

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
January 18, 2010**

(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 approve the minutes from the November meeting was made by Martha Marsot. Prue Backlin seconded the motion and it was unanimously approved. A motion to approve the minutes from last month's meeting (December) 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:

Emily presented the Treasurer's report in Barb's absence. A motion to approve the Treasurer's reports for November and December was made by Prue Backlin. 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 as presented for the December 21st bills was made by Sue Olson. Martha Marsot seconded the motion and it was unanimously approved. A motion to pay all bills and salaries as presented 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 to the collection were made by Mary Casady, Hank and Karen Hustus, Lee County Historical Society, IA State Representative Jerry Kearns, and Susan Rauch.

Emily reported that there was low attendance due to bad weather at our first movie series screening, so the library will be replaying the Premiere episode of “The No. 1 Ladies Detective Agency.” She also reported that she has been working with the African American Museum of Iowa to plan three programs in 2010: “Responding to Social Demands” on February 17, 2010; “The Architecture of Racial Segregation” on April 7, 2010; and “The Challenges of African American Identity” on May 14, 2010.

The Keokuk Public Library Foundation received a \$1,000 grant from the Wal-Mart Foundation on January 12th to help pay for the PC & print management software, CASSIE, along with the Gates Foundation hardware grant. This software is different from our current PCReservation in that it will also manage patron printing and at half the cost of our current annual maintenance. The library is especially excited about print management, which will only allow the patron to print after paying, saving the library money in toner and paper from unclaimed and unpaid print jobs. This will also be great for patrons that don’t understand how many pages they are printing. Before we order the software, a few library staff members would like to travel to Burlington to see CASSIE in action at the Burlington Public Library.

Emily also handed the 2010-2011 budget request that was given to the city. She also noted that the Lee County Libraries had met with the Lee County Board of Supervisors for their budget request.

A motion to accept the librarian’s report was made by Jeanne Caropreso. Prue Backlin seconded the motion and it was unanimously approved.

(H) COMMITTEE REPORTS:

Mike Woodring reported for Building and Grounds:

Window Replacement Project: Mike reviewed the process we have been through up until this point. He reported that Tri-State Pool and Spa did submit a bid, but only for the big window and not using the brand of windows recommended by the architect. That bid came in at \$25,060. Mike then contacted Double A Glass, who bid the whole job, to get a figure for the big window only for comparison. That price was \$17,234. A motion to accept the bid from Double A Glass for the complete window project at a cost of \$38,300 was made by Sue Olson. Ed Bazow seconded the motion and it was unanimously approved. Since the Foundation previously approved this amount, the job will proceed.

Church Property: Clinton reported that he had reviewed the abstract and found nothing out of the ordinary except that there is no abstract for the westerly 10 feet of the property. Although highly unlikely, without an abstract, someone could possibly say they have a claim to that 10 feet. Emily will take it to the Foundation’s next meeting to see if they would like to pay to have this completed.

(I) UNFINISHED BUSINESS:

Linda Sue reminded everyone that the director's evaluations are due to her. If they have not been turned in, she will extend the due date until February 1st.

(J) NEW BUSINESS:

Emily presented the first segment, "Trustee Trouble"—The Iowa Open Meetings Law, from the DVD for board trustees.

ADJOURNMENT:

The meeting was adjourned at 5:00 pm. The next meeting will be held on Monday, February 22nd at 4:00 pm in the Round Room, due to the President's Day Holiday.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
February 22, 2010
(meeting held March 1, 2010)**

(A) ROLL CALL:

Prudence Backlin	--	Present	Linda Sue Mullen	--	Present
Ed Bazow	--	Absent	Sue Olson	--	Absent
Clinton Boddicker	--	Present	Barb Smidt	--	Present
Jeanne Caropreso	--	Absent	Mike Woodring	--	Absent
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 as presented was made by Barb Smidt. 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 approve the report as presented was made by Prue Backlin. Clinton Boddicker 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 to the collection were made by Michelle Donner, Mildred Ewing, Jason Rausch, Charlie Summer and the Terrace Hill Society.

Emily reported that an Open House is planned for Sandy Johnson's last day, February 26th, from 2-4 pm at the library. The staff will be providing goodies and she encourages everyone to stop by and wish her a fond farewell.

Tonya Boltz was interviewed and promoted to patron Services Librarian, effective in March.

Emily reported that she, Tonya Boltz, and Monica Winkler visited the Burlington Public Library to see “Cassie” PC and print management software in action. All were pretty pleased, although our network is much different. The few things that they disliked can be altered to suit our library. Because the library is in the middle of training and cross-training staff members along with a retirement and upcoming vacant position, Emily has decided to hold off on implementing Cassie for a month or two.

During the visit to the Burlington Public Library, Emily also asked to see their meeting room reservation software. “Evanced” is a tool that allows patrons to request meeting rooms and equipment through a website, and will keep a calendar of meeting room reservations so patrons can find out when a particular group is meeting and in what room. This will replace a binder with three calendars and lists of contact information. The staff is in the process of setting up the software.

The KPL Foundation met on February 16th with various projects being discussed and two requests made on the library’s behalf were unanimously approved:

- \$2,000 programming budget for 2010(will be used mostly for adult programs)
- \$1,886 for NewsBank database (searchable, indexed newspaper archives)

A motion to accept the librarian’s report was made by Martha Marsot. Prue Backlin seconded the motion and it was unanimously approved.

(H) COMMITTEE REPORTS:

Emily reported for Building and Grounds in Mike’s absence from an emailed report:

Window Replacement Project: Mike reports that the committee decided to go with the architect’s recommendation of seven windows rather than five that was suggested earlier. Double A has been measuring to start work on the smaller windows.

Church Property: The Foundation decided to obtain an abstract for the 10 feet of land.

Landscaping: At the meeting on February 19th, the landscape plan was discussed. It was reported that Ruth Fox, from OPN, has offered to get together with the committee and discuss the changes created by an acquisition of land and how much, if any, additional time and/or money it would require to update the plan. This meeting is still being coordinated. Mike added that he likes the idea of native flowers and plants incorporated into a winding path with flower beds and perhaps a bern.

Tuck pointing: After looking at the outside of the building, Ed Keidaisch and Mike discussed the need for tuck pointing; there will also be a need for repainting after the window replacement project, but it’s hard to get a bid before the work is finished, so that will be addressed later. Some painting will need to be done around the windows and there is some bubbling in the paint at the rear of the building. Mike knows of two companies, Gilmore Tuck Pointing and Masonry and Custom Brick and Stone. He

reports that he has used both companies on different projects and was satisfied with the results from both. He also has names for painting contractors when the time comes.

It was also noted that some tiles were coming off in the lobby area but it was not fully addressed, due to time.

Martha Marsot reported for the Policy Committee:

Job descriptions: Emily had brought to the committee's attention, after some research, that our by-laws are more restrictive than the city code in regards to new hires being approved by the board. The committee's recommendation is to revise the by-laws. That requires proposed changes to be mailed 10 days before the board meeting to trustees for review.

The policy committee also discussed Emily's recommendation to remove staff job descriptions from the policy manual, as this seems highly unusual to state and regional librarians. A motion to remove the job descriptions from the policy manual was made by Martha Marsot. Barb Smidt seconded the motion and it was unanimously approved.

(I) UNFINISHED BUSINESS:

The bid from Omega for the motion sensors lighting in the stacks is still on the table. After some discussion, a motion to drop the project for now was made by Prue Backlin. Martha Marsot seconded the motion and it was unanimously approved.

Linda Sue also reported that Emily's evaluation had been completed and gave a quick review on the results.

(J) NEW BUSINESS:

Emily presented "Welcome" segment and the "Board Membership" segment from the DVD for board trustees.

Barb Smidt brought up snow days and snow removal. The parking lot has been getting done on a timely basis by the city this year. Unlike what we were told last year, the City has not taken the time to clear the front or any sidewalks this winter. The staff has been doing all of the shoveling this season, which has been an unusually large amount of snowfall. We have called several individuals and companies, but no one has returned our calls. Barb informed us of another contact to call.

ADJOURNMENT:

The meeting was adjourned at 5:02 pm. The next meeting will be held on Monday, March 15th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
March 15, 2010**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:03 p.m. The minutes of the previous meeting were presented for review. A motion to accept the minutes as presented was made by Jeanne Caropreso. Barb Smidt 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 brought to the board's attention a CD due in April. A motion to approve the report as presented was made by Jeanne Caropreso. Prue Backlin 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. Ed Bazow seconded the motion and it was unanimously approved.

(F) COMMUNICATIONS AND PETITIONS:

Emily reported on an e-mail communication she had been having with the editor of the Daily Gate City in response to our purchase of NewsBank. Several issues were brought up but all have been addressed.

(G) LIBRARIAN'S REPORT:

Donations to the collection were made by Steve Dunn, Deloris Johnson estate, Lee County Genealogical Society, Marscine Cronin and Richard Georges.

Emily reported that the Patron Services Clerk position has been advertised, with a deadline of March 19th. She will conduct interviews the following week and hopes to have someone in place by April 1st. She also stated that about 30 applications have been received at this point.

Amanda Gobart, SCC student, started an Internship with the library this month. This is a requirement for her Administrative assistant degree at SCC. Her work for the rest of the semester comes at no cost to the library.

Staff members are entering reservations for the schedule on the new Evanced system and we hope to be finished and promoting the software in a week or two.

Programming planned for the upcoming months include 4 programs for the summer reading program, which has the theme of “Make A Splash @ Your Library.” Dan Wardell, host of Kids Clubhouse on IPTV, will be doing two shows, along with Mad Science of Iowa and Blank Park Zoo. The KPL Foundation will be paying for a kickoff event, Keith West’s Splashtacular magic show. These events are all planned for June and July.

Duffy Hudson will be performing his Einstein show in May, and we have two lectures left of the African American Historical Museum’s “21st Century African American Experience” lecture series. Emily is also trying to arrange a lecture on the common Civil War soldier by OJ Fargo on re-enactment weekend in April.

Emily also reported that she was contacted earlier this month by Iowa Public Television about a grant received, “PBS Kids Raising Readers Library Corner.” The library will be receiving a banner, rug, activity books, and DVDs with the grant. The only requirement is that the library hosts a kick-off event for the program.

William Elliott Whitmore will be performing at the Grand Theater on Saturday, March 13th, and a portion of the profits will go to the Montrose Public Library, Keokuk Public Library, and the Keokuk Art Center. We have been given tickets to sell and have sold out twice.

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

(H) COMMITTEE REPORTS:

None.

(I) UNFINISHED BUSINESS:

None.

(J) NEW BUSINESS:

Members watched the “Trustee Orientation” segment from the DVD for board trustees. Discussion was held on what this library does for orientation for new members.

