

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
January 19, 2009**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:05 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:

Rohlf's presented the treasurer's report in Smidt's absence. Several questions arose in regards to the date on the second CD and the checking account. Due to Smidt's absence, questions were tabled and will be addressed at next month's meeting. 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. After discussion of a few items, a request was made for another column on the report to note what each bill was for. Emily Rohlf's and Monica Winkler said they would adjust the report. 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:

Donations to the collection were made by Rita Hickey, Martha Marsot, Kathlene Phipps-Winfrey, Gloria Ringstrom Estate, and many anonymous donors.

The KPL has three library employees certified by the State Library of Iowa—Emily Rohlf's, Tonya Boltz and Gerri Lawson. Emily and Tonya have sent in their renewals for certification.

Chad Palmer from BLI Lighting Specialists and Nancy Snaadt from Alliant walked through the library in late December to evaluate the library's lighting. In late January, they hope to have information on occupancy sensors and "greener" lighting along with an estimate of cost savings.

The Tom Milligan fund-raiser for the Library and Art Center, "The Not So Quiet Librarian", will be on Saturday, February 21st and will start at 6:00 pm with appetizers. The Foundation is looking for people to donate prepared food to the event. If interested, please contact Rohlfs or Sandy Seabold.

Although the kick-off was postponed due to bad weather, the Big Read continues with events scheduled for January 22nd and 24th and February 7th, 19th, and 28th.

Rohlfs reports that the Foundation voted to pay \$500 for children's books in memory of Geraldine Satterly, as per the family wishes with the remaining amount to be deposited in the Foundation's general fund.

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

(H) COMMITTEE REPORTS:

Mike Woodring asked for some guidance about the stones from the church as far as acquiring some of them for our garden area of the side yard project. Sue Olson suggested that we do need to contact them and see about getting the process started. Once that