

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
May 21, 2007**

(A) ROLL CALL:

Prudence Backlin	--	Present	Martha Marsot	--	Present
Clinton Boddicker	--	Absent	Linda Sue Mullen	--	Present
Jeanne Caropreso	--	Present	Barb Smidt	--	Present
Mary Dennis	--	Present	Mike Woodring	--	Present
Tom Gardner	--	Present			

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:04 p.m. The minutes of the previous meeting were presented for review. A motion to approve the minutes with a change to the date was made by Jeanne Caropreso. Prue Backlin seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Barb Smidt presented the treasurer's report. A motion to approve the treasurer's report was made by Mary Dennis. Jeanne Caropreso seconded the motion and it was unanimously approved. Smidt also brought to the board's attention that First Community Bank and KSB Bank were using an incorrect tax ID number and have been for some time. A motion to authorize Smidt to correct the tax ID number using 42-6004829 at all local banks was made by Barb Smidt. Martha 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 was made by Mary Dennis. Prue Backlin seconded the motion and it was unanimously approved.

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

We have received donations from Prue Backlin, Faye Gundy, Diana Hammel, Aaron Kruse, Paul Marlin, Theresa McAuliffe, Alberta Piersee and Tom Richardson.

Emily Rohlfs attended the Kids First Conference in Ames on April 26 and 27 with a grant received from Southeastern Library Services. Rohlfs got some great ideas for the library, most notably on starting a Teen Advisory board and doing a county-wide event called "Toddler Fest".

Julie Claus has been hired to fill the Youth Services position. She will be moving here from Coralville where she has been Director of Visitor Experience for the Iowa Children's Museum. We look forward to her fresh ideas as she starts work on May 29th.

The part-time clerk position will soon be advertised with a start date of July 1st. We will be hiring a student worker this summer due to one leaving for college. Jerry Lawson, custodian, has set his last working day as June 30th. She recommended trying a cleaning service on temporary 3-month basis due to Jerry having vacation/sick leave payout. After the trial period, we will evaluate the service and make further recommendations on the position.

The library will start summer hours on June 1st. We will be open Monday – Thursday, 9:30 am – 6:00 pm; Friday we will be open 9:30 -5. In July we will start the Saturday hours of 9:30 am – 1:30 pm.

She also suggested that the library go to a bi-monthly payroll schedule from our current monthly one. This will put us in line with other city departments. A motion to change the payroll schedule from monthly to bi-monthly was made by Linda Sue Mullen. Mary Dennis seconded the motion and it was unanimously approved.

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

(H) COMMITTEE REPORTS:

Mary reported for the Building and Grounds committee. She gave a review of the signage issues and the progress made so far. She related the current problems with the directional signage for the lower lobby wall in regards to the size of the lettering for the Art Center and lower level meeting room. The committee had okayed 2" letters for both names while the Art Center had expected larger letters for their name. The committee met again to see if a

compromise could be reached. 3” and 2” lettering were shown to the board and much discussion ensued as to the look of the lettering in regards to the Weiderspan sculpture and the price difference. A motion to use 3” letters for “Keokuk Art Center” and 2” letters for “Lower Level Meeting Room” with the extra cost being paid by the Art Center was made by Mary Dennis. Prue Backlin seconded the motion and the motion was approved.

(I) UNFINISHED BUSINESS:

The long and short term revised goals were presented to the board. A motion to adopt the goals as revised was made by Mary Dennis. Jeanne Caropreso seconded the motion and it was unanimously approved.

(J) NEW BUSINESS:

Tom Gardner, Board President, and Mary Dennis, Vice-president, will be going off the library board at the end of June. Tom appointed Mary as the Nominating Committee and agreed to help her if needed. She will present a slate of officers at the June meeting. Nominees to the board for two vacant seats will be needed from all members of the board.

A motion to set Saturday hours beginning July 7th as 9:30 am – 1:30 pm was made by Barb Smidt. Linda Sue Mullen seconded the motion and it was unanimously approved.