Martha Marsot presented the proposed changes to the By-laws: the committee proposes to change “recommend” to “report” and to remove the last sentence from the “Appointments” area of the Personnel Policy. A motion to accept these changes was made by Barb Smidt. Jeanne Caropreso seconded the motion and it was unanimously approved.

ADJOURNMENT:

The meeting was adjourned at 4:36 pm. The next meeting will be held on Monday, April 19th, at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
April 19, 2010**

(A) ROLL CALL:

Prudence Backlin	--	Absent	Linda Sue Mullen	--	Present
Ed Bazow	--	Present	Sue Olson	--	Absent
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 4:05 p.m. The minutes of the previous meeting were presented for review. A motion to accept the minutes as presented was made by Jeanne Caropreso. Ed Bazow seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Tom Seabold, representing the Keokuk Art Center, presented the board with a listing of exhibits they have scheduled and contracts that the Art Center has with the artists who display. He assured the board that that the Art Center insures all the exhibits. He also made a request to have representation on the policy committee in regards to any policy being looked at in regards to the art. If not representation, they would like to at least be consulted when making that type of policy.

Debbie Marion spoke about the relationship between the library and the Art Center, how it was designed to be a partnership. She related an incident that occurred between herself and Emily on the day she was having a meeting, EmpowerU, with students and teachers from the Tri-State area. They had set up the lunch for the meeting in the staff area of the lower level. She reported that when Emily came down and discovered them using that area, she confronted them about why they were in that space and told them that they needed to have permission to use it. Debbie explained that Emily did not introduce herself and further stated that she was embarrassed by the confrontation and thought it could have been handled better. She also stated that it is everyone's library.

Bruce Dunek and RoseMarie Karre, representing the Fine Arts Council, were present to discuss the conflict in scheduling that they felt occurred during the High School Art Exhibit and the Sci Fi Convention in the Round room during March. They were upset that two tables of the student's art work was taken down during this convention and requested that consideration of their exhibit be taken into account as this is a yearly exhibit and the only time that the student's art work gets displayed. He also stated that, in the Fine Arts Council's opinion, the library needs to be more selective in what constitutes a "meeting."

(D) TREASURER'S REPORT:

Barb presented the treasurer's report. She presented the current rates for CDs being offered by the local banks. She recommends 24 months at 2.44% with State Central, unless we have some big ticket items coming up. Emily presented her list of items she would like to see purchased, which added up to around \$11,000. After board discussion, a motion to re invest \$6,000 of the CD for 12 months at KSB Bank and to put the other \$6,000 in the checking account was made by Barb Smidt. Clinton Boddicker, Jeanne Caropreso, Martha Marsot, and Mike Woodring voted yes. Ed Bazow voted no. The motion carried. A motion to approve the report as presented 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 Martha Marsot. Mike Woodring seconded the motion and it was unanimously approved.

(F) COMMUNICATIONS AND PETITIONS:

Linda Sue Mullen stated that a letter from the Fine Arts Council had been received by all board members, but that Emily had not received a copy.

(G) LIBRARIAN'S REPORT:

Donations to the collection were made by Cathy Bugh and Tom Gardner. Monetary donations were also made to the KPL Foundation in memory of Donn Sparks, which were used to purchase \$480 worth of books.

Emily reported an overwhelming 70 applications for the position of Patron Services Clerk. Four applicants were picked for interviews, and Angela Gates was chosen for the position. She will begin on April 26th.

Emily reported that the State Library of Iowa has received a \$98,251 Smart Investing grant to help rural Iowans strengthen their knowledge of and confidence in investing. 25 libraries were selected to participate, including Keokuk Public Library.

Participating libraries will receive \$575 worth of library books and DVDs about investing, and experts will lead workshops on investing for different age groups.

O.J. Fargo, from the Humanities Iowa Speakers Bureau, will be presenting "Just Before the Battle, Mother: A Visit from a Civil War Soldier" on Friday, April 23rd. This event was scheduled to coincide with the reenactment of the Battle of Pea Ridge. Mr. Fargo will dress as a Union soldier and talk about the daily activities of Civil War soldiers. Most of his presentation will be paid for by Humanities Iowa, with a small fee paid by the KPL Foundation.

Layton Zbornik, also from Humanities Iowa Speakers Bureau, will be presenting "Juke Boxes, Pool Halls, and Ducktails" on Thursday, May 27th at 6:00 pm in the Round Room. Layton wrote and recorded Iowa's first Rock & Roll record, "Janet" under the

name Jerry Martin. In 1998 he was inducted into the Iowa Rock & Roll Hall of Fame. His program is an entertaining look at the 40's, 50's, and 60's as seen by a young man who grew up in rural small town Iowa.

Emily reported that she has requested a quote from 3M for DVD security cases, which will require the library to purchase new cases for the entire collection and devices to remove the security locks. This has been done in response to several DVDs disappearing from the building.

She also reported that she has been discussing our video camera security system with J&S Electronics for some time, in regards to increasing recording time and adding cameras. The quote is \$3,379 plus at least \$500 for each additional camera. Emily asked them to find a cheaper solution, but they said in order to record during the day, which will capture much more video than just after-hours, we need the WEBCCTV server with battery backup that they had quoted. The board discussed this and suggested Emily obtain more quotes.

Emily also reported that we will soon require a new book drop. Ours has paint chipped off in large areas, one of the locks is broken and it was recently hit by a truck. She has received a quote for a "dual return" book drop where patrons can safely return books and audio items. That quote is \$5,648.68.

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

Emily was given the chance to respond to the public comments made earlier in the meeting;

She responded to Mrs. Marion's comments by talking about issues we have had with the staff area. She admit to not introducing herself when she found people in the staff area, and that she asked why they were there and reminded them that it is not a public area. Emily reported that she has wanted to lock that door for some time, and on March 8th she asked Mark Wessel, Keokuk Fire Department, to do a walk through. Mark agreed that we can remove that exit for security purposes. To do this, we need to post a sign that says it is not an exit, remove the exit sign, and then we can lock or alarm the door. Board members discussed both options and asked that Emily bring a quote for locking the door to the next meeting. Emily said that she will also write a letter of apology to Mrs. Marion for the confusion.

She responded to Mr. Dunek and Mrs. Karre by stating that she had told Mrs. Karre about moving the sculptures for the convention for their peace of mind, and would put them back as soon as it was over. They were put back Monday morning before we opened.

Martha responded about the policy committee. They met right before this meeting but did not get much accomplished in such short time. Another meeting needs to be set to

discuss the policy and the public comments. In regards to having representation on the policy committee, Clinton responded that the library board sets policy.

(H) COMMITTEE REPORTS:

Mike Woodring reported for the Building and Grounds committee: They are continuing the abstract work; they had a conference call with the landscape architect and they hope to schedule another meeting with her.

Clinton explained that during the abstract work it was discovered that the title deeded to the church by the city for 10 feet of the land was to be used for church purposes only or reverted back to the city, and that the description listed in the abstract is rather sketchy.

(I) UNFINISHED BUSINESS:

None.

(J) NEW BUSINESS:

All new business on the agenda was tabled until the next meeting.

ADJOURNMENT:

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

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
May 17, 2010**

(A) ROLL CALL:

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

(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 as presented 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. A motion to approve the report as presented 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 on some juveniles that are habitual trouble makers in the library. This time there was a fight out in front of the library and the police were called, but they arrived too late to catch any of them. Library staff was also called derogatory names by one of the girls. Due to her multiple offenses, Emily kicked her out for the summer and then in September she could come back, but only with a parent. The girls' mother called and spoke with Emily on the phone. Emily then wrote a letter to the mom, outlining for how long she was kicked out, that she would need to come to the library with her in September. A motion to ban the girl from the library completely until September 1st, followed by a four month period of being allowed in the library with her mother, ending January 1, 2011 after which she can return to the library unattended but under the condition that if there is any incident, she will be permanently banned was made by Prue Backlin. Ed Bazow seconded the motion and it was unanimously approved.

(G) LIBRARIAN'S REPORT:

Donations were received from Norma Clay, Tom Gardner, Martha Marsot, Carol Neal-McCall, and Sam Wyly.

Emily reported that the Lee County Librarians held a meeting on Wednesday, May 5th for their bimonthly meeting. They received notification that the Lee County Board of Supervisors would be increasing the budget for the county libraries by \$7500—the first increase in 10 years. That makes the Lee County Libraries budget for 2010-2011 \$60,000, taking their support from \$4.04 per capita to \$4.61 per capita. The City of Keokuk is currently paying \$38.51 per capita. The original budget request was for \$66,600 in order to provide two genealogy data bases and family-centered programs. The librarians agreed to request a revised budget from the Advisory Board in September to pay for Ancestry.com and HeritageQuest for the entire county.

In April, Julie Claus attended Family Fun Night at Wells-Carey to speak to the Title I Reading participants about the Summer Reading program. She also set up a booth at the George Washington Ice Cream Social and registered 17 children for library cards.

The theme for the 2010 Summer Reading Program is “Make a Splash—Read!” and will kick off on June 1st. Many events are scheduled for June and July. Take home calendars are available at the library or the full calendar may be viewed at our website.

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:

Due to Mike's absence, Emily presented an emailed Building and Grounds report. The issue with the cornerstone/cross has been resolved. The Lee County Historical Society has agreed to take it and the church is fine with that.

The meeting with Ruth Fox has not been scheduled and work on the big window should start tomorrow.

Emily handed out the Policy Committee recommendations for meeting room regulations and the display and exhibit policy. Due to Martha's absence, these will be voted on at next month's meeting.

(I) UNFINISHED BUSINESS:

None.

(J) NEW BUSINESS:

Emily handed out copies of the revised budget based on preliminary information from the city. We have not received final numbers and so the vote will be tabled until next month's meeting.

Several quotes for upcoming projects were handed out and discussed:

Security system (Cameras): One quote has been received from J&S and we are waiting on the second one from PC Technologies.

DVD Security Cases: A quote was received from 3M for the DVD security system. This is tabled until next meeting due to a request for an inventory and loss report.

Lower Level Door: A quote to fix the door between the Art Center and the library staff area was received. After discussion with the contractor, it was decided that the best option would be to remove the exit sign and install a dead bolt. After board discussion, it was decided to table this till next month as a meeting with the Art Center is coming up and we need to get a letter from Mark Wessel stating that it is okay to do this.

Book drop: Two quotes for a new book drop were handed out. This item was tabled until next month due to the board's request for more info on both drops in regards to warranty, steel thickness, and whether we have talked to any other libraries that have them. They would also like to have a concrete pole installed to keep it from being hit by vehicles.

