

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
January 17, 2011**

(A) ROLL CALL:

Prudence Backlin	--	Present	Linda Sue Mullen	--	Present
Ed Bazow	--	Present	Sue Olson	--	Present
Clinton Boddicker	--	Present	Barb Smidt	--	Absent
Jeanne Caropreso	--	Present	Mike Woodring	--	Present
Martha Marsot	--	Present			

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:00 p.m. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Jeanne Caropreso. Ed Bazow seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Sue Olson spoke to the board as a member of the public. She would like to see all of the library staff enforcing the policies consistently, especially the no cell phones policy and the one person per computer. She has also noticed some of the kids using disrespectful language and behaving badly in the library. She feels they should have consistent re-enforcement and that all employees should know the policy and be able to enforce it. She also noted that she doesn't believe the student workers should be monitoring the public computer screens. She also stated that she recently checked out a movie with an "R" rating that would be inappropriate for kids to see and wondered how we handled that. Public comments were closed at 4:07 pm.

(D) TREASURER'S REPORT:

Emily handed out in Barb's absence. She noted that Barb had made recommendations for the CD that is up for renewal. A motion to approve the treasurer's report was made by Prue Backlin. Mike Woodring seconded the motion and it was unanimously approved. A motion to accept Smidt's recommendation for the renewal of the CD at KSB for 15 mos at 1.20 % was made by Sue Olson. Jeanne Caropreso seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection by Michelle Cale Donner, Kathie Gorham, Sandy Johnson, Carla Karr, Jim Wells and many anonymous donors.

Donations of cash and merchandise for the 2011 Winter Reading Program include: The Daily Gate City, First Community Bank, Gate City Seed, Hartt Apparel, Hickory Haven Campground, Keokuk Savings Bank, Sue Olson, Carriage Works, and the Wooden Nickel Restaurant.

The 2011 Winter Reading Program ("Reading Bingo") will run from February 1st through March 18th. The Grand Prize will be a Barnes and Noble Nook. Six prize baskets representing various genres have been put together with funds from the Foundation and items and coupons from the sponsors.

On Thursday, February 3rd, Thomas Moore of the African-American Museum of Iowa, will be presenting a program called, "More than Just a Game: African Americans in Sports" at 6 pm in the Round Room. Shane Etter will also be displaying sports memorabilia in the square glass case in the main library.

Emily reported that she had spoken to City Attorney Steve Swan about posting signs that indicate no weapons are allowed on library property. He responded that this is reasonable and well within the library board's rights. She also contacted Mayor Tom Marion, who agreed by saying, "I see no problems with the Board's decision and applaud them for their stand." Four signs were purchased and posted at the front and back entrances, and next to the front and back interior doors.

Emily stated that the Lee County Libraries will be presenting its budget request and giving its annual report on Tuesday, January 25th at 9:00 am. All board members and supporters are welcome to come and show support. The Lee County Libraries will be requesting \$63,500, an increase of \$3,500. If granted, the extra funds would pay for a Lee County DVD rotation and a coordinated Summer Reading Program.

Emily reported on the Foundation meeting and that they agreed to continue to support Adult programming, mowing and snow removal, and to pay for a hotel for Julie Claus to attend the Kids First conference in Ames this spring.

The Annual report was handed out to the board, listing all the statistics from last year.

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

(H) COMMITTEE REPORTS:

Mike Woodring reported for the Building and Grounds committee. He reviewed for the board where the committee stands: To develop and environmentally friendly, easy to maintain, and low cost, but attractive, park for people to relax and enjoy; to establish boundaries and have a walk way, perhaps made of natural products such as mulch between rail road ties, eliminating the possibility of skateboarding and other improper use of the park; to utilize native Iowa Plants, not necessarily seeding all the land in wildflowers, but rather have some structure to the land such as flower beds, a berm, butterfly garden, trees and other planting; that we are not happy with OPN design work and would rather obtain advice from local landscaping companies and master gardeners in the selection and maintenance of the plants and overall design.

After the review, Mike stated that he thinks we are at the point where we could contact some of local people to get their input on plant selection and any ideas they would be willing to give based on the above criteria. He would like to start with the master gardeners. Board discussion ensued and it was agreed that Emily would start the process of setting up a meeting.

(I) UNFINISHED BUSINESS:

Clinton has not had time to review the contract with the Lee County Historical Society. Sue Olson offered to meet with Clinton at his office to get the wording straightened out, and they will bring the document to next month's meeting.

(J) NEW BUSINESS:

Budget Request—this was turned in with no increases, other than the wages/benefits that was filled in previously by the city.

Response to public comments: in regards to the checking out of “R” rated movies — currently we do not restrict anyone from checking items out, so this would go to the policy committee for discussion. In regards to cell phones —the supervisors will try to be more observant. And in regards to the more than one person at a computer—they can ask for permission to do this if they are working quietly on a project together, but Emily will ask the staff to watch this more closely also.

Sue responded that she will report back at next month's meeting on what progress she has noticed.

Emily handed out the updated version of the long and short range goals, based on last month's discussion. Mike Woodring, who was absent last month, thought that the goals presented were very sound. A motion to accept the goals as presented was made by Sue Olson. Mike Woodring seconded the motion and it was unanimously accepted.

ADJOURNMENT:

The meeting was adjourned at 4:45 PM. The next meeting will be held on Monday, February 28th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
February 28, 2011**

(A) ROLL CALL:

Prudence Backlin	--	Present	Linda Sue Mullen	--	Present
Ed Bazow	--	Present	Sue Olson	--	Present
Clinton Boddicker	--	Present	Barb Smidt	--	Present
Jeanne Caropreso	--	Present	Mike Woodring	--	Present
Martha Marsot	--	Present			

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:00 p.m. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Jeanne Caropreso. Sue Olson seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Prue Backlin spoke as a member of the Fine Arts Council, asking about moving the glass display case. She was informed that this would be discussed under New Business.

Clinton Boddicker spoke, commending the library for working with the Drug Court and allowing one of their applicants to work off her volunteer hours here. They are very appreciative of the fact that the library is willing to participate.