(K) ADJOURNMENT:

A motion to adjourn was made by Mike Woodring. Prue Backlin seconded the motion and the meeting was adjourned at 5:15 pm.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
June 18, 2007**

(A) ROLL CALL:

Prudence Backlin	--	Present	Martha Marsot	--	Present
Clinton Boddicker	--	Absent	Linda Sue Mullen	--	Present
Jeanne Caropreso	--	Present	Barb Smidt	--	Present
Mary Dennis	--	Present	Mike Woodring	--	Present
Tom Gardner	--	Present			

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:01 p.m. The minutes of the previous meeting were presented for review. A motion to approve the minutes was made by Jeanne Caropreso. Prue Backlin seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Barb Smidt presented the treasurer's report with discussion about a CD that is due for renewal. A motion to renew with KSB Bank for 12 months was made by Smidt. Mary Dennis seconded the motion and it was unanimously approved. A motion to accept the treasurer's report was made by Mary Dennis. Mike Woodring seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

We have received donations from Peggy Dickey, Carlos Falcon, Joyce Glasscock, Richard O. Jacobson Foundation, Joan Logan, and Louise Krupp of Boulder, Colorado.

Rohlf's met with the Lee County Librarians and the Building and Grounds Committee as well as attending a demonstration of DearReader.com.

Rohlf's is also selecting interviewees for the part-time Clerk position. getting bids for janitorial and window services and looking for a lawn care service. There will also be a student worker vacancy soon.

After a tour of the new Burlington Public Library, Rohlf's is looking at some new children's shelving similar to what they are using there. Their circulation has gone up about 75% since buying book browsers which display books face out. This shelving is much easier for shelvees and more appealing for browsers, especially children who "judge a book by its cover". Because our circulation of children's books has been declining, Rohlf's feels this would be a good use of the money in the Gray Fund and has asked for a quote from the company.

DearReader.com is an on-line book club that e-mails 2-3 chapters between Monday and Friday, linking back to our catalog for patrons that want to finish the book. Patrons can sign up for any or all of the genres offered. Rohlf's will be taking the information to the next Foundation meeting for their consideration. Daily e-mails such as this can also be a marketing tool with information about the Foundation and special events.

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

(H) COMMITTEE REPORTS:

Mary reported for the Building and Grounds committee. They have had the initial meeting with Ruth Fox, landscape architect at OPN. Dennis reported that the committee is very pleased with the thought and research she put into her presentation and with her suggestions on how to include other groups as a part of this project.

(I) UNFINISHED BUSINESS:

The Inclement Weather policy was presented for discussion before going to the policy committee. After some discussion in regards to the wording, the board agreed to send the rough draft to the policy committee.

(J) NEW BUSINESS:

The nominating committee presented the following slate of candidates for officers for the 2007-2008 board: Linda Sue Mullen as President and Martha Marsot as Vice-President. A motion to approve the slate of candidates was made by Mike Woodring. Jeanne Caropreso seconded the motion and it was unanimously approved. Rohlfs thanked Tom Gardner and Mary Dennis for their years of service and remarked that they would be missed. Gardner was presented a community service silver dollar and Dennis was presented a voucher for a copy of "The Adventures of Thomas Jefferson Snodgrass" by Mark Twain.

(K) ADJOURNMENT:

A motion to adjourn was made by Mike Woodring. Mary Dennis seconded the motion and the meeting was adjourned at 5:20 pm.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
August 20, 2007**

(A) ROLL CALL:

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

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

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

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

This month we received donations from Jeanne Caropreso, Johanna Heule, Paul Marlin and Wal-Mart. The Lee County Historical Society gave us a framed 1932 drawing of Ed Carter, editor of the Keokuk Citizen. We also received a set of commemorative playing cards with a float of Chief Keokuk from Martha Clifford and Jean Wirtz.

Rohlf's attended the last PLOW session on the library website, attended a Foundation meeting, and gave a talk at the River Hills Village.

Several successful programs have been held at the library over the last month. The High Strung rock concert brought over 100 people, over 50 saw the Mad Scientist, and 170 came to see Dan Wardell, host of IPTV's Kids Clubhouse.

The Summer Reading Program was well received this summer with 195 kids signing up and 78 completing the program. Two grand prize winners won bicycles, one donated by a patron last year and one donated this year by Wal-Mart. Eight teens have signed up for the Teen Advisory Board, and Julie Claus is also starting a Kids Cooking Club

Rohlf's has been looking into ideas for an adult reading program to hold during the winter months.

Rohlf's also presented a request to hold an Amnesty Month during September, which is library card month. For each canned good donated, one dollar in fines would be forgiven. A motion to hold this Amnesty Month in September 2007 was made by Sue Olson. Mike Woodring seconded the motion and it was unanimously approved.