Carpet Cleaning: A bid to clean the entire carpeted area of the library was received by Wells-Way Cleaning. This item was tabled until next month due to the board's request for a second quote.

Janitorial Service: The board has requested that the library re bid the janitorial services by getting a new one that includes carpet cleaning from Midwest Janitorial to compare with the one we received from Wells-Way.

Meter for the Kiln room: The board requested that the meter for the kiln room be installed within the next ten days. If our contracted installer could not get it done by then, they requested we find some one else and spend the money needed to get it done.

After much discussion, a motion to adjust the board meeting time from 4:00 pm until 3:30 pm for the summer months was made by Ed Bazow. Due to lack of a second, the motion died. A new motion to adjust just the June meeting and then discuss the other meetings was made by Jeanne Caropreso. Barb Smidt seconded the motion. Sue Olson and Prue Backlin voted yes with Ed Bazow voting no. The motions carries.

ADJOURNMENT:

The meeting was adjourned at 5:45 pm. The next meeting will be held on Monday, June 21st at 3:30 pm in the Round Room.

KPL and KAC Joint Meeting: 5/28/2010, 10:30 AM

Present:

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

KAC: Tom Seabold (Director), Nancy Allerman (Board President)

Notes:

Linda Sue went over our last meeting agenda and the issues that were discussed. We talked about how well the meeting went, and that we had intended to meet more frequently, perhaps quarterly. Nancy said that a regular date and time would be helpful.

Linda Sue and Emily talked about the library policy committee's proposals for one policy revision and one new policy.

Meeting Room Regulations were revised by the policy committee and combined with the ICN Room Use policy and the Lower-Level Meeting Room/Extended Hours policy. Major changes include adding information about room occupancy levels, and removing a section on overtime fees. Groups meeting past closing must be approved and trained by library staff to exit after-hours.

Emily pointed out that the library board wants pertinent policies to be displayed in both the Round Room and the Lower-Level Meeting Room. She purchased acrylic literature displays that can sit on a table or mount to a wall. Tom can choose the location.

The Displays and Exhibits policy was discussed. The policy committee wrote this new proposal in light of a recent situation. They consulted the policies of several libraries in their research. Tom was concerned about the recommendation giving library staff the ability to move artwork if necessary. Emily said that this might be an area of compromise, if the Art Center will supply up to three phone numbers to contact first. All agreed that this is a fair compromise. Emily agreed to send a revised wording to Tom before the next board meeting, when it will be discussed.

Another part of the policy discussed was the section on space limitations. The recommendation states that exhibitors can display artwork on KAC pedestals or on their own table(s) – in a total area not to exceed 6' x 2.5'. (For example - one 6' meeting room table, or two 3' tables, etc.) The Round Room holds the largest functions with the most people, so space for sculpture must be limited. Nancy was concerned about the inconvenience of making people bring in their own tables. Emily said that the four matching library tables are needed for meetings, but there are laminate-top tables in the storage room. Tom said that those belong to

KAC, so KAC can use one of those for sculpture, or lend it to an outside party like the Fine Arts Council. All agreed.

Tom asked if sculpture could be displayed in the square glass display case in the main library. Linda Sue and Emily agreed that this is a great idea. If Tom gives Emily enough notice, she can reserve the display case for an exhibit with 3-dimensional art.

There was also discussion about the two forms included in the Displays and Exhibits policy. The Request for Reconsideration form is a form that many libraries with galleries have, in the event that a patron has a complaint about a painting, etc. Any complaints received would be reviewed by the Intellectual Freedom committee. Linda Sue explained that the library has a similar form for complaints about the collection, but the library hasn't received a complaint in many years. Tom asked if the form could say "Keokuk Public Library/Keokuk Art Center" at the top. Linda Sue and Emily did not think this would be possible, but said they would take the request to the board. Emily said that she would give Tom a copy of any forms completed by patrons – and perhaps that could be included in the wording of the policy.

The displays and exhibits release form was discussed. Emily said that this is a pretty standard form that many libraries use to protect themselves. Tom pointed out that the Keokuk Art Center has its own form that it sends to artists. Emily said that the form states that artwork is insured for fire, theft, and malicious damage, but what if insurance doesn't cover the damage? The library board has a responsibility to protect the library. Tom asked if wording from this form could just be included on their form because they have limited contact with the artist. Linda Sue and Emily agreed to take this request back to the library board when the policies are discussed.

The next item discussed was the door between the public and staff sides of the lower-level. For the security of the library during hours and after-hours, the board is working out details to lock the door. Emily and Linda Sue said that Tom would be given a key to pass through or to prop open if he needs to transport tables, chairs, etc. Nancy stated her concerns for safety with removing an exit. Linda Sue said that the library has had multiple conversations with Fire Chief Mark Wessel about whether we can lock the door for security purposes, and we recently asked him to put it in writing for our files. The library can share a copy with the Keokuk Art Center.

The last item discussed was the contract between the library and art center, which ends on October 31st. Linda Sue said that she would like to get the next contract in line with our fiscal year, and Nancy and Tom thought this was doable. Linda Sue explained that the library board is going to form a committee to discuss goals before getting together with the art center. Tom said that he would like Emma Lee and Tom Gardner involved, since they were there when the

partnership began and could explain the original intent of the partnership. Linda Sue said that inviting a Foundation member would be a good idea.

These minutes were emailed to Tom Seabold on Saturday, May 29th 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. These were his replies:

Thursday, June 3rd:

Emily:

Nancy and I have reviewed our meeting last Friday as well as the minutes that you provided and we have the following comments and observations:

1. We have reviewed the Art Center's exhibition contract and since it has been in place for over 20 years, we feel that is adequate and we don't plan on making any changes. If the library board members do not agree, they will have to contact the exhibiting artists on their own.
2. The partnership contract was written by the partnership committee and is not a library document. If the library board is hesitant to schedule group meetings with those involved to discuss the renewal of the contract, the Art Center would be happy to do it.
3. At one point the proposed policies state that the library wants to be released of all responsibility for damage to art work hanging in exhibitions, and yet later they state that the library reserves the right to remove art work from the walls if the need arises. It is the Art Center's opinion that if the library feels it has the right to handle the art work, it should be held responsible if individual pieces are damaged or broken while being moved.

Please share these comments with Linda Sue and your committee members.

Tom

Friday, June 4th:

The Art Center would like to discuss the contract renewal at one meeting each month during July, August & September.

We would also like representation from the Library Foundation, the Lee County Historical Society, the Public Library, the Art Center and the original Cultural Partnership Planning Committee. (All of whom had input in the writing of the original contract)

Since our meeting is June 16, and you have meetings on June 21 and 22, this month would be a good time to select representatives from each group.

Tom S.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
June 21, 2010**

(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 3:37 p.m. The minutes of the previous meeting were presented for review. It was made known that the election of the nominating committee was not included. A motion to accept the minutes with the addition of the nominating committee was made by Sue Olson. Jeanne Caropreso seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Tom Seabold, along with seven members of the Keokuk Art Center Board, were present to comment on the policies being considered by the Keokuk Library Board. Tom explained that in regards to the art exhibits, he books them one year in advance. He stated that they have contracts with the artists and that if the library chooses to bump the display in favor of a library event, it puts them in a bad spot. He also mentioned the "Request for Reconsideration form," stating that the Art Center was against this. (This would be used in the event of a patron complaint.) He also stated that they weren't happy with having to share publicity with the library director—he has been doing this for thirty years and knows what he is doing.

Nancy Allerman spoke as president of the Art Center that they just feel that everything is controversial rather than the intent in the original contract. She stated that it just seems to be a tug of war over minor things.

Lydia O'Neal stated that individual feelings don't count. She would like everyone to respect the fact that five years ago a contract was entered into and she feels that it should be honored with the intention that it was created for. She would like to more open communication so issues could be discussed.

Pat Kemp spoke stating that the partnership was formed in the spirit of cooperation and that needs to be done without things being so controversial.

Nancy Allerman read an article from the late Alice Bowers, citing where the Art Center began, where it had been and where it was now—with "our dear old friend the Keokuk Public Library".

Linda Sue Mullen responded to comments by saying that nothing was set in stone, nothing had been voted on, that the policy was being presented today. She also stated that after public comments are closed, nothing more can be said by visitors. Tom Seabold stated that Tom Marion was coming and Linda Sue replied that if public comments were closed when he arrived, they would be re-opened.

Linda Sue also stated that in everything we do we are responsible to the public, but we do realize that it is a partnership.

Nancy Allerman asked the board how we envision a partnership. Linda Sue responded that this is the library first—we are the landlord and the Art Center is the renter. Tom Seabold responded that no—it is a city-owned building. He also stated that he would like a “positive” policy—not one stating that the library could take precedence over the Art Center. Emily Rohlf's stated that we had one instance in where there was a problem and we had to move some artwork. We would not want to move things unless absolutely necessary and that she had presented a compromise by saying that we would contact three numbers given to us by the Art Center before moving anything.

Lydia O'Neal spoke again, asking what other libraries did when there was collaboration and Emily admitted that the other libraries she had spoken with did not have a similar situation. Lydia then stated that they couldn't be compared to what we had.

Tom Marion arrived and spoke. He stated that the Community Cultural Partnership was not entered into lightly. It appears to him that the library has a controversial attitude and that attitude needs to end. He stated that it is not the “Emily Rohlf's” library but the “public” library and that if the controversy continues someone will need to attend seminars on public relations. He feels that we have asked people to leave our meetings and then conducted a closed meeting (referred to April meeting when Art Center board was last here). He stated that penalties can be incurred if this is happening and the whole board can be dismissed. He also noted that if the library is meeting with a lawyer other than the city attorney, he will not approve that bill.

Linda Sue responded when Tom finished. She stated that she closed the public comments—that she did not ask people to leave as she is on other committees and knows that you cannot do that. The library board agreed that a misunderstanding was involved.

Nancy Allerman spoke again to direct the conversation back to the issue of the partnership as that is her main concern here. Tom Marion stated that it was just one of his concerns involving the library.

Tom Seabold stated that the Art Center had always shared their policies and just wants the same from us.

Robin Johnson spoke and asked if a partnership committee had been thought about and the board responded that it has been looked at as an idea and is on the agenda today.

Emily was asked what her view of a partnership was. She responded by saying she was told by Tom Gardner and Emma Lee Lahmeyer after she was hired that it is a “partner in mission,” but the library is still a kind of landlord, and the Art Center is a tenant.

Tom Marion spoke as he looked over the original contract—pointing out items that are stated and said that he feels that those items are being undermined.

Tom Seabold stated that he understood that originally a representative from the Art Center would be on the Building and Grounds committee.

Robin Johnson stated she thinks it is a great partnership and would love to see it continue.