(D) TREASURER'S REPORT:

Barb presented the report and explained the CD rollover. A motion to accept the treasurer's report was made by Sue Olson. Jeanne Caropreso seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

Emily reported that the first quarterly meeting between the Keokuk Public Library and the Keokuk Art Center had taken place. Linda Sue commented that everything went well. The next meeting is scheduled for May 25, 2011 at 10:00 AM.

Emily informed the board that she had met with an Iowa Workforce Development representative about partnering up to help advertise their classes and to help with computer classes.

She also reported that shortly after that, legislation was introduced by the new director of IWD proposing that the agency close 39 of its field offices across the state and involve public libraries in some way in providing services to job seekers. This proposal was not discussed with the State Library before going public. On February 24th she attended a meeting involving IWD representatives, city councilmen, state senator Gene Fraise, and about 30 concerned citizens who voiced their concerns over the closings of our two local offices.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection by Jack Fader, Keokuk Garden Club, Julie Winkler, Sandy Johnson, Nancy Van Dycke-Dickinson, and many anonymous donors.

Additional donations for the 2011 Winter Reading Program were received from Drs. Susan and Phillip Storm and Vance Chiropractic Clinic.

The 2011 Winter Reading Program is going well with 81 patrons having registered so far. The program runs through March 18.

Two programs will take place in March: "More than Just a Game: African American Sports in Iowa" on March 1st (rescheduled from the February due to the snow storm) and "Grass Between the Rails: Celebrating Iowa's Railroad Heritage: with Humanities Iowa speaker Denny Rehder on March 3 at 6:30 PM.

Upcoming programs include Dave Ehlers as Mark Twain in April and a traveling exhibit from the Giler-Lehrman Institute of American History from March 28-April 25. Galesburg Public Library also included KPL in their Big Read grant and we received 12 copies of *Great Tales and Poems of Edgar Allan Poe*, reader's guides and audio guides for a book discussion. She had already planned a visit from Duffy Hudson to perform "In the Shadow of the Raven" as Edgar Allan Poe. That will take place on April 7th with the book discussion date TBA

The library presented a revised budget to the city council on Saturday, February 5th. We had to reduce our bottom line from last year's fiscal budget by 5% with very little notice. The budget was reduced by \$23,006.30, with the collection budget taking most of the loss along, along with janitorial services and part-time help.

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

(H) COMMITTEE REPORTS:

Mike Woodring reported for the Building and Grounds Committee. He started by asking Emily for an update on Sam Strange and the painting. He gave Emily a very large color selection of paint samples for the walls and told her that the bathroom countertops could not be painted, since they were laminate.

Mike reported on the progression of the landscaping project. He has spoken with Mary Dennis and Shirley Townsend, both Master Gardeners, to get their thoughts on plants,

etc. He has concluded that we need to go back to having a professional landscape architect—there are just too many things that go into planning a space like this. Sue Olson then presented a concept for the space, as submitted to her from Charles Hunter, president of the Garden Club. Much discussion ensued; the decision was made for Mike to set up a meeting with Mr. Hunter and the Garden Club.

Mike then presented the choices for new hurricane shades that Emily received from Heintz Electric in response to inquiry about replacing our old ones. They could not replace the ones we had, so a motion to purchase fourteen of G2477 shades was made by Mike Woodring. Barb Smidt seconded the motion. Caropreso, Marsot, Boddicker and Backlin voted yeah with Bazow and Olson voting nay. The motion carried.

Martha Marsot reported for the Policy committee. Six policies were up for consideration and she presented five to the board. The borrowing privilege policy will be presented at next month's meeting. The committee recommends the following to the board:

Library Behavior: no changes.

Fee Schedule: add a \$5 refundable deposit for computer classes

Fee Schedule (Fines section): add "card may not be renewed until all fines are paid" to the first paragraph.

Computer & Internet Policy: remove "6 Sessions daily," as no longer valid.

Collection Development Policy: add DVDs and remove art prints on 2nd page.

Martha Marsot presented this as a motion and Mike Woodring seconded the motion and it was unanimously approved.

(I) UNFINISHED BUSINESS:

The contract with the Lee County Historical Society was presented to Linda Sue for signing after Clinton and Sue had met and adjusted a few things. Linda Sue and Sue Olson signed the contract.

(J) NEW BUSINESS:

Budget Request—Emily presented the revised version, as discussed previously, to the board. Further explanation on the changes was given. A motion to accept the revised budget was made by Sue Olson. Jeanne Caropreso seconded the motion and it was unanimously approved.

Shelving is needed for sculpture in the Round Room, and Emily presented two recommendations of display cases by the Keokuk Art Center. Another alternative suggested by Tom Seabold is shelving/brackets that would run about \$20/each (a sample was on display in the Round Room). The board liked this option and a motion to spend up to \$400 to purchase shelving was made by Barb Smidt. Ed Bazow seconded the motion. Discussion resulted in the suggestion that the board also pursue other options, like grants, to help pay for them. The motion was unanimously approved.

ADJOURNMENT:

The meeting was adjourned at 5:20 PM. The next meeting will be held on Monday, March 21st at 4:00 pm in the Round Room.

KPL and KAC Joint Meeting: 2/23/2011, 4:00 PM

Present:

KPL: Emily Rohlf (Director), Linda Sue Mullen (Board President)

KAC: Tom Seabold (Director), Lydia O'Neal (Board Representative)

Notes:

Community Cultural Partnership representatives for the Keokuk Public Library and Keokuk Art Center met for their first quarterly meeting.

Tom asked if the Lee County Historical Society was attending. Emily and Clinton were told by LCHS representatives that they do not need to attend quarterly meetings, but will attend if they have an issue to talk about. They would like to attend any meetings regarding joint fundraising projects.

There was some discussion about a regular meeting date. The last Wednesday of the month for February, May, August, and November at 10:00 AM in the ICN room was agreed upon. (Emily will send these dates to Dave Grogan DGrogan@tohaastire.com and Julie O'Connor ojconnors@mchsi.com.) mommy_o21@yahoo.com (Lydia)

Tom shared his list of 2011 exhibits and explained that it is all 2-dimensional work, that he knows of, with the exception of student shows. He also shared the minutes from the last Art Center meeting, in accordance with the new CCP agreement with KAC. Emily said that January's minutes would be on the KPL website after they are approved at the February 28th meeting.