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

(H) COMMITTEE REPORTS:

None.

(I) UNFINISHED BUSINESS:

None.

(J) NEW BUSINESS:

Linda Sue Mullen presented the standing committees for the 2007-2008 year. Jeanne Caropreso volunteered to be the liaison for the foundation board until June 2008.

(K) ADJOURNMENT:

A motion to adjourn was made by Mike Woodring. Ed Bazow seconded the motion and the meeting was adjourned at 4:35 pm.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
September 17, 2007**

(A) ROLL CALL:

Prudence Backlin	--	Absent	Martha Marsot	--	Present
Clinton Boddicker	--	Absent	Linda Sue Mullen	--	Present
Jeanne Caropreso	--	Present	Barb Smidt	--	Present
Ed Bazow	--	Present	Mike Woodring	--	Absent
Sue Olson	--	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 approve 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 Smidt presented the treasurer's report. A motion to accept the treasurer's report 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 as presented was made by Sue Olson. Jeanne Caropreso seconded the motion and it was unanimously approved.

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

This month we received donations from June Gudgel, Sue Olson, Genny Jenkins and many anonymous parties.

Rohlfs attended several meetings this month including the Lee County Librarians, Lee County Advisory Board's annual meeting, and a meeting of the Foundation and Building and Grounds committee.

Rohlfs has been in contact with the transportation museum in Grinnell and the Antique Car Museum in Coralville. Grinnell was happy to loan the Knight auto to the Coralville museum until theirs is open and the two directors will work out the details. They will let us know when its location has changed, so we can put a press release in

the paper. It was suggested that Rohlfs obtain a copy of the insurance policy that shows coverage of the Knight auto during transportation for our files.

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

(H) COMMITTEE REPORTS:

Rohlfs reported for the Building and Grounds committee in Mike Woodring's absence. A combined meeting between the Foundation, Building & Grounds and Ruth Fox (OPN) was held recently. Fox presented a long-range plan of 2-5 years complete with pictures and a layout of progress so far, in regards to the landscape design. Rohlfs also reported that the Foundation voted to raze the house.

(I) UNFINISHED BUSINESS:

Rohlfs presented an evaluation of Midwest Janitorial for the past three months along with quotes for three and four day services. The library has been very happy with this service and company and it was decided to try the four day service for the next three months and monitor the results.

(J) NEW BUSINESS:

Rohlfs discussed the Lee County Advisory Board annual meeting, explained the contract between the county and the libraries, this year's budget, and the budget request for next fiscal year.

Clinton Boddicker has decided not to continue as a foundation liaison. Linda Sue Mullen volunteered to take the position.

A motion to close the library on Thursday, October 11 in order for the staff to attend training at the Iowa Library Association's conference in Coralville was made by Martha Marsot. Sue Olson seconded the motion and it was unanimously approved.

(K) ADJOURNMENT:

A motion to adjourn was made by Ed Bazow. Jeanne Caroprese seconded the motion and the meeting was adjourned at 4:50 pm.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
October 15, 2007**

(A) ROLL CALL:

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

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

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

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

Linda Sue expressed her thanks to Ed Bazow and Prue Backlin for attending the city's board appreciation night and commended Emily on all the press the library has been receiving.

(G) LIBRARIAN'S REPORT:

This month we received donations from AAUW, Jeanne Caropreso, Sarah Fletcher, Keokuk Christian Academy, Nancy Leigh Harless, Anita Schmedeke, Barb Smidt, and many anonymous donors. Pizza Hut donated pizzas and coupons for the Halloween events. Several books were purchased in memory of Lillian Sutlive and Becky Olmsted and the Keokuk Garden Club purchased several kids' gardening books.

Since the last meeting Rohlf's has met with the Lee County Librarians and the KPL Foundation. She has also spoken at First Community Bank's Emerald Club and the Genealogy Society meeting.

The library has renewed the Notary license for Tonya Boltz so we can continue to offer that service through 2010.