Clinton Boddicker stated a question, “Why wouldn’t we just terminate the current contract and start over?” Tom Marion responded that it is a partnership and that we get something from the Art Center that most libraries don’t and that the library should not try to just take over. We should work together to negotiate which is what the Art Center is asking.

Barb Smidt asked a question of Tom Marion, the mayor, as to the \$100 amount that is currently charged for monthly rent. She explained the library board’s concerns regarding utilities and our budget and asked what his view was on the rent not being raised due to rising costs. Tom agreed that it was something to be taken into account and discussed.

In regards to finances, Tom Marion stated that John Russell told him that he had never even met with Emily—said that her “underling” was the only one he had spoken with. Jeanne Caropreso responded to that saying that some companies have a CEO, some have a CFO and our CFO is Monica Winkler and that she is not an “underling.” She has knowledge of the library’s finances and a great relationship with city offices. Emily added that Monica is her right hand. Tom Marion responded to that by saying that was fine, but that John stated Emily was unreachable when he called and never returned his phone calls. Emily stated that she had spoken to John twice last week, and has been in contact with him on the budget. City budget information said that all departments would meet with City staff to discuss budgets individually, but she was never contacted about a meeting date to discuss the library budget.

There was then a general discussion between the board and all visitors present about the kiln usage, lights and light bulbs, energy saving things that have been done to the library, problems with the lights going out during meetings downstairs, and lights in the round room being off – making it not inviting as a gallery.

Public comment was closed at 4:25 pm by Linda Sue Mullen. She again stated that they were welcome to stay but no further comments could be made.

(D) TREASURER’S REPORT:

Barb presented the treasurer's report. A motion to approve the report as presented was made by Sue Olson. Prue Backlin 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:

A letter was received by Emily from Mayor Marion. It will be discussed under new business.

(G) LIBRARIAN'S REPORT:

Donations were received from Marlene Boler, Eileen Fader, Mary Jane Goeke, Nila Jobe and the Keokuk Garden Club.

Emily reported on changes happening in regards to the State of Iowa and the services it offers to librarians. Due to recent budget cuts, the Southeastern Library Service Area, which served Keokuk, has merged with the East Central Library Service Area for the coming fiscal year. The future for all Library Service Area offices beyond 2010/2011 is uncertain.

The CASSIE software is finally being installed on public computers. There have been bugs to work out, and the staff is all hard at work, training on the new system.

Within the timeframe designated at the last board meeting, Don Gorham installed his box to record energy usage of the kiln. Unfortunately, it did not suit our purposes, so TED was ordered. It has now been installed on two panels downstairs. The system was up-and-running on June 1st, giving us two weeks of data to report on at this meeting.

The first panel is just for the kiln. There was some activity for about 4-7 hours at a time on June 3, 4, 9, and 15. June 3, 4, and 15 the cost was less than \$2 each time. On June 9th, the cost was \$41.31 over the course of 4 hours.

The second panel that we thought was for the lower level turned out to be just for the outlets, hand dryers, sewage ejector pump, elevator sump pump, range, and refrigerator. That does not include the cost of lighting, or heating and cooling on the lower level. The cost registered on this panel for June 1-16 was \$4.45, making the total cost for June 1-16th \$56.05.

Emily also reported on an incident from Thursday, June 17th. A patron called and reported that he and his young children saw a young man snorting white powder off of a library table. The police were called and they analyzed the powder and determined it

was not illegal drugs, but probably Tylenol like he claimed. They think that he was just doing it to impress someone. Later, a mother called to say that her children witnessed it as well. Since no actual laws were broken, but it was done in view of library patrons and their children, Emily recommended a ban of one month. After much board discussion, a motion to ban the young man until school starts on August 18, 2010 was made by Prue Backlin. Sue Olson seconded the motion. Bazow, Boddicker, Caropreso, Marsot, and Woodring voted yes. Smidt voted no. The motion carried.

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

(H) COMMITTEE REPORTS:

Mike presented a report for the Building and Grounds Committee:

Window Project: All of the new windows are in. The committee is now in the process of obtaining bids for tuck pointing and touch-up painting.

Landscaping: This is still being reviewed. Ruth has a couple of ideas but the committee has not had time to look at these ideas. The possibility of changing to a local company for this work has been considered but is still in the discussion stage.

Martha Marsot reported that the policy committee has not met or made any recommendations on the policies being presented. Barb Smidt suggested that due to what the board heard during public comments, we take a step back on the display and exhibits policy and release form until we have met and reviewed the Art Center contract. Martha agreed. Emily suggested that we vote on the meeting room policy as no comments had been received regarding that policy. A motion to accept the meeting room regulations policy as recommended was made by Sue Olson. Mike Woodring seconded the motion and it was unanimously approved.

(I) UNFINISHED BUSINESS:

Video Security cameras: J&S has attached a new hard drive to the cameras to get an idea on how much room we need to record during the day. Upon completion of this trial period, they will come and discuss the results and the addition of cameras. Emily suggested a camera in the elevator.

DVD Security cases: As requested, Emily presented results of the inventory that was completed on the DVDs. Approximately 25 seem to be missing at this time. Emily also reported that the bid she had received was for single DVD cases and that we have several multiple disc sets that those would not work for. As a result, she is checking into how many and what kind of multiple case discs are needed, to get a new bid.

(J) NEW BUSINESS:

The budget numbers were received from the city on Thursday, June 17th. This is the latest we had ever received numbers from the city. Discussion ensued about line item amounts and Emily reported on a discussion about our building insurance that she had with John Russell. We were the only City department to have this taken out of their

budget. The City can levy a tax for insurance, so this was removed from our line items. We will no longer have to pay for insurance out of our budget. Next year's budget is just \$199 less than this year, and we will be able to give library staff a 2% increase in salaries and raise "Building Repair and Maintenance," "Telephone," and "Electric" line items. The "Gas" line item was lowered by \$3,000, because we have not had to spend that much for natural gas – possibly due to the energy-savings measures completed by the library Foundation. A motion to accept the budget as presented was made by Sue Olson. Jeanne Caropreso seconded the motion and it was unanimously approved.

A recommendation letter from Tom Gardner, as a representative of the Library Foundation, was shared. Linda Sue read the letter aloud so that the visitors could hear what had been written. In the letter, he outlined the recommendations from the Foundation Board: That a committee be formed to work out the terms for an agreement between the Keokuk Public Library and the Keokuk Art Center regarding the lease of space in the library building by the Keokuk Art Center; that the committee should have the following members: the library director, a representative from the library board, the Art Center director, a representative from the Art Center board, and a representative from the library's Foundation board. All board representatives would be elected by their respective boards. It was also suggested that the KPL Foundation board representative should be the chair.

The letter also outlined a framework by which the committee should seek to reach an agreement:

1. That the agreement be revenue neutral for the library. It is important that the library be able to say that rental income only just meets the cost of the space as any additional rental income is likely to result in a reduction in the budget received from the city. It is also important to demonstrate that the library is not using tax money in an indirect subsidy of the Art Center's facilities or programs. It will also serve to show the City Council that this partnership between a city department and a not-for-profit cultural institution results in improved services for resident's at no increased need for tax money.
2. That the agreement provide for the basic administrative space requirements for the Art Center in the form of an office and storage space on the lower level. The agreement would also need to specify any additional provision of services, and at what cost.
3. That the agreement provide for the basic classroom space requirements for the Art Center. Space will be available in any of the library's three meeting rooms. Because KPL makes the meeting rooms available to all community groups, it is the library director who will schedule room use, meeting frequently with the Art Center director to be sure that each has a current schedule of room use.
4. That the agreement provide for the display of art works by the Keokuk Art Center throughout the library building. An inventory will need to be maintained and it will need to specify ownership for each work of art. Temporary displays of art work will be encouraged, so long as their display

does not interfere with other library functions, most notably the use of the meeting rooms for meetings.

5. That the agreement provide for a means by which regular, productive communication among the relevant boards and directors can take place. Specifically, it is recommended that this committee continue to meet on a monthly basis and that provision for these meetings be a written part of the agreement.

The letter also states that if, after several meetings, this committee does not reach an agreement, the Foundation board should employ the services of a professional mediator. Once an agreement has been reached, all of the terms and provisions should be given to an attorney who will provide a signature-ready legal document outlining all of the terms. The Library Foundation board will pay for these services. A suitable lease document will be brought back to the two boards for their approval and signature. Tom Gardner was elected as the Foundation's representative on the proposed committee.

Linda Sue explained that the library board first needs to vote on whether or not they want to form this committee and then, if agreed, to vote for the representative.

Discussion ensued, including why the Historical Society is not included in the committee and why the Foundation is spearheading this; members agreed that five representatives were okay, but the points of the framework were too lined out. A motion to agree to the five representatives listed, adding a representative from the Historical Society (elected by their board) was made by Mike Woodring. Sue Olson seconded the motion and it was unanimously approved. A motion to elect Clinton Boddicker as the library board's representative was made by Sue Olson. Barb Smidt seconded the motion and it was unanimously approved.

A motion to move the board meeting time from 4:00 pm to 3:30 pm for the July 2010 meeting was made by Sue Olson. Ed Bazow seconded the motion and it was unanimously approved.

Sue Olson, Chair of the Nominating committee, presented a slate of officers for the 2010-2011 year. She reports that the current officers have agreed to serve another year. A motion to accept the following slate of officers: Linda Sue Mullen, President; Martha Marsot, Vice-President; Barb Smidt, Treasurer, was made by Sue Olson. Jeanne Caropreso seconded the motion and as no nominations were made from the floor, the motion carried.

A motion to re-elect Linda Sue Mullen as the Library Board's representative to the Foundation for three years or until her library term expires was made by Ed Bazow. Mike Woodring seconded the motion and it was unanimously approved.

Linda Sue Mullen appointed the same committees as currently serving.

Emily reported that she has spoken with Gerald Moughler, Public Works department, and that the city will install the concrete pole and the slab we will need for the new book return. A motion to purchase the book return recommended by Emily was made by Barb Smidt. Sue Olson seconded the motion and it was unanimously approved.

Emily presented the janitorial bids that were received by the library as requested by the board last month and by the Mayor in a letter sent to Emily on June 10th. In that letter, he stated that he believed the amount we were paying was out of line with what the city pays for other city buildings and he expressed concern that we use an out of town firm. He inquired as to a contract with Midwest janitorial and when it expires. Emily did reply that while the firm we have is out of town, their employee lives right here in Keokuk and that the square footage of the library is 17,623 with 89,000 people visiting the library last year. She explained that we had bid it out when our former janitor retired as the cost savings to not having to pay benefits were great. We had three bids, and went with the middle bid, Midwest Janitorial. Initially we had a five day a week service, and then scaled back to 4 days a week after the first year.