Tom and Lydia said that they moved the fountain, which was discussed in contract negotiations, to just inside the doors to the lower-level lobby. This did cause some tears with one child last Saturday. Emily was thankful, because of the mess that some children made with the fountain water.

The Fine Arts Council is meeting next month, and they have asked to move the square glass display case into the Round Room to display sculpture. Tom previously submitted two proposals for display cases, which will be reviewed by the library board on February 28th.

Emily asked if there is a cheaper and more flexible alternative, like shelving that Tom previously proposed. Tom said that he could bring in a sample for the board to look at – a shelf, which could be placed on top of brackets on the wall. Very affordable.

The other idea was a cabinet, where things could be displayed on top, and a plexiglass cover fits right on top. (They had these at the mall.) Someone in town could build it. A couple of screws could keep the plexiglass in place, so we would just unscrew to remove it. Lydia said that it could be dual purpose, with storage on the bottom for Story Hour, etc.; and if you put casters under the legs, it would be more portable. Linda Sue and Emily said that these were great alternatives to take back to the library board. The display cases recommended previously are a little pricey, although the square glass display case is in demand and a new display case would probably get as much use – it's just the question of where to store it. Tom said that the display cases suggested are no bigger than the piano that used to sit in the Round Room, and could be placed in the same area.

Linda Sue and Emily will take these ideas and the sample shelf back to the library board.

Waxing Rolled Linoleum: Emily said that the janitor informed her that Tom had waxed the rolled linoleum floor downstairs, and that rolled linoleum is not supposed to be waxed. Tom said that it can be waxed, and he was having a hard time cleaning up after classes. He pointed out that the floor of the meeting room has never been as shiny as the floor in the staff area, and it was really looking terrible. He spoke to McFarland's before he waxed, who directed him to the right product. Emily said that the library has a budget for building maintenance, and it should've been brought to their attention, but she will put it on her calendar to talk to the janitorial service in one year. Hopefully we can keep the floors looking nice and easy to clean.

Our next meeting will be on Wednesday, May 25th at 10:00 AM in the ICN/Small Conference Room.

These minutes were emailed to Tom Seabold on Friday, February 25th and I asked him to look them over and let me know if everything was correct to his knowledge, and if he had anything to add or change.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
March 21, 2011**

(A) ROLL CALL:

Prudence Backlin	--	Absent	Linda Sue Mullen	--	Present
Ed Bazow	--	Present	Sue Olson	--	Absent
Clinton Boddicker	--	Absent	Barb Smidt	--	Present
Jeanne Caropreso	--	Present	Mike Woodring	--	Present
Martha Marsot	--	Present			

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:05 p.m. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Jeanne Caropreso. Martha Marsot seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Barb presented the treasurer's report. A motion to accept the treasurer's report was made by Jeanne Caropreso. Martha Marsot seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

Linda Sue read a letter of resignation that was received via email from Prue Backlin. After listening, the board accepted the resignation with regret and wishes Prue the best.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection by Lisa M. Contrell Bentley, Amy Hartzog Gruntmeir, Carey Thompson, Leecie Jones, Carlos Falcon and many anonymous donors.

Emily reported that she is currently working on the second form for e-rate but that it has been labor intensive. Hopefully all that work will pay off when we see an 80% discount on our telephone bill starting in December.

She also created two databases for the library—one for Inter-Library loans and one for the cake pan collection. These databases will make this information easily searchable from any staff computer and cut down on paper waste.

She also reported that she has participated in several continuing education classes and that Julie Claus will be attending the Kids First conference in April.

The hurricane shades for the chandelier in the lobby have been ordered.

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

(H) COMMITTEE REPORTS:

Mike Woodring reported for the Building and Grounds committee. He has met with Charles Hunter as the board requested. They walked the grounds and Mike reported that Mr. Hunter has vast knowledge of landscaping and has developed properties like the one we have before. Mr. Hunter will present a plan to the committee by the next board meeting, leaning towards a theme of "A Children's Reading Garden."

Martha Marsot reported for the Policy committee. The borrowing privileges policy was presented for board approval. The committee recommends raising the non-resident fee to \$50 per year from \$35. The board agreed and the motion from the committee was unanimously approved.

(I) UNFINISHED BUSINESS:

Linda Sue handed out a summary of Emily's evaluation with all board member comments, as requested by the board.

The board also commented that the shelving purchased for the use of displaying art looked very nice and they are pleased with them.

(J) NEW BUSINESS:

Linda Sue asked Jeanne to serve as chair for the library board nominating committee. Ed Bazow agreed to also serve on that committee. A slate of officers will need to be presented at the June meeting. Linda Sue will then appoint a replacement for Jeanne as the liaison to the Foundation board.

Mike Woodring, Barb Smidt and Ed Bazow agreed to a second term.

ADJOURNMENT:

The meeting was adjourned at 4:50 PM. The next meeting will be held on Monday, April 18th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
April 18, 2011**

(A) ROLL CALL:

Ed Bazow	--	Present	Linda Sue Mullen	--	Present
Clinton Boddicker	--	Present	Sue Olson	--	Present
Jeanne Caropreso	--	Present	Barb Smidt	--	Present
Martha Marsot	--	Present	Mike Woodring	--	Absent

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:00 p.m. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Jeanne Caropreso. Martha Marsot seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Barb presented the treasurer's report. She presented the rates for the CD that is up for renewal. Jeanne Caropreso presented a motion to renew it at State Central Bank for 12 months @ 1%. It was seconded by Sue Olson and it was unanimously approved. A motion to accept the treasurer's report was made by Sue Olson. Jeanne Caropreso seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection by Joseph Condren, Lisa M Contrell Bentley, Carlos Falcon, Amy Hartzog Gruntmeir, Ginny Harlow, Anthony Kalinauskas, and many anonymous donors.

Emily reported that she has taken several continuing education classes. Christy McLain and Angela Gates attended the Technology Petting Zoo workshop in West Point also.