There were four programs in October: Preschool story hour continued in the absence of Youth Services librarian Julie Claus. Part-time clerk Brenda Moss is using Julie's lesson plan while she is on maternity leave; "An Animal Safari" drew 17 to listen to Dr. Jacqueline Thompson as she taught children and adults about the regions of Africa through stories and music; 30 attended Halloween Story Time for ages 2-6, consisting of crafts, stories and a costume parade through the library. Monica Winkler organized and led this event along with 2 Teen Advisory Board Members; 23 children and a few adults attended Scary Story Night for ages 7-11, consisting of contests, spooky films and Halloween stories read by SCC Professor Tom Hayes. Rohlfs organized and led this event along with three Teen Advisory Board Members.

Pam Van Kirk of the Galesburg Public Library informed us that they were awarded a Big Read grant that they had applied for on behalf of 21 communities, including Keokuk Public Library. Van Kirk will be attending workshops to gather ideas and information and will be sending us public relations materials when ready. Paula Huntley, author of "The Hemingway Book Club of Kosovo" will be discussing her book as part of the Big Read at three of the libraries including the Keokuk Public Library. The Big Read is scheduled for March 15 and ends on April 30th.

Rohlfs reported that the library has received \$239.74 as part of a "Compact Disk" nationwide antitrust case settlement. As stipulated in the settlement, funds are to be used to purchase music CDs for our lending collection within three months. An order for most of that amount has been placed with another one to follow for the remaining funds.

We have been notified by the State Library of Iowa that we have met the accreditation requirements and will be accredited through 2010. Our State Aid funding for this year is \$3727.22. State Aid is to be used to improve library services and "supplement, not supplant" city and county funding. This money could help pay for a new server which would allow us to upgrade to a new version of our automation system.

Rohlfs received a letter from the Coralville museum, who said that they cannot insure the 1902 Knight Auto. She contacted Tom Richardson who placed the car on the library (city) policy. He also placed a request to the Coralville museum's agent to have the library added as an additional insured on their policy. The library does have a copy of the insurance policy.

The Keokuk Public Library Foundation agreed to supply the remaining \$750 needed to match the Bill & Melinda Gates hardware foundation grant(Keokuk Area Community Foundation granted us \$2500). This will give us 5 new computers in the first phase. We will have to raise additional funds next year for 4 computers in phase 2.

The Foundation also voted to spend \$6000 for new laptops and a rechargeable storage cart for basic computer classes to be taught here at the library. The Quincy Area Community Foundation is funding \$1000 towards this project. In the grant, Rohlf's stated that classes would be in place in 2008 and is working on gathering teaching materials.

(H) COMMITTEE REPORTS:

Mike Woodring reported for the Building & Grounds committee on several issues:

- A meeting has been scheduled for the committee with Ruth from OPN about the landscaping project.
- He would like Clinton to write a letter to Keokuk Contractors about the cement.
- He would like Emily to check into the cost of adding a camera to the Round Room.
- He would like to find a club to adopt the Concert Street side landscaping area to give it a more complete look.
- He would like Emily to inquire about the price of the apartment building behind the library.
- Mike also asked for clarification about who handles the heating and air conditioning in the lower level and lobby area, and the reply was Peters.

(I) UNFINISHED BUSINESS:

None.

(J) NEW BUSINESS:

None.

(K) ADJOURNMENT:

A motion to adjourn was made by Mike Woodring. Ed Bazow seconded the motion and the meeting was adjourned at 4:36 pm. The next board meeting will be held on November 19 at 4:00 pm.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
November 19, 2007**

(A) ROLL CALL:

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

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

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

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

Linda Sue expressed her thanks to Ed Bazow and Prue Backlin for attending the city's board appreciation night and commended Emily on all the press the library has been receiving.

(G) LIBRARIAN'S REPORT:

This month we received donations from AAUW, Jeanne Caropreso, Sarah Fletcher, Keokuk Christian Academy, Nancy Leigh Harless, Anita Schmedeke, Barb Smidt, and many anonymous donors. Pizza Hut donated pizzas and coupons for the Halloween events. Several books were purchased in memory of Lillian Sutlive and Becky Olmsted and the Keokuk Garden Club purchased several kids' gardening books.

Since the last meeting Rohlf's has met with the Lee County Librarians and the KPL Foundation. She also spoke with the First Community Bank's Emerald Club and at a meeting of the Lee County Genealogical Society.

The library has renewed the Notary license for Tonya Boltz so we can continue to offer that service through 2010.