The new bids received were as follows:

Percy's Janitorial Service	\$1,397/month
Wells-Way	\$1,595/month (including one carpet cleaning per year)
Midwest Janitorial	\$1,395/month (the same service and price as this year, but including one carpet cleaning per year)

A motion to accept the bid for a one year contract at \$1,395 a month with Midwest Janitorial was made by Sue Olson. Ed Bazow seconded the motion and it was unanimously approved.

ADJOURNMENT:

The meeting was adjourned at 5:50 pm. The next meeting will be held on Monday, July 19th at 3:30 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
July 19, 2010**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 3:35 p.m. The minutes of the previous meeting were presented for review. Two corrections were made. A motion to accept the minutes as amended was made by Sue Olson. Jeanne Caropreso seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Nancy Allerman was present as the president of the Keokuk Art Center with an inquiry as to why the box that measures the electric output (TED) was put on the kiln without the Art Center's knowledge. She asked who gave the authority for this to be done and who decided to not let them know as this was not in the spirit of the goal of communication. Linda Sue responded that the board made the decision to have the box put on, but not to do it without the Art Center knowing. Sue Olson responded by saying that the board absolutely did not vote to do it without the Art Center knowing and that the board was unaware that they had not been told. Public comment was closed at 3:40 pm.

(D) TREASURER'S REPORT:

Barb presented the treasurer's report. A motion to approve the report as presented was made by Prue Backlin. 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. Jeanne Caropreso seconded the motion and it was unanimously approved.

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection by Prue Backlin, Cheryl Beelendorf, Bridge Publications (L. Ron Hubbard Society), City of Sioux City, Janette Miller, the State Library of Iowa/ALA ("Smart Investing" books), and several anonymous donors.

The 2010 Summer Reading Program will conclude at the end of July. There are a few story hours left, afternoon movies and a teen Guitar Hero Tournament scheduled.

“Love of Iowa” will be presented by Iowa author Zachary Michael Jack in the lower-level meeting room on Wednesday, July 28th at 4 pm. He is the author of “What Cheer: A Love Story”. Two copies are available for checkout.

CASSIE installation is now complete. Patrons must now pre-pay before they can print. All pages printed are paid for, so we are no longer seeing unclaimed print jobs, saving toner and paper.

A patron slipped off a chair and hit her head on the wall in the Round room during a story hour session. She complained of a severe headache and asked to fill out an incident report. Later she went to the hospital to get checked out. Emily called the City and our insurance company, faxing them the incident report. The insurance company will call the patron for the rest of the information. Emily was asked to send pictures of the Round room and the Herman Miller Caper chairs; Julie Claus gave her an account of what she witnessed in story hour.

Emily reported that the front desk has been transformed into a “floating desk” in order to provide improved customer service. The front desk duties will be shared between our three clerks, working off a set schedule that provides someone at the front area during all open times.

Emily also reported that meetings of the Community Cultural Partnership have not yet been scheduled. She expects that the first meeting will be held between July 20th and the 28th, but that has not yet been confirmed.

Emily stated that the book drop has been ordered, but no date for arrival is available.

Emily also informed the board that she will be on vacation August 1-10th.

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

(H) COMMITTEE REPORTS:

Emily reported for Mike Woodring that the water test had been performed and that it was not the roof but the seal between the concrete and the brick as suggested last summer by John Runge of Keokuk Contractors. The quote for this will be discussed under New Business.

(I) UNFINISHED BUSINESS:

Video Security cameras: nothing new to report as no quotes have been received.

Lower-Level door between Art Center and Staff Area: Mark Wessel came and spoke with Emily in regards to this door. He has decided that rather than lock the door, as was his previous suggestion, we can make it an emergency exit only as it is equipped with an alarm that goes off when the door is pushed and that alarm can only be turned off with a

key. Signs will need to be posted on the door. Discussion ensued as to security issues in the staff area and access to the rest of the library. It was decided to get the signage needed and have new keys made.

Sue Olson asked what the latest readings on TED have been. Emily reported that from June 2 - July 12, it has recorded \$77 worth of electricity from the kiln.

(J) NEW BUSINESS:

DVD Security cases: Emily presented a quote from 3M for three kinds of DVD cases: single, double and quad. She stated that they can only be purchased in cases so the quote came to \$2,237.00. Questions from board members arose as to the necessity of spending that kind of money based on the amount of merchandise lost, and the sturdiness of the cases. They requested that Emily get a sample case. Based on the fact that more information is needed, no action was taken on this matter.

Outdoor painting/finishing touches: One quote was received from Sam's Painting to remove rust and paint the bottom of the windows, paint the left side of the building from Concert to 5th Street, and to paint the handrail at the Round Room exit — \$2,871.00 total. More quotes were requested, and no action was taken.

Quote to repair seal: as a result of the water test showing it is not the roof that is leaking but rather a crumbling seal between the brick and the concrete, the library will be responsible for paying for the water test. A motion to ask the Foundation to pay for this cost was made by Sue Olson. Prue Backlin seconded the motion and it was unanimously approved. A quote to repair the seal has been received from Keokuk Contractors. More quotes were requested, and no action was taken.

Goals: Emily stated that she handed these out at a previous board meeting, and did not have copies ready for this meeting. Linda Sue requested updated lists of standing committees and board members for the next board meeting.

Linda Sue reported to the board that she, Clinton, and Martha visited the Mayor to discuss what happened at the last board meeting. They discussed our "Partnership in Mission," Open Meetings laws, and newspaper articles. They acknowledged that communication needs to be improved. The mayor stated that he agreed that the taxpayers will not subsidize the Art Center and said he realized that the library board is autonomous and that it will be up to the board to make decisions. All agreed that they left the meeting with a positive feeling.

A motion to elect Martha Marsot as an alternate delegate in the event that Clinton cannot attend any of the meetings of the Community Cultural Partnership was made by Prue Backlin. Sue Olson seconded the motion and it was unanimously approved.

ADJOURNMENT:

The meeting was adjourned at 4:55 pm. The next meeting will be held on Monday, August 16 at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
August 20, 2010**

(A) ROLL CALL:

Prudence Backlin	--	Absent	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 4:08 p.m. The minutes of the previous meeting were presented for review. A motion to accept the minutes as amended was made by Jeanne Caropreso. Sue Olson seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Tom Gardner, representing the Foundation Board, spoke in regards to the first Community Cultural Partnership meeting that was held. He reported that he believed the meeting was productive but that more meetings will need to be held between the Art Center and the Library, but not with the Historical Society, as they feel all of their needs have been met. He would like to see all of them meet again after the agreements have been reached. He stated that the Foundation's goal would be positive outcomes in the agreements for all involved. He went over the points discussed: revenue neutrality; multiple usage of meeting rooms; better recognition for the Historical Society in fundraising programs and public relations.

Tom Seabold was also present and reported to the board that he felt some headway had been made.

Lydia O'Neal stated that she is relieved that this is finally moving forward and appreciates the beginnings of open communication. She would like the library to feel free to ask any questions so there is no longer as much stress involved. She is thankful to be able to have these negotiations taking place.

Tom Gardner stated that he believes all are working hard to see that all ideas and concerns are heard and that everything is out in the open and any grievances aired. He also mentioned that the Foundation is available, at the library's request, to provide funding to help in the spirit of cooperation, such as the purchase of additional display cases for three-dimensional artwork.

Public comment was closed at 4:25 pm.

(D) TREASURER'S REPORT:

Barb presented the treasurer's report. Her year-end report was also presented to the board before she sends it on to John Russell at city offices. A motion to approve both reports as presented was made by Sue Olson. Ed Bazow 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. Barb Smidt seconded the motion and it was unanimously approved.

(F) COMMUNICATIONS AND PETITIONS:

Clinton reported on the CCP meeting, stating that he thought there was good discussion on the following points: what the partnership entails; space and cost issues; ideas on what to do to improve communication—a possible ad-hoc committee where all would meet on occasion to discuss issues; a possible compromise on the Round Room lighting issues where the “green lights” remain on all the time and the others come on after entrance. He stressed the fact that the KPL board feels it is beneficial to have the KAC here and would like to make this work. He asked the board for input on what direction to take in regards to the rent; if not the current \$100, then what – and what is the basis for that figure.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection by Ben and Kris Moser, Zachary Michael Jack, Kathie Gorham, Eileen Fader and several anonymous donors.

Emily reported that the new book drop has been delivered and will hopefully be installed soon, based on when the city can get it done. She also reported that the old book drop was advertised on IowaLib and one offer, from Osgood Library at Ellsworth Community College in Iowa Falls, was received for \$100.

Emily reported that the book sale was a great success. Tonya Boltz coordinated the sale and signed up volunteers. The profit came in at \$1,994.25 and will go into our book sale fund for a future need or project.

She also reported that children continue to play in the Keokuk Art Center's water fountain that is in front of the lower-level entrance. Kids splash water on the walls and floors, and smear algae on the walls and elevator doors on all three floors. The cameras have not been able to capture any of that activity. They are supposed to operate 24-hours, but it has been sporadic at best—good on some days and unpredictable on the others. Quotes from J&S on resolving security camera issues will be discussed under “Unfinished Business.”

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

(H) COMMITTEE REPORTS:

Mike Woodring reported for Building and Grounds. He stated that while we are not exactly back to square one in regards to the landscaping project for the side area, they are now considering using native Iowa plants, perhaps some architectural design to help absorb runoff so that we could perhaps be a leader in taking steps towards a better environment. He would like the board to give him some direction as to whether to take these ideas back to OPN or go with something local and get some input from the Lee County Conservation Board. The consensus was to explore local options, starting with the LCCB.

(I) UNFINISHED BUSINESS:

Lower-Level Security: ASI has been contacted in regards to a sign for the door between the staff and public sides. It will be \$67.85 and will be in Braille also.

Video Camera Security: Emily presented a quote from J & S Electronics. They state that the existing PC will not allow us to continue to grow the number of cameras along with 24/7 recording. A new server/battery backup/software/labor will run \$3,379. An outdoor camera at the front entrance – \$660; cameras for the Round Room would be \$850 each and we would need two to get $\frac{3}{4}$ of the room; a camera for the elevator would run \$495 plus installation. After much discussion, a motion to not purchase any further video security items was made by Sue Olson. Mike Woodring seconded the motion and it was unanimously approved.

DVD Security cases: Samples of the three cases were passed around and a chart showing cost savings per case over what we are currently using was presented. Much discussion followed. A motion to purchase the new cases out of the unallocated dividend fund was made by Mike Woodring. Jeanne Caropreso seconded the motion and it was unanimously approved.

