would be necessary and coordination with city officials and planning. Longer range plans would include where and what type of expansion of the concrete parking area. How the Foundation money relates to the City budget to determine what is normal operation cost and what the Foundation is willing to supplement. For example the Foundation might buy the rock if the City uses their trucks and labor. It also should be noted that by job description building and grounds of the KPL is the responsibility of the Library director and any planning needs to be coordinated. Mike agreed to develop a logical work flow path of steps/contacts.

The committee also agreed to study the OPN plans that were bought a few years to determine what is still valid for our immediate use. A portable outdoor stage, electricity to the area, a new storage shed, development of an outdoor reading garden with sculptures based on the OPN plan of the entrance to the stone wall area plus ideas provided to us by a Keokuk resident. The committee is calling this landscape project Phase 1, 2015.

-Submitted by Mike Woodring