There were four programs in October: Preschool story hour continued in the absence of Youth Services librarian Julie Claus. Part-time clerk Brenda Moss is using Julie's lesson plan while she is on maternity leave; "An Animal Safari" drew 17 to listen to Dr. Jacqueline Thompson as she taught children and adults about the regions of Africa through stories and music; 30 attended Halloween Story Time for ages 2-6, consisting of crafts, stories and a costume parade through the library. Monica Winkler organized and led this event along with 2 Teen Advisory Board Members; 23 children and a few adults attended Scary Story Night for ages 7-11, consisting of contests, spooky films and Halloween stories read by SCC Professor Tom Hayes. Rohlfs organized and led this event along with three Teen Advisory Board Members.

Pam Van Kirk of the Galesburg Public Library informed us that they were awarded a Big Read grant that they had applied for on behalf of 21 communities, including the Keokuk Public Library. Van Kirk will be attending workshops to gather ideas and information and will be sending us public relations materials. Paula Huntley, author of "The Hemingway Book Club of Kosovo" will be discussing her book as part of the Big Read at the Keokuk Public Library and two other libraries. The Big Read is scheduled for March 15th through April 30th.

Rohlfs reported that the library has received \$239.74 as part of a Compact Disk nationwide antitrust case settlement. As stipulated in the settlement, funds are to be used to purchase music CDs for our lending collection within three months. An order for most of that amount has been placed with another one to follow.

We have been notified by the State Library of Iowa that we have met the accreditation requirements and will be accredited through 2010. Our State Aid funding for this year is \$3,727.22. State Aid is to be used to improve library services and "supplement, not supplant" city and county funding. This money could help pay for a new server which would allow us to upgrade to a new version of our automation system.

Rohlfs received a letter from the Coralville museum, who said that they cannot insure the 1902 Knight Auto. She contacted Tom Richardson who placed the car on the library (city) policy. He also placed a request to the Coralville museum's agent to have the library added as an additional insured on their policy.

The Keokuk Public Library Foundation agreed to supply the remaining \$750 needed to match the Bill & Melinda Gates hardware foundation grant (Keokuk Area Community Foundation granted us \$2,500). This will give us 5 new computers in the first phase. We will have to raise additional funds next year for 4 computers in phase 2.

The Foundation also voted to spend \$6,000 for new laptops and a rechargeable storage cart for basic computer classes to be taught here at the library. The Quincy Area

Community Foundation is funding \$1,000 towards this project. In the grant, Rohlfs stated that classes would be in place in 2008 and is working on gathering teaching materials.

(H) COMMITTEE REPORTS:

Mike Woodring reported for the Building and Grounds Committee. They have had a meeting with Ruth from OPN and she presented the committee with two detailed diagrams of the side yard area—one with the white house and one without. Much discussion of the plans and features ensued. Phase 1 of the plan is coming to a close. Phase 2 will give us three-dimensional diagrams to use for public knowledge and to pursue funding from outside sources. Phase 2 is included in the grant money. Further pursuit of the project will require additional charges for OPN services. One additional meeting will be held with Ruth after the holiday season.

Rohlfs discussed a bench that the Art Center wants to purchase to place near the back entrance with memorial money they had received. A picture of the bench was presented to the board for discussion. It was decided that the design chosen did not fit into the overall library design and Rohlfs will talk to Tom Seabold about needing to keep the continuity of design throughout the whole area.

Rohlfs presented pictures of new shelving that she would like to purchase for the children's area using John Grey Estate monies. She presented quotes from two vendors and one from a local source. Discussion ensued as to different height ranges available and ease of use for small children and also the difference between local versus commercial production. A suggestion to get references from libraries that are using the shelves was made. Pending those results, the issue was tabled until next month.

(I) OLD BUSINESS:

Rohlfs and Linda Sue Mullen drafted a letter and sent it to Keokuk Contractors, outlining steps and calls that had been made in regards to the cement problem. They contacted Rohlfs and came to dig out the old cement. After some analysis, they discovered that it was installed according to the OPN design. They were unable to reach Bruce Hamous at OPN, so they decided to replace the concrete according to the original design. If the same problem occurs again, replacement will be at our expense.

Rohlfs looked into the price of the apartment building and the board decided that no further action will be taken at this time.

Peters Heating/A/C was called about responsibility of the lower-level area. They are 100% responsible for the first year for all the work done on the lower level. They are willing to come after that at our expense for anything they installed.