Finishing touches for window project and building maintenance: New quotes were presented by Keokuk Contractors and M & M Construction. Painting and the filling in of the holes/power washing were separated out for easier comparison. Although requested, Sam Strange painting did not resubmit in this way. Discussion and more discussion ensued. It was suggested we contact John West of Custom Brick to get a quote on filling in the holes and to contact Sam Strange again. No action taken on these items until further information is gathered.

Leak in the lower level meeting room: Two quotes were received, from Keokuk Contractors and M & M Construction. A motion to award the bid to Keokuk Contractors was made by Mike Woodring. Martha seconded the motion and it was unanimously approved.

(J) NEW BUSINESS:

The Iowa Library Association's Annual Conference will be held in Coralville this year and Emily requested board approval to close the library for one day for all staff to attend. This would be either Thursday, October 14 or Friday, October 15. A motion to

close the library for staff training on either October 14 or October 15 was made by Jeanne Caropreso. Martha Marsot seconded the motion and it was unanimously approved.

The discussion on goals will take place next month.

Sue Olson stated that when the group representing the board went to the Mayor's office, the rest of the board was not informed of the meeting. She understands that the entire board could not attend, but would've liked to know before hearing about it out in the community. Linda Sue responded that it had been an executive committee decision, but in the future they will keep everyone informed of such decisions.

ADJOURNMENT:

The meeting was adjourned at 6:06 pm. The next meeting will be held on Monday, September 20th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
September 20, 2010**

(A) ROLL CALL:

Prudence Backlin	--	Present	Linda Sue Mullen	--	Present
Ed Bazow	--	Present	Sue Olson	--	Present
Clinton Boddicker	--	Present	Barb Smidt	--	Present
Jeanne Caropreso	--	Absent	Mike Woodring	--	Present
Martha Marsot	--	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 note was made that the date of the meeting was wrong. A motion to accept the minutes as amended was made by Martha Marsot. Sue Olson seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Nancy Allerman, President of the Keokuk Art Center, was present and stated that she had received the information from the last CCP meeting and that she is encouraged with the progress being made. She did want to emphasize that she and her husband did not donate to the CCP in order for it to be a revenue producing area. She also stated that the Art Center is completely behind energy-savings measures and had received the letter that was written to the library from Alliant Energy stating Alliant's recommendations. She had a question as to whether or not the recommendations for the HVAC had been completed. Emily Rohlfs responded to this and stated that we have done the HVAC retrocommissioning that was recommended by Alliant, and that we have done all we can with the system we have.

Tom Seabold, Art Center Director, stated that he is concerned with all the lights being on sensors. When there is a meeting going on, but no one is out in hallway, the lights are off and if people are arriving late, they may assume that there is no meeting since they see no lights on in the hallway.

Lydia O'Neal, Art Center Board Member, reported on her view of the CCP meetings. She stated that nine points in the old one have been addressed, but the sticking point is in the value of the area. She stated the Art Center agrees that the area has value. They believe in the power of their fundraising, and that they raised the money to fund the project. She stated that they have received positive comments on the area from visitors and artists. O'Neal said that they will do their part to pay the electric, but noted that their budget is based solely on donations and they can only look at the past to determine the future in regards to budget. She noted that the organization that had been funding the \$1,200 yearly rent has informed them that they will no longer be able to support that amount after one more year. This makes them hesitant to put into writing in a contract an amount over the \$100 currently being paid. As partners, she would like the

board to consider that when looking at what amount to charge. Barb Smidt, Keokuk Public Library Board, responded that all non-profits are having the same problem with funding and it was just the actual costs involved that we are looking at to base the amount on.

Sue Olson asked that a Keokuk Art Center budget be given to the board.

Tom Gardner, Keokuk Library Foundation Member, was present to explain any points not understood in the memo he had previously sent out to board members. Briefly, the memo states where the amount of \$100 originally came from, a history of the original intent, and points that are relevant to determining the fee.

Martha Marsot asked the amount that was raised by the Art Center, since they keep bringing up that they raised the money to help build the space. Linda Sue Mullen recalled that the Library Foundation had \$300,000 when they broke ground and the project came in at around \$550,000. So \$250,000 was raised jointly. There is no real way to track that amount separately as the money when into the Library Foundation's Community Cultural Partnership account.

Public comments were closed at 5:08.

(D) TREASURER'S REPORT:

Barb presented the treasurer's report. She presented rates for the CD that is due for renewal. A motion to renew the CD with KSB Bank for fifteen months at 1.20% was made by Barb Smidt. Sue Olson seconded the motion and it was unanimously approved. A motion to approve the treasurer's report was made by Sue Olson. Prue Backlin 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. Ed Bazow seconded the motion and it was unanimously approved.

(F) COMMUNICATIONS AND PETITIONS:

Clinton reported on the CCP meeting, stating that the cost per square footage was coming out to \$140 - \$150. This consists of the director's office, the kiln room, and the storage room—that is what they consider their space. This equals 335.89 square feet. He stated that they have made good progress, but that the sticking points are the cost and the proposal that the contract be drawn up by a lawyer.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection by Art Resources Transfer, Inc., Velma Ellis, Richard Georges, HDR Engineering, Inc., Nila Jobe, Norma Kay, and several anonymous donors.

Emily reported that Public Works employees will install the new book return during the week of September 20th.

Emily reported that at the last CCP meeting, she proposed giving the KAC their own storage room, relocating the Youth Services storage from the lower level meeting room to the lower level staff area, and based on KAC condensing their storage to that area, the crawl space, and the little white house. KAC accepted this. She stated that they discussed three-dimensional artwork, which will no longer be displayed in the Round Room unless shelves are purchased—instead, they will be displayed in the glass display case in the library, when reserved, or in a new display case, if the purchase is recommended and approved. Tom Seabold will be called if any hanging artwork must be moved. KAC also made a request for changes with the lighting in the Round Room, and later an e-mail request for changes to the lower-level lighting. She reported that she had quotes for most of these changes and other cost figures and will bring them to the next Building and Grounds meeting.

A 12' high window was broken on Saturday, August 28th. Security tapes inside the library showed glass appearing on the floor at 11:00 PM, and nothing appeared to be damaged or taken from inside the library. Our insurance deductible is \$5,000 and the quote to replace the window by Double A Glass is \$810. Emily stated that she will ask the Foundation to cover this cost. Double A Glass also gave us a quote on replacing all of the front lobby windows to match the rest of the Kawneer windows and make them more energy efficient. This quote was \$16,362. The security camera quote we received last month was \$4,961, if the board would like to revisit this as a deterrent to vandalism. The board discussed this and again decided to not purchase any more cameras or security items at this time.

Emily reported that the lower level 'emergency exit only' sign has been received. We will have Jerry's Locks and Keys make new keys to alarm the door, and Chief Wessel will return to train staff in how to turn on/off the alarm.

Emily also reported that she attended a Town Meeting in Coralville on September 10th. She stated that the mandate to combine the services of the State Library and the Library Service Areas was looked over by the Iowa Library Association, and explained their recommendation of merging the two organizations, having 7 field offices with two staff members each, hiring the staff as State employees, and reducing the number of governing boards. If adopted, this would result in the budget not being reduced as much as requested, but, if passed, would keep about the same quality of services for the libraries. She will keep the board informed of this topic.

She also brought to the board's attention the special library levy, also called the 27-cent levy because Iowa Code 384.12 (21) allows cities to levy an additional tax of up to \$.027 per \$1,000 assessed property valuation for support of a library. There is a petition and referendum required to pass the levy and November 2011 is the next time the levy could be on the ballot during a general election as it can only be on in odd-numbered years. More information can be found on the State Library website. The only cities in our area to propose and pass this levy are Burlington and Mediapolis.

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

(H) COMMITTEE REPORTS:

None.

(I) UNFINISHED BUSINESS:

Finishing touches for window project and building maintenance: New quotes were received and a motion to accept the bid for painting from Sam Strange and the bid for masonry work from Custom Brick was made by Sue Olson. Martha Marsot seconded the motion. Linda Sue Mullen abstained, while Backlin, Bazow, Boddicker, and Smidt voted yes. Woodring and Caropreso were absent. The motion passed.

(J) NEW BUSINESS:

The discussion on goals will take place next month.

ADJOURNMENT:

The meeting was adjourned at 6:00 PM. The next meeting will be held on Monday, October 18 at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
October 18, 2010**

(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 4:05 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 drew attention to the fact that the CD has now been rolled over to KSB. A motion to approve the treasurer's report was made by Mike Woodring. Prue Backlin 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:

None.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection by Terry Altheide, Heather Blackwell, Don Hornung, Angela Householder, Theresa McAuliffe, and several anonymous donors.

Emily reported that the Foundation voted by email to pay several costs for building repairs requested by the library; the motions passed. These items were listed in previous minutes.

Emily also reported that the new book return was installed by Public Works department staff, and that the results are wonderful. The new slab is much more level, the return is nicely secured, and two concrete barriers were installed to protect the new return from vehicles. The public is very happy that they can now return DVDs, CDs and audio books after-hours. The Osgood Library changed their mind about purchasing the old

return, so the Altoona Public Library will be purchasing it for \$75. The large window in the lobby, shattered by vandalism, has been replaced by Double A Glass.

Emily reported on the other building projects: Sam Strange will be power washing and painting as soon as he finds the time and the weather cooperates; the bid was signed and faxed to Keokuk Contractors and a message was left with Custom Brick and Stone, letting them know that their bid was approved.

Emily also reported that the Lee County Advisory Board met and decided on a budget request for 2011-2012. The amount they will request from the Board of Supervisors will be \$63,500—an increase of \$3,500 over this year's budget. The increase would help support a county-wide coordinated Summer Reading Program (\$2,000) and a county-wide DVD rotation (\$1,500). She presented statistics to the board for 2009-2010. Many areas saw an increase. Also discussed was the contract with the Lee County Board of Supervisors. No revisions have made since 1978, and several parts need to be updated. She handed out a copy of the agreement. The board will discuss and vote on the revised copy at the next meeting. If all five library boards agree to the corrections, it will be presented to the County board at the budget hearing in December or January.

Emily reported that the fourth meeting of the CCP had been held. A copy of the agreement with Tom Gardner's revisions was emailed to all board members in the board meeting packet. In summary, trying to figure out the cost of utilities was rather difficult and came down to the simplest method, which is to use the \$100 rent agreed-upon in the prior agreement and adjust for increases to utilities. Because electric rates have increased by 28% since the first agreement was signed, Emily and Clinton proposed \$125-130. The Keokuk Art Center agreed to \$125 and the agreement is being taken back to both boards for their review and approval or rejection.

Wording of the last sentence of #3 states that the "Round Room shall be maintained in a fashion that is suitable for its use as an art gallery as well as for its primary use as a meeting room." In KAC's opinion, this requires changing one motion switch back to a manual switch and keeping those lights on all day. The cost of this is estimated at \$45, with an additional expense to electric costs estimated at \$6-\$9/month. Figuring in the previous compromise to the Round Room (switching half of the fluorescents back to halogens), it was estimated we would spend \$20 more per month than with the changes after the energy audit.

Other KAC requests, which have not yet been reviewed by the Building and Grounds committee, include replacing two motion sensors downstairs with on/off switches. The cost of this would be around \$45 each – less, if combined.

As required by the mediator, the Library provided a budget report for fiscal year 2009-2010 with city income and expenses. KAC reported a projected budget of \$50,000, but without a breakdown of expenses.

Emily recommends that an attorney review the contract before the board commits to sign the agreement.

Emily reported that the library closed on Thursday, October 14th for the staff to attend the Iowa Library Association's conference in Coralville, with Angela Gates attending a genealogy workshop on Wednesday.

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

(H) COMMITTEE REPORTS:

Mike gave a quick update on the Buildings and Grounds committee. He stated that he has contacted the extension office and Lee County Conservation in regards to their ideas for the garden areas.

(I) UNFINISHED BUSINESS:

None.

(J) NEW BUSINESS:

Lee County Libraries: Contract review—Emily passed out a copy of the contract previously emailed, with proposed changes highlighted. She noted that most of the changes were just to update wording and numbers to reflect current practices. The library board will take this to review, and vote on it at next month's meeting.

Community Cultural Partnership: Contract review—Clinton gave a short summary of the last meeting and that the agreement sent out was what had come of that meeting. Much discussion by the board ensued over some suggested changes and input was made on several points. Several areas were changed and some sentences were deleted. A motion to accept the contract with the amended changes was made by Mike Woodring. Sue Olson seconded the motion and it was unanimously approved.

Sue Olson recommended accepting the Lee County Historical Society contract. A motion to accept the contract was made by Jeanne Caropreso, seconded by Martha Marsot. In discussion, Barb Smidt pointed out that we had made changes to the KAC contract and maybe should change the LCHS one to reflect those changes and to also have someone independent look it over. Motion did not pass – board will look at this again next month when changes have been made.

ADJOURNMENT:

The meeting was adjourned at 5:35 PM. The next meeting will be held on Monday, November 15 at 4:00 pm in the Round Room.

Emily Rohlfs

From: Courtyard Books [courtboantiques@qwestoffice.net]
Sent: Tuesday, October 26, 2010 12:37 PM
To: Linda Sue Mullen; Jeanne Caropreso; Emily Rohlfs; pback54@yahoo.com
Cc: Tom Gardner; tomr@ksbinsurance.com; Scott Piper; Kate Sammons; Dev Kiedaisch
Subject: Library & Art Center Negotiations

Emily and the Library Board,

I am trying to keep an open mind in regard to the Library/Art Center negotiations and I remain optimistic that an agreeable solution will be forthcoming.

I appreciate the concerns and frustrations that both entities bring to the table and I was hopeful that the negotiating team headed by Tom Gardner could author a document that would be agreeable to both boards, and it appears they almost did. At our Foundation meeting last night, we were given copies of both the original contract proposal and the Library Board's edited copy. There was little time for us to read and compare these two but it appeared that there were several revisions proposed in the latter. Although each revision might be viewed as a minor tweek, when you view these changes as a whole, they practically void the original document.

As I spent some time thinking this over last night, the question that kept coming to my mind was:

Knowing that a member of the Library Board was part of this negotiating committee, why did the Board then take this document and make so many revisions?

I am saddened by the resignation of Tom Gardner from the Foundation Board. He has been a tireless and most generous supporter of both the Library and the Art Center for many years and his wisdom and vision will be deeply missed.

I so hope that a "partnership" can be re-established where there is common sense "give and take" for the good of both organizations and the citizens of Keokuk.

Thanks for listening,

Carole Betts

Foundation Board member

Emily Rohlfs

From: Emily Rohlfs [emilyrohlfs@hotmail.com]
Sent: Thursday, October 21, 2010 10:22 PM
To: Emily Rohlfs
Subject: FW: Community Cultural Partnership Contract

From: artworks@mchsi.com
To: emilyrohlfs@hotmail.com
CC: gardners3@gmail.com; tmarion@cityofkeokuk.org; naka2427@mchsi.com; mommy_o21@yahoo.com; merleeberline@yahoo.com; patekak@mchsi.com; edmcgreevey@msn.com
Subject: Community Cultural Partnership Contract
Date: Thu, 21 Oct 2010 13:20:14 -0500

Emily Rohlfs:

Although the Board of Directors of the Keokuk Art Center had reviewed the revised contract that had been written by the Partnership Contract Committee and was prepared to approve it, after the changes were made to the document by the library board it was unanimously rejected.

It was our understanding that committee members Clinton Boddicker, Emily Rohlfs, Lydia O'Neal and Tom Seabold had been authorized by their respective boards to finalized the details of the new contract. The revisions and additions that were made since their last meeting have changed the document from a partnership contract to a lease agreement.

Keokuk Art Center objections are as follows:

1. The continued use of the term "the decision of the library director shall be determinative and final" leaves no room for discussion over issues and policies that might arise. The "regular communication" meetings that are suggested in Section 8 would be pointless.
2. Since I often hang exhibits after hours and on weekends, the addition of the "building use" statement in Section 3 basically limits the use of the building by the Art Center for installations and exhibit receptions to the normal library hours of operation. This is reinforced in Section 6 which now states that "the use of the building by the public will be determined by the library board."
3. Removing the "suitable gallery lighting" statement in Section 3 leads us to believe that the library board has no intention of reversing the lighting situation in the Round Room Gallery. As you are aware, this was a main point of discussion at the contract meetings and the primary reason that the Art Center agreed to pay an additional \$25.00 per month.
4. The elimination of Section 7 diminishes the importance of the original "partnership" concept.

Since the Art Center board members did not accept the contract, we feel that forwarding it on to the City Attorney for his review is premature.

Tom Seabold

Emily Rohlfs

From: Steve Swan [swanlaw@qwestoffice.net]
Sent: Tuesday, October 26, 2010 1:30 PM
To: Emily Rohlfs
Subject: Re: Another question re: "lease"

Its a lease no matter what you want to call it. The city owns the premises and your board, like the waterworks, is in charge of the goings on at the building. The city counsel does not need to approve this lease as the Board has been empowered to do this. The board is, as such, an agent of the City with the power to negotiate these agreements when it involves library matters.

Whatever they want to entitle the document, the purpose of it is to create an agreement whereby they use your building and space. That is a lease like a rose is a rose. But you can call it an agreement, or a contract or whatever, it is still a lease. It sets out what they pay, what their rights are and what rights you retain.

Why are they creating all the stink? It seems like a pretty beneficial deal to me.

----- Original Message -----

From: [Emily Rohlfs](#)
To: '[Steve Swan](#)'
Sent: Tuesday, October 26, 2010 12:43 PM
Subject: Another question re: "lease"

Hi Steve,

I'm sorry if I'm still harping on the same issue. I'm just trying to prepare myself for this special meeting, when there is bound to be much debate over the term "lease."

When you look at the old Community Cultural Partnership agreement ("CCP-KAC.pdf") vs. the new one with proposed changes by the KPL Board ("CCP-KAC-2010proposed-withchanges20101018.doc"), do you think we have "turned it into a lease" or that it was always a lease (although that word was never used)?

And when you said before that the City is the landlord and the Art Center is the tenant, I foresee them digging up their past argument that – 'in that case, the City Council should be the ones passing the agreement.' What do you think about that? Looking at the City Code, library board members are selected by the mayor and approved by the City Council and given full charge of the building. In essence – aren't they representatives of the City? Is the library board and the 'City' the same thing and empowered to enter into a contract like this?

We enter into many contracts that are signed by the director and/or board representatives, but this is an especially sticky situation.

Thank you, Steve. I wish you could be at the meeting to answer these “lease-like” questions...

-Emily D. Rohlf

Emily D. Rohlf, Director

Keokuk Public Library

210 N. 5th Street

Keokuk, IA 52632

(319) 524-1483; FAX: (319) 524-2320

<http://www.keokuk.lib.ia.us>

Emily Rohlfs

Subject: FW: art center lease

From: Steve Swan [<mailto:swanlaw@qwestoffice.net>]

Sent: Monday, October 25, 2010 11:26 AM

To: Emily Rohlfs

Subject: Re: art center lease

I guess the real issue is that this agreement is a lease. This is city property and the Art Center is not an entity that is directly affiliated with the city. It doesn't matter who raised the money, this is a city building. And, as always, you only need an agreement in writing during the periods when things go bad, and there are plenty of egos to go around to create problems. The bottom line is that the city is the landlord and they are the tenant.

The issues i raised aren't going to change the nature of the agreement.

From: Steve Swan [<mailto:swanlaw@qwestoffice.net>]

Sent: Monday, October 25, 2010 8:54 AM

To: erohlfs@keokuk.lib.ia.us

Subject: art center lease

Emily:

Sorry I didn't get back quicker but I have had a chance to review the lease. I agree with Clinton's changes and have a couple other issues but they are mostly in wording.

On paragraph number 2 on page 3. the paragraph starts out "staff space" but the question I had initially was whether this referred to library office space or art center office space. The third sentence ends with the word "alarmed" which I presume indicates that there are alarm systems on the doors. I am more concerned with the start of the paragraph, though.

Other than that, the only question I have is whether or not the rent covers the extra utilities, etc., that the library incurs by having the art center in there.

Thanks,

Steve Swan

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
November 3, 2010
SPECIAL MEETING**

(A) ROLL CALL:

Prudence Backlin	--	Present	Linda Sue Mullen	--	Present
Ed Bazow	--	Absent	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 pm by Linda Sue Mullen. Due to this being a special meeting, no minutes were presented.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Nancy Allerman was present for the Keokuk Art Center and wondered why everything has gotten into such a mess—five years ago, before the Art Center moved in, there was a simple contract, and now chaos.

Prue Backlin responded that she feels the library is not accepting the partnership and that the KAC does not like the terms landlord/tenant.

Mike Woodring responded that he felt there was a need to have interpretation from an attorney, as it is a type of lease, and that that was a logical thing to do.

Nancy said she feels that the Art Center creates no expense, and asked if Mike would agree. Mike responded that he does think they cause expense.

Lydia O’Neal asked if that was above the cost of the rent being paid.

Linda Sue Mullen referred back to the original letter read at the June meeting that outlined the points that would need to be addressed in the contract renewal process—revenue neutral, adequate space needs, meeting room schedules, inventory of items and quarterly meetings have all been taken care of. The next step listed was after an agreement was reached, it would be presented to an attorney and the document then brought back to the boards for approval. The KAC approved the revised agreement, the library board did not, and this is where we are.