Emily let the board know that we will be receiving a one-year subscription to four databases courtesy of the Southeastern and Central Library Service areas. These databases include AtoZ Maps Online, AtoZ World Travel and AtoZ World Culture.

The amended budget amount of \$3,742.56 was submitted to the city and will change our actual bottom line to \$463,041.56 for this fiscal year.

The Winter Reading program was a huge success with 93 people participating; 485 entries were submitted for the gift baskets and 30 for the grand prize.

National Library Week was celebrated April 10-16. The library gave away pens along with some book bags donated by State Central Bank. Patrons also had a chance to register for giveaways of library mugs, a book and a flash drive.

Upcoming programs are Smart Investing classes in April and May, the rest of the Big Read in May, Space for Grace with Valerie Bowman on May 20th, Dave Ehlert as Mark Twain on June 23rd and a four-part series on cake decorating with Donna Herr coming in September.

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

(H) COMMITTEE REPORTS:

The Building and Grounds committee needs to schedule a meeting. Clinton added that we need to get a Quitclaim deed for the church land and that he will work on that.

Martha Marsot reported for the Policy committee. The Library Behavior Policy was presented to the board with additions and deletions for acceptance. The motion was accepted. The Personnel policy was also handed out for board consideration but was tabled until the policy committee can meet for further evaluation of this policy.

(I) UNFINISHED BUSINESS:

None.

(J) NEW BUSINESS:

Emily told the board that she would like to start the process for a new, updated logo.

The board watched the Trustee Trouble DVD "Policies."

ADJOURNMENT:

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

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
May 16, 2011**

(A) ROLL CALL:

Ed Bazow	--	Present	Linda Sue Mullen	--	Present
Clinton Boddicker	--	Present	Sue Olson	--	Present
Jeanne Caropreso	--	Present	Barb Smidt	--	Present
Martha Marsot	--	Present	Mike Woodring	--	Present

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:00 p.m. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Jeanne Caropreso. Sue Olson seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Barb presented the treasurer's report. She reported that the CD had been re-invested. A motion to accept the treasurer's report was made by Sue Olson. Jeanne Caropreso seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection by Terry Altheide, Lucille Corr, malachi Eddleman, Christy McLain, and many anonymous donors.

The Lee County Genealogical Society has donated new storage boxes for three-fourths of our microfilm reels. They will be applying for a grant this summer to cover the cost of the remaining boxes and labels.

A couple of incidents have occurred in the past couple of weeks, resulting in the banning of several young people from the library. One girl jammed a penny into the track of the elevator, causing the library to be without an elevator for a day and she was banned for one month. Three boys set fire to a bush in the side yard of the library—they will be banned from library property until the end of August.

We are to be recipients of a free, one-year subscription to Tell Me More, a language learning software similar to Rosetta Stone.

On Friday, May 27th, the library will be hosting the band UGSTER, for the Back Alley Band Fest from 6-9 pm. We will also have our restrooms available to the public.

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

(H) COMMITTEE REPORTS:

Mike reported that the building and Grounds committee had met and picked out colors for the bathroom walls—Refuge Blue for the men's and Artichoke for the women's; looked at the bathroom floor tiles in each one and determined that they were dirty but intact and did not need replaced; determined that the counter in the men's room is fine but the women's counter will need replaced.

He also reported that the entryway tile is in needed of repair/replacement. White's and Streeter's will be giving bids on materials and installation. A board member questioned whether we needed to look at replacing the windows in the lobby to match the new ones installed. Mike agreed that maybe that was something to think about for the future.

Mike also reported on his meeting with Charles Hunter and he explained Mr. Hunter's design concept to the board. Mike believes the next move is to merge the plan of OPN with Mr. Hunter's and then meet with the Foundation to see what they think. The board concurred.

Clinton reported that he had drawn up the Quit Claim deeds and that they would need to be signed by the church representatives and then taken to the recorder's office to be registered. He is still working on the city to deed us the 10 feet of land in the middle of the property and has also discovered that the city owns the far lot past the white house. He will ask them to deed this to us also.

Martha Marsot reported for the Policy committee. She recommends as a motion from the committee that we remove from the library policies the following:

Reference work
Faxing Guidelines

and add to meeting room regulations paragraph #2 as presented. The motion carried.

(I) UNFINISHED BUSINESS:

None.

(J) NEW BUSINESS:

Linda Sue reported to the board that the next meeting of the Library and the Art Center would be held on May 25th at 10:00 am and asked if the board had any concerns that they would like taken to the meeting. A question on whether we had been receiving the minutes from their board meetings was asked and Linda Sue will check on that.

She also pointed out that Jeanne's last meeting as a liaison with the Foundation would be on June 27th, the next scheduled Foundation meeting. She submitted that she would like to appoint Martha Marsot as her replacement. A motion to approve that appointment was made by Ed Bazow. Barb Smidt seconded the motion and it was unanimously approved.

The board watched the Trustee Trouble DVD "Long Range Planning."

ADJOURNMENT:

The meeting was adjourned at 4:50 PM. The next meeting will be held on Monday, June 20th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
June 20, 2011**

(A) ROLL CALL:

Ed Bazow	--	Present	Linda Sue Mullen	--	Present
Clinton Boddicker	--	Absent	Sue Olson	--	Present
Jeanne Caropreso	--	Present	Barb Smidt	--	Present
Martha Marsot	--	Present	Mike Woodring	--	Present
Buddy Howard	--	Present			

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:04 p.m. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Sue Olson. Jeanne Caropreso seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Barb presented the treasurer's report. A motion to accept the treasurer's report was made by Sue Olson. Mike Woodring seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

The bills and salaries were presented for payment. A motion to pay all bills and salaries was made by Jeanne Caropreso. Martha Marsot seconded the motion and it was unanimously approved.

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection by AAUW, Joseph Condren, Patty Elder, Carlos Falcon, Mike Niece, Rita Noe, Elsie Richardson, Hadley Rohlfs, Kirk and Emily Rohlfs, and many anonymous donors.

The Summer Reading program is in full swing and has over 200 children registered so far. Programs offered include weekly Story Hour, Movie Matinees, Game On (board games), and IPTV Stories & More sessions. Babaloo, Jaqueline Thompson's African Safari, Creations with a Twist (balloon artist), a Jamaican reggae concert with Victory in Control and a pool party are all upcoming events.

Our accreditation application was submitted in December to the State Library and Emily was recently informed that we needed to update two policies to come into compliance with the renewal application. The policy committee looked at these at their last meeting and these will be handed out to the board for approval at the June meeting. If approved, we will receive our Tier 3 status, the highest available from the State Library, when they are submitted.

Contracts have also been signed with the State Library to continue with Open Access, Access Plus and Inter-Library loan reimbursement. Payments are expected to be lower next fiscal year due to budget cuts.

The Lee County Libraries are discussing creating a county-wide DVD rotation and are working on a contract to present to each board. Fort Madison will be in charge of the rotation and with the closing of Southeastern Library Services this will greatly benefit all of the libraries by providing new movies on a rotating basis.

Emily reported that Julie Claus, Youth Services, will be resigning her position in September.

Emily also reported how happy we have been with Tim Dennis, our worker from Team Staffing, and how much he has helped us out with various projects around the library during his time here.

She also reported that she has been busy weeding in order to get ready for the book sale in July.

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

(H) COMMITTEE REPORTS:

Building & Grounds: Emily raised the question of how we were paying for the painting the bathrooms. A motion to pay the entire cost of the bathroom project out of the unallocated dividends and interest fund was made by Sue Olson. Mike Woodring seconded the motion and it was unanimously approved.

Emily reported that she had received a bid from Streeter's for purchase and installation of the tile for the front entryway but was having trouble finding someone to give her a second bid. Board members suggested some additional names and she will contact them. Discussion over to go ahead and ask the foundation for the money based on the Streeter's bid was held. A motion to ask the foundation to cover the cost of the front entryway tile up to \$7000 was made by Mike Woodring. Sue Olson seconded the motion and it was unanimously approved.

A bid for replacement of the alley side windows was received from Double A Glass in the amount of \$5780. More explanation on what they were going to look like and what were our options is needed so Mike will stop by and try to get a sample from them to bring to the next meeting.

Policy: Martha presented the committee's recommendation for changes to the personnel policy to the board. The board accepted the recommendations.

She also presented changes to the Mission Statement as recommended by the committee. The board accepted the recommendations.

(I) UNFINISHED BUSINESS:

None.

(J) NEW BUSINESS:

The slate of officers for the fiscal year 2011-2012 were presented by Jeanne Caropreso and are as follows: President—Linda Sue Mullen; Vice President—Martha Marsot and Treasurer—Barb Smidt. No other nominations were heard. A motion to accept the slate of officers as presented was made by Jeanne Caropreso. Ed Bazow seconded the motion and it was unanimously approved.

The board welcomed newly appointed member Buddy Howard. Linda Sue Mullen appointed him to fill the vacant spots on the policy and intellectual freedom committees.

It was reported to the board that no one representing the Art Center came to the quarterly meeting that had been scheduled. Barb Smidt suggested a call to the president of the Art Center board to see that this doesn't happen again.

The board watched the Trustee Trouble DVD "Advocacy."

ADJOURNMENT:

The meeting was adjourned at 5:02 PM. The next meeting will be held on Monday, July 18th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
July 18, 2011**

(A) ROLL CALL:

Ed Bazow	--	Absent	Linda Sue Mullen	--	Present
Clinton Boddicker	--	Absent	Sue Olson	--	Present
Jeanne Caropreso	--	Present	Barb Smidt	--	Present
Martha Marsot	--	Present	Mike Woodring	--	Absent
Buddy Howard	--	Present			

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:02 p.m. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Jeanne Caropreso. Sue Olson seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Barb presented the treasurer's report, which also included the year-end report to be presented to John Russell at City Offices. A motion to accept the treasurer's report was made by Buddy Howard. Jeanne Caropreso seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection by Sarah Norvell, Jim Cosgrove, and many anonymous donors.

Emily reported that the library opened 20 minutes late on Saturday July 2nd, due to her not being aware that she was scheduled to work and having to call in Monica. She worked the following Saturday in exchange.

With the KPL Foundation's purchase of the three new databases—Small Engine Repair, Home Improvement, and Auto Repair—we have kept our Tier 3 status for accreditation, through June 30, 2014.

Emily also handed out a summary of statistics for the year.

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

(H) COMMITTEE REPORTS:

Emily reported that the Foundation looked at the request for new tile in the front lobby. They decided that they would like to have an architect's input for the project and voted to give the library up to \$3000 to have OPN draw up a plan for this and any upcoming projects. Emily has spoken with Bruce Hamous and will call him back the first week of August in order to get schedule a time. The foundation agreed to pay for the tile and installation after this step was completed. They also requested a plan be presented to them for all of the projects we are considering, instead of bringing projects to them one at a time.

The policy committee did not meet due to illness.

(I) UNFINISHED BUSINESS:

The upcoming vacancies of Youth Services and Circulation clerk were discussed. The circulation clerk position will be advertised first as Christy's last day is August 6th.

(J) NEW BUSINESS:

There was board inquiry as to whether or not we would be having the "A Moveable Feast" fundraiser as it has been happening every two years and 2011 would be that year. Linda Sue reported that the next joint meeting will be held on August 29th and that it would be brought up then

The board watched the Trustee Trouble DVD "Friends and Foundation Relationships."

ADJOURNMENT:

The meeting was adjourned at 4:55 PM. The next meeting will be held on Monday, August 15th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
August 15, 2011**

(A) ROLL CALL:

Ed Bazow	--	Present	Linda Sue Mullen	--	Present
Clinton Boddicker	--	Present	Sue Olson	--	Present
Jeanne Caropreso	--	Present	Barb Smidt	--	Absent
Martha Marsot	--	Absent	Mike Woodring	--	Present
Buddy Howard	--	Present			

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:00 p.m. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Sue Olson. Jeanne Caropreso seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

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

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

Emily reported that she had received an email from Mayor Tom Marion congratulating the library on receiving Accreditation from the State of Iowa. He also stated that he appreciated the library events that we have been arranging and thanked the library for all that we do.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection by Art Resources Transfer, Inc./DUC Library Program, Tonya Boltz, Scott Fisher, Tom and Betsy Gardner, and many anonymous donors.

Emily reported that she has hired Celeste Knapp to fill the Circulation Clerk job vacancy. She was chosen from ten interviews that were conducted. She will now start the process to fill the Youth Services position.

Rohlfs also reported that she is working on a grant to purchase six new laptops to replace our current ones, which are now four years old.

Rohlfs informed the board of the following upcoming programs: the cake decorating class with Dona Herr, beginning on September 8th and a program on October 11th with Terry Fisk entitled "Iowa Ghosts and the Afterlife".

She also reported that she will be attending the Iowa Library Association's Annual conference in October, which is being held in Council Bluffs.

Tonya Boltz reported on the book sale: we made a total of \$1,107 with the help of 27 volunteers giving 83.5 hours. And Julie Claus reported on the summer reading program: 743 people attending the programs that were offered throughout the summer and that ended with a pool party at the Keokuk Aquatic Center, courtesy of the City.

A motion to accept the librarian's report was made by Buddy Howard. Mike Woodring seconded the motion and it was unanimously approved.

(H) COMMITTEE REPORTS:

Mike reported for the Building and Grounds by giving an overview of the past six months and requesting the board's help with long-term ideas for the land and building. He informed the board that the committee will be meeting with Bruce Hamous, architect for OPN on September 6th at 1:30 pm.

A question arose as to the painting of the bathrooms and Mike reported that he had spoken with Sam Strange and he will be getting to it as soon as possible.

The policy committee presented their recommendation to combine the materials access policy with the circulation policy. A motion to accept this recommendation was made by Mike Woodring. Ed Bazow seconded the motion and it was unanimously approved.

(I) UNFINISHED BUSINESS:

Linda Sue informed the board that the next meeting of the Cultural Partnership would be held on August 24th at 4:00 pm.

(J) NEW BUSINESS:

The land deeds have been taken to the recorder's office and Clinton has spoken with Mayor Marion in regards to the quit claim deeds for the sections of property that the city owns. He does not feel there will be a problem in getting this done. He will also continue to check with the assessor's office regarding ownership of the "L" shaped area.

Emily requested that the board approve September as a "Fine Amnesty Month" and allow people, with certain rules, to pay their fines with non-perishable food or pet items

which would then be donated locally. A motion to accept this request was made by Jeanne Caropreso. Sue Olson seconded the motion and it was unanimously approved.

The board watched the Trustee Trouble DVD “Board Self Evaluation.”

ADJOURNMENT:

The meeting was adjourned at 4:56 PM. The next meeting will be held on Monday, September 19th at 4:00 pm in the Round Room.

2011 Summer Reading Program

Keokuk explored “One World, Many Stories” this summer with 242 youth in the area participating by reading throughout June and July and 89 that finished the program completely. Each week our participants completed reading goals set for their age group and were awarded prizes for their achievements.

Programs were also offered for youth including; our regular story hour on Wednesday and Thursday mornings, weekly afternoon movies & gaming program, Babaloo Music & Fun, Creation with a Twist, Jacqueline Thompson from the African American museum in Cedar Rapids, special visits from local groups and performers which included a Native America Storytime and Victory In Control, we also had 4 Stories and More ICN sessions just for kids. We had amazing turnouts for our programs this summer with a total of 743 children that attended programs! The kids had so much fun! We ended the Summer Reading Program this year with a pool party at the Keokuk Aquatic Center celebrating all the youth in the area who finished their goals of reading.

Special thanks to the following area businesses who helped make the Keokuk Public Library's 2011 Summer Reading Program a success!

Cramer Real Estate
Burlington Bees Baseball
Dairy Queen
First Community Bank
John A. Wilde, D.D.S
Kenneth B. Messer, D.D.S
Keokuk Urology
Krichel Animal Hospital
Keokuk Savings Bank
McDonalds
Peevler Real Estate
State Farm Insurance
Vance Chiropractic Clinic

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
September 19, 2011**

(A) ROLL CALL:

Ed Bazow	--	Present	Linda Sue Mullen	--	Present
Clinton Boddicker	--	Present	Sue Olson	--	Absent
Jeanne Caropreso	--	Present	Barb Smidt	--	Present
Martha Marsot	--	Present	Mike Woodring	--	Present
Buddy Howard	--	Present			

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:02 p.m. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Jeanne Caropreso. Martha Marsot seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Barb presented the treasurer's report. A motion to accept the treasurer's report was made by Jeanne Caropreso. Martha Marsot seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

The bills and salaries were presented for payment. A motion to pay all bills and salaries was made by Mike Woodring. Buddy Howard seconded the motion and it was unanimously approved.

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection by many anonymous donors.

Emily reported that Mindi Davis has been hired to fill the Youth Services position. She was chosen from 16 applicants and started work on September 12th.

Emily met with the KPL foundation and they agreed to increase our programming budget and to pay Emily's expenses to attend the Iowa Library Association conference in Council Bluffs from October 12 – 14, 2011.

The library has several upcoming programs, coordinated by Tonya Boltz through Humanities Iowa as well as with local speakers.

Emily reported that she had met with the Keokuk Art Center president and director for the quarterly meeting of the Community Cultural Partnership. They brought no news or questions, and she brought up the Moveable Feast. They suggested we contact the Lee County Historical Society to see if they are interested in having one in 2012.

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

(H) COMMITTEE REPORTS:

Linda Sue and Emily reported on the meeting with OPN architect Bruce Hamous. The laid out all the things that we might be interested in doing at this point and in the future including: replacing the rest of the windows; replacing tile in the front lobby; updating the carport; rearranging of the space upstairs to create a clear back entrance; and geothermal. Bruce will be drawing up some plans and sending some information for the meeting in October. Members present discussed replacing the chandelier, with all of the updates in the front lobby.

(I) UNFINISHED BUSINESS:

The matter of a flag for the library grounds was turned over to the Building and Grounds committee.

Clinton reported that he has not heard from the Mayor in regards to the Quit Claim deeds from the city but will continue to pursue that. He also suggested that since the assessor's office has the library as the deed holder to the "L" shaped area that we get a Quit Claim deed and deed it to the Foundation.

(J) NEW BUSINESS:

The annual meeting of the Lee County Advisory board will be held on Tuesday, September 27th in Donnellson at 7:00 pm.

The board watched the Trustee Trouble DVD "Patron Privacy."

ADJOURNMENT:

The meeting was adjourned at 4:50 PM. The next meeting will be held on Monday, October 17th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
October 17, 2011**

(A) ROLL CALL:

Ed Bazow	--	Present	Linda Sue Mullen	--	Present
Clinton Boddicker	--	Absent	Sue Olson	--	Present
Jeanne Caropreso	--	Present	Barb Smidt	--	Present
Martha Marsot	--	Present	Mike Woodring	--	Present
Buddy Howard	--	Present			

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:00 p.m. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Sue Olson. Jeanne Caropreso seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Barb presented the treasurer's report. A motion to accept the treasurer's report was made by Sue Olson. Martha Marsot seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection by Terry Altheide, Roy Behrens, Roxie Hughes Bollinger, Nancy Leigh Harless, Kirk Rohlfs, and many anonymous donors.

Emily reported that she had written a grant to get six new laptops from the Keokuk Area Community Foundation. These laptops would replace our current ones with faster machines and the old ones could then be adapted to use with our Language-Learning software along with in-house use. A preliminary phone call received by Emily stated that the committee agreed to fund \$3,000 of the project, leaving a balance of \$5,200. Any board input on whether to ask the foundation, refuse the grant or try from another source is welcome. There was some board discussion as to the price of the laptops.

Tim Dennis has been busy painting the inside and outside of the Round Room alley-side door and the handrail outside along with the other doors in the Round Room and staff area. He has also been doing some yard work outside.

The library has entered the city-wide scarecrow competition. Staff donated materials and brainstormed, resulting in a father/son pair that sits outside of the library in a chair reading.

Emily was out of the office October 12-14 while attending the Iowa Library Association Conference. She reported that she enjoyed the time spent there and attended many sessions, three of which she was the most excited about—Accountable Kids, Breaking up with Dewey, and analyzing reports for collection development.

Emily reported that the Lee County Libraries Advisory Board met in September and decided to ask for a budget increase of \$3,500 for FY11-12.

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

(H) COMMITTEE REPORTS:

The Building and Grounds Committee reported that Bruce Hamous, of OPN, did not have the write-up ready for this meeting but hopes to have it done by the end of the month.

The Policy committee chair, Martha Marsot, made recommendations for changes to the Ethics, Exhibits, and Gifts policies. The board unanimously accepted these changes. Barb Smidt, a member of the policy committee, explained to the board that there is a discrepancy in the board terms according to the Iowa Code. She stated that Emily will ask city offices to make sure that all of our terms are the same as theirs and that more investigation will be done to bring library policy in line with Iowa Code.

(I) UNFINISHED BUSINESS:

There has been no word on the Quit Claim deeds from the city.

(J) NEW BUSINESS:

None.

ADJOURNMENT:

The meeting was adjourned at 4:40 PM. The next meeting will be held on Monday, November 21st at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
November 21, 2011**

(A) ROLL CALL:

Ed Bazow	--	Present	Linda Sue Mullen	--	Present
Clinton Boddicker	--	Absent	Sue Olson	--	Present
Jeanne Caropreso	--	Present	Barb Smidt	--	Present
Martha Marsot	--	Absent	Mike Woodring	--	Present
Buddy Howard	--	Present			

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:11 p.m. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Sue Olson. Jeanne Caropreso seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Barb presented the treasurer's report. She stated that she will be bringing rates for the CD that is coming up for renewal to the next board meeting. A motion to accept the treasurer's report was made by Sue Olson. Jeanne Caropreso seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

The bills and salaries were presented for payment. A motion to pay all bills and salaries was made by Mike Woodring. Buddy Howard seconded the motion and it was unanimously approved.

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection by American Legion Auxiliary, Joe Condren, Dennis Gates, Lisa Griswold, Johanna and Rachel Heule, Rita Hickey, Keokuk Coin Club, Montooth Library, Wal-Mart, Sam Wyly, and many anonymous donors.

Emily reported that she was informed by the KACF that an anonymous donor has added \$1,000 to the amount they awarded us. A grant to Wal-Mart has been written to cover the remaining costs.

The library received 3rd place in the City-wide scarecrow competition with our father & son scarecrows.

There are several programs coming up: Bill Sherman will be presenting a program on November 22nd on “The Media Coverage of the Assassination of John F. Kennedy”; Liz Barker will be presenting a program on Barn Quilts starting in January; and Smart Investing is back but going to the students!

Emily reported that many emails and phone calls have taken place between her and Bruce Hamous of OPN Architects. These results will be handed out and discussed during the Building & Grounds committee report.

A motion to accept the librarian’s report was made by Buddy Howard. Mike Woodring seconded the motion and it was unanimously approved.

(H) COMMITTEE REPORTS:

The Building and Grounds Committee reported that Bruce Hamous had sent a write-up for the five projects listed by the board as being of interest now and in the future. Much discussion ensued and Mike Woodring suggested that the board look at all of the projects as presented, prioritize and give input to him or Emily. The committee will then bring recommendations to the December meeting.

The Policy committee recommendations on the trustee, safe child and emergency policies were presented to the board. A motion to accept these changes was made by Jeanne Caropreso. Ed Bazow seconded the motion and it was unanimously approved.

(I) UNFINISHED BUSINESS:

No word on the quit claims from the city.

(J) NEW BUSINESS:

Nametags for the library staff have been ordered and will be in next week.

ADJOURNMENT:

The meeting was adjourned at 4:50 PM. The next meeting will be held on Monday, December 19th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
December 19, 2011**

(A) ROLL CALL:

Ed Bazow	--	Present	Linda Sue Mullen	--	Present
Clinton Boddicker	--	Present	Sue Olson	--	Present
Jeanne Caropreso	--	Present	Barb Smidt	--	Absent
Martha Marsot	--	Present	Mike Woodring	--	Absent
Buddy Howard	--	Absent			

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:02 p.m. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Jeanne Caropreso. Sue Olson seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Barb presented the treasurer's report. New rates for the CD were presented. Discussion over how much to re-invest was held. A motion to put \$6,000 into the CD at KSB and the remaining \$6,294.79 be transferred to book fund to help pay for book purchases was made by Sue Olson. Martha Marsot seconded the motion and it was unanimously approved. A motion to accept the treasurer's report was made by Jeanne Caropreso. Sue Olson seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

Emily reported that the library had received the budget request for FY 2012-13 from the city. They have requested no increase to the bottom line. Emily took the difference from last year's full-time salaries and put it into books to make up the deficit from this year. There will again be no cost of living increase for the staff. A motion to accept the budget request as presented by Emily for the amount of \$436,112.00 was made by Sue Olson. Jeanne Caropreso seconded the motion and it was unanimously approved.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection by Jeanne Caropreso, David Freligh, Russ Fry, Keokuk Coin Club, Rosa Snyder, and many anonymous donors.

Emily reported that the Winter Reading Program for adults will run January 3rd – February 17th with the grand prize being a Kindle e-reader! Donations to the program so far include: Briscoe Construction, First Community Bank, Hartt Apparel, Shear Royalty, Sutlive Reality, Vanessa Shearer and Youngrens.

There are several programs coming up: Santa will be visiting the library, the library's book club, "Dishing About Books" will continue to meet; a Barns Quilt Presentation along with classes on how to make a mini barn quilt will start in January; a coupon class with Moki Jenson; Greening Your Cleaning with Emily Rohlfs; and of course movie nights continue to be popular. Free tax preparation will be offered in January and February by Moki Jenson.

New employee scheduling software has been installed and is up and running: WhenToWork.com will make it so that employees can request time off from their desk or even from home, trade shifts and post announcements. Calendars and reports can also be printed to streamline record-keeping.

Emily reported that she will be requesting additional funds from the Foundation in order to purchase the new laptops requested through the grant.

She is also requesting that the board use trust funds to pay for two staff computers that have recently had hard drive failures. The library does not have the money to replace them out of our operating budget.

She also mentioned that a used self-check station is being offered for sale for \$100, and these are sold new in the thousands. The drawback would be the additional license purchase from Polaris to connect it to our automation system at a cost of \$500.

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

(H) COMMITTEE REPORTS:

Emily reported for the Buildings and Grounds committee in Mike's absence. The consensus received from e-mails was to go ahead with projects 1, 2, 3, and 4 while putting #5 (geothermal) on a three-five year plan. #1—the front lobby tile—is the first priority. Much discussion followed. A motion to go ahead with projects 1-4, with no support from this board in regards to the optional layout of the tile unless desired by the foundation board, was made by Clinton Boddicker. Martha Marsot seconded the motion with Ed Bazow and Sue Olson voting no and Jeanne voting yea. The motion passed. An additional \$1,700 will be requested from the KPL Foundation to complete the design work on these four projects.

Martha presented the policy committee recommendations in regards to the Confidentiality of records (no changes), Inclement weather (no changes), and Staff Development (small changes). Jeanne Caropreso seconded the motion and it was unanimously approved.

Martha then reported that the staff conduct policy was still in discussion and wanted input from the board over some of the changes, especially on the dress code area. All comments from board members should be e-mailed to Martha, who will present them next month after the policy committee meets.

(I) UNFINISHED BUSINESS:

Clinton reported that he had received the quit claims deed from the Mayor and it has been recorded with the recorder's office. He again pointed out the fact that the assessor has the library board as the owner of the "L" shaped area of land on the adjacent property and that we need to deed this to the foundation so that they own all of it. Emily will present this to the foundation at the next meeting to see if they agree.

(J) NEW BUSINESS:

Staff computer replacement—A motion to use money from the unallocated dividends fund to pay for the cost of replacing two staff computers was made by Sue Olson. Jeanne Caropreso seconded the motion and it was unanimously approved.

A motion to use the Art Center rent money to pay electric bills as needed was made by Sue Olson. Jeanne Caropreso seconded the motion and it was unanimously approved.

A motion to see about getting the self-check machine was made by Sue Olson. Clinton Boddicker seconded the motion. Jeanne Caropreso, Martha Marsot and Ed Bazow voted no and the motion was defeated.

ADJOURNMENT:

The meeting was adjourned at 5:15 PM. The next meeting will be held on Monday, January 16th at 4:00 pm in the Round Room.

B&G report

Mike couldn't make it today. They just found out that his wife, Elaine, is in the beginning stages of Ovarian cancer, and today they were going for tests and she will start chemotherapy.

Mike came in and we talked a little. He only heard from a couple of board members, and the consensus seems to be:

Project 1 – 4:

- 1) Front lobby tile \$735 (+ optional \$780)

(\$780 – optional additional fee: “to design a series of customized ‘thematic’ mosaic tile layout options”)

The way he explained it over the phone, \$735 would be regular tile, but if we wanted to include the river theme we discussed in the committee meeting, or something more elaborate like that, it would include this fee.

$$\text{\$735} + \text{\$780} = \text{\underline{\$1,515}}$$

- 2) Front lobby windows \$1,020 (+ optional \$800)

(\$800 – optional additional fee: “If the library board decides to proceed with this project, some additional structural engineering is likely to be required to design the additional foundation wall to support the new ‘storefront’ window framing.”)

$$\text{\$1,020} + \text{\$800} = \text{\underline{\$2,000}}$$

- 3) Alley-side windows \$820

- 4) Rearranging stacks and furnishings in the main library \$620

\$3,195 - \$4,775 (with
optional fees)

Mike thinks that for # 5: **Geothermal:**

We should compare the cost of geothermal with modern HVAC systems.

This could be in a 3-5 year plan.

If we go with the geothermal the plans need to include landscaping.