(J) UNFINISHED BUSINESS:

Rohlfs reported that she is happy with the four-day service from Midwest Janitorial Service and recommends that we continue with the contract when it us up for renewal next month.

(K) NEW BUSINESS:

Rohlfs reported on the security cameras. The library currently has six installed. She has spoken with Chuck from J&S and realized that there is no exterior camera in the front entrance area. The quote for that camera was about \$700. Rohlfs' recommendation would be to buy an outdoor camera to cover the front area as the round room gallery items are covered under the Art Center's policies. She will get some more facts to bring back to the board.

Rohlfs reported that the city has requested the budget for FY 08-09 about a month earlier that expected. She asked for direction in amounts to be requested from the board and a special meeting to okay the proposed budget by the November 30th deadline. Linda Sue Mullen asked for empowerment of the Budget & Finance committee to approve the proposed budget recommendation at a meeting scheduled for Friday, November 30 at 9:30 am.

(L) ADJOURNMENT:

A motion to adjourn was made by Mike Woodring. The motion was seconded by Ed Bazow. The meeting was adjourned at 5:25 pm. The next meeting will be held on December 17th at 4:00 pm.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
December 17, 2007**

(A) ROLL CALL:

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

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Our new City Administrator Odis Jones was expected, but was unable to attend.

(D) TREASURER'S REPORT:

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

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

This month we received donations from Colleen Huiskamp, Paul Marlin, Tom Gardner, and Tom Richardson. Jack Rogers donated in memory of Dick Casady. Donations in memory of Adeline Walrath were made by William Cameron, Irene Collins, Illiamo Duplicate Bridge Club, Bonita McLaughlin, and Judith Walrath.

Since the last meeting Rohlfs has met with the Lee County Librarians, new City Administrator Odis Jones, NPR's Jason Parrot, and the building and grounds committee.

Rohlfs was asked to research the new shelving units. She received a couple of references from libraries who currently have the units in place. Both were very pleased with all aspects of the bins. With those recommendations and the height consideration, Rohlfs recommends purchasing 11 regular Bookbins for the children's section using interest income from the Gray account at a cost of \$6,295.00.

Rohlfs also would like to recommend changing the Juvenile/Young Adult shelving unit that holds the new books, award winners, paperbacks and audio books. By updating we could improve circulation and visibility of the teen section. She has looked into several options but will continue the search and make a recommendation to the board at a later date.

Rohlfs also reported that the equipment has been ordered for the technology classes and she and Tom Gardner are currently working on lesson plans. It will take a couple of months to get all the materials and equipment ready. She anticipates holding the first class in February.

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

(H) COMMITTEE REPORTS:

Rohlfs reported for the Budget & Finance committee on the budget request that was given to new City Manager Odis Jones. \$444,000 was requested, similar to the 2003-2004 budget, with most of the increase going towards a new full-time staff member to increase library hours and access to technology, in line with an objective of Vision Keokuk.

Martha Marsot reported on the last policy committee meeting. Two policies were presented for discussion: Confidentiality, and Reproduction of Photographs. After some discussion by the board, a motion to accept the proposed changes to the Confidentiality policy was made by Martha Marsot. Jeanne Caropreso seconded the motion, and it was unanimously approved. A motion to accept the proposed changes to the Reproduction of Photographs policy was made by Martha Marsot. Prue Backlin seconded the motion, and it was unanimously approved.

(I) OLD BUSINESS:

None.

(J) UNFINISHED BUSINESS:

Rohlfs recommended we keep the four-day service with Midwest Janitorial. A motion to retain the services of Midwest Janitorial and sign a contract with them through June 30, 2008 was made by Mike Woodring. Barb Smidt seconded the motion and it was unanimously approved.

With Rohlfs recommendation to purchase the Bookbin shelving units, a motion to purchase those shelving units at a cost of \$6,295 using interest income from the Gray

account was made by Martha Marsot. Jeanne Caropresso seconded the motion, and it was unanimously approved.

Purchase of a security camera for the front area and a new server was tabled.

(K) NEW BUSINESS:

None.

(L) ADJOURNMENT:

A motion to adjourn was made by Mike Woodring. The motion was seconded by Jeanne Caropresso. The meeting was adjourned at 4:37 pm with a reminder that the next meeting is scheduled for January 21, 2008 and that the February meeting will be moved to the 25th, due to President's Day.