Mike Woodring replied to Lydia that he felt that they were no drag on the budget, just that the attorney was the next logical step.

Lydia responded that it was sent to the attorney before they had a chance to look at the changes that had been made.

Linda Sue responded that if they would give us a chance to meet and respond to their objections, they would see that some of the objections would have been taken care of, namely the lighting issue which is being looked at today.

Tom Seabold stated that the wording about the lighting in the gallery was taken out and that was what they objected to.

Linda Sue responded that the way it was worded, the library board took it as giving them no choice in the matter and that was what they did not like.

Robin Johnson noted that she thought the library board jumped the gun by sending it to the City Attorney before the Art Center board had seen it.

Nancy Allerman stated that if both boards believe the Art Center should be here, there should be no stumbling blocks.

Jeanne Caropreso responded by saying that the stumbling block is the word partnership. She feels that the last couple of years, there has not been a partnership, but more of a give and take relationship, where the Art Center were the takers and the library the givers. After five years, she acknowledged that things have changed.

Martha Marsot stated that she was under the impression that the committee would bring back a contract to look at, not one that was etched in stone. She also pointed out the fact that the library board has not been able to do its regular work for the last several months as we have had to deal with Art Center complaints every time they are not happy with something. They never let the board have a chance to talk about things before they bring complaints to them—they just start calling others, like the mayor, to complain.

Mike Woodring then asked if the Art Center agreed that this is a city building that you lease from, which Tom Seabold responded that no, they don't agree – we are a partnership, and the Art Center does not lease.

Some of the points brought up in the email sent by Tom Seabold to Emily and others including the Mayor, were then talked about. Tom brought up their issues with the phrasing “the decision of the library director shall be determinative and final” and, in their view, this means that there is no point in quarterly partnership meetings to communicate. Emily pointed out that she sees this phrase as dealing with immediate concerns, as the board can't be called in to make every decision. Handling the day-to-day issues of the library is her job.

Clinton responded to the discussion by stating that he feels the agreement is more of a partnership-type agreement than a lease, but that is just his opinion. He also stated that the library board or director is in charge of the library anyway, so particular wording that was put in is a moot point.

Lydia then asked if a lease can actually be revenue-neutral and library board members answered “yes.” Mike Woodring brought up an example of someone renting to a family member.

Tom Seabold stated that they just want to know why the changes were made.

Linda Sue then asked all present if the committee could meet just one more time to go over the four issues, discuss and then bring back one more time to the boards for approval or denial. All agreed they would attend one more, and the date was set for Thursday, November 11th at 7pm.

Barb Smidt reminded everyone that communication is the underlying problem and that all parties need to make sure that we have good and productive communication.

Public comments were closed at 4:55 pm

(D) TREASURER’S REPORT:

Not presented.

(E) BILLS AND SALARIES:

The bills and salaries were not presented.

(F) COMMUNICATIONS AND PETITIONS:

Emails were shared to the board in their board meeting packets.

One was a letter from Carole Betts about the partnership and her wish to see it continue.

One letter was from the Keokuk Art Center board, outlining their objections to modification to the partnership committee’s contract.

One was a copy of email communication between the director and City Attorney Steve Swan, who clarified some issues and reviewed the contract. He did state that this is a lease agreement, although we can call it whatever we want (nowhere on the agreement is the term “lease” used). Recent changes made by the library board did not make it more “lease-like,” which was Keokuk Art Center’s claim, because it has always been a lease, by virtue of the type of agreement it is. He commented that it looks like a very beneficial agreement.

Emily reported on an email from Tom Marion in regards to a bill from Reliable Pest Solutions for \$14.50. He asked why we are paying sales tax outside of Iowa, and not using a local company, and asked why she would use City funds to purchase baby powder. Emily responded to his email by stating that this bill was for bathroom deodorizers, rain and baby powder-scented, that we do not know of a local company that provides this service, and that we are exempt from sales tax. He was satisfied with her response.

(G) LIBRARIAN'S REPORT:

Not presented.

(H) COMMITTEE REPORTS:

Mike reported for the Building and Grounds committee on their recommendation in regards to two requests from the Keokuk Art Center. The committee reviewed the issues and recommended making all requested changes. In the Round Room, a manual switch would be installed to control half of the lights, so the room will not appear completely dark, while the other half would remain on a motion sensor. The cost will be \$45 for installation. Two motion sensors in the lower-level would be changed back to manual switches. This would cost \$100 for installation. Sue Olson stated that she does not believe we should be paying for the changes, since we already paid to implement the recommendations from Alliant. Coming from the committee, the recommendations are presented as a motion. Backlin, Woodring, Smidt, Marsot, Caropreso—Yea; Olson—Nay; Bazow—absent. Motion passes.

(I) UNFINISHED BUSINESS:

The library board discussed the points that the Art Center disagrees with and made several changes. Paragraph #1, page 2—drop the last line—all agreed. Page 3, #3—strike “subject to usual times for use of the building as determined by the library director” and strike “and in any event, prior to 8 hours before an event”—agreed. Page 5, #6—strike “through its budget to the extent that funds are available”—agreed. Pages 5 & 6, #6—will have to be discussed at the committee meeting as the board cannot agree at this time. Page 5, #7—originally took out due to the same information being on the first page of the agreement, but will be sent to the committee to make the final decision. Page 6, #13—strike the “internet access will be supplied throughout the library” and change “their” to “its” in the next sentence—agreed. Page 7—added “board” after Keokuk Art Center and lines for date signed—agreed.

Martha Marsot then asked if the next contract would be binding when the committee returns it to the boards. Linda Sue responded that the committee will meet on the 11th, go over the points still in disagreement and type a new one up, which will be brought to the boards for discussion—nothing will be set in stone.

(J) NEW BUSINESS:

None.

ADJOURNMENT:

The meeting was adjourned at 5:25 PM. The next meeting will be held on Monday, November 15 at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
November 15, 2010**

(A) ROLL CALL:

Prudence Backlin	--	Absent	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. The minutes from the special meeting on November 3, 2010 were presented for review. A motion to accept the minutes was made by Jeanne Caropreso. Mike Woodring seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Nancy Allerman was present and just wanted to thank Clinton and Emily for attending the extra meeting. She also shared a note from Wendall Mohr's widow in which she comments on the relationship between the Keokuk Public Library and the Keokuk Art Center, and how pleased she is that that connection existed. Public comments were closed at 4:05 pm.

(D) TREASURER'S REPORT:

Emily handed out the treasurer's report in Barb's absence. A motion to approve 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 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 Donna Holman, Christy McLain, Kate Sammons, and several anonymous donors.

On November 1st, the library started a subscription to TumbleBooksLibrary—a collection of talking, animated eBooks for children. This subscription is free for the year, paid for by the Southeastern/East Central Library Services for every library in our region.

On December 1st, the library will be offering a new service through the WILBOR consortium—eBooks. We have had so many requests for this service and the library is fortunate to be able to subscribe to the service at the modest cost of \$400 per year.

Speaking of WILBOR, our patrons have downloaded over 100 titles per month for the last few months, with 120 being downloaded in October.

Sue Olson spoke with Emily regarding an idea to purchase Kindles or another eBook reader through a grant. The library could then loan these to patrons. Unfortunately Kindles and iPads do not work with WILBOR but Emily reports that she will look into the cost of other readers.

Emily also reported that she and Tonya Boltz have been working on ideas for an adult Winter reading program. This program will start in January and run through February or March. Letters will be sent to soliciting donations to use for the program. There is also some programming money left in the Foundation budget that could be used.

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

(H) COMMITTEE REPORTS:

None.

(I) UNFINISHED BUSINESS:

Clinton and Emily presented the CCP contract that resulted from the last combined meeting. Clinton explained how the changes came about, paragraph by paragraph. The board agreed with all changes and made one modification to page 3, paragraph 4 by taking out “the expenses incurred” line. A motion to accept the contract with the modification was made by Sue Olson. Mike Woodring seconded the motion, and it was unanimously approved.

The contract with the LCHS will be sent to Clinton, He will make sure that the language matches the KAC contract.

The contract with the Lee County Libraries was handed out for review and discussion. A few spelling changes were noted. A motion to accept the contract with minor changes and the suggestion that a lawyer look it over was made by Sue Olson. Ed Bazow seconded the motion, and it was unanimously approved.

(J) **NEW BUSINESS:**

None.

ADJOURNMENT:

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

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
December 20, 2010**

(A) ROLL CALL:

Prudence Backlin	--	Present	Linda Sue Mullen	--	Present
Ed Bazow	--	Present	Sue Olson	--	Present
Clinton Boddicker	--	Absent	Barb Smidt	--	Present
Jeanne Caropreso	--	Present	Mike Woodring	--	Absent
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 Barb Smidt. 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 approve 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 Martha Marsot. Prue Backlin seconded the motion and it was unanimously approved.

(F) COMMUNICATIONS AND PETITIONS:

Emily reported that the library received the budget worksheets and that it is due back to city offices on January 6. The city has suggested that there be no increase in the bottom line. After discussion, the board advised Emily to not increase the budget request.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection by several anonymous donors and a subscription to *Chicago* magazine was donated by Prue Backlin.

Emily informed the board of the library's holiday hours.

Emily reported that the library received our Direct State Aid check from the State Library of Iowa in the amount of \$3,008.93. This amount is about \$600 less than last year, due to an 18% budget cut to Enrich Iowa funding during the 2010 legislative session.

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

(H) COMMITTEE REPORTS:

None.

(I) UNFINISHED BUSINESS:

Linda Sue signed an updated agreement between Lee County Libraries and the Board of Supervisors, and the Community Cultural Partnership lease agreement with the Keokuk Art Center. The Lee County Historical Society agreement was given to Clinton. He has looked it over and adjusted any wording to reflect the Art Center agreement wording. The board decided to hold off on signing, due to some issues of insurance and needing some explanation on a few points, or rewording, from Clinton.

(J) NEW BUSINESS:

Director evaluations were handed out to all board members present and will be due back to Linda Sue by January 17, 2011, the next board meeting. Sue Olson stated that she would like to see a compilation of board member comments after all are received and reviewed. Linda Sue said she would do that.

The goals were handed out again. There was much board discussion on both short-term and long-term goals as to what had all ready been accomplished. It was decided that no further action would be taken until Mike was available to give input on some of the goals from the Building and Grounds viewpoint.

After discussion, a motion to post signage stating that no weapons are allowed on the library premises, after consulting with city offices, was made by Sue Olson. Martha Marsot seconded the motion and it was unanimously approved.

ADJOURNMENT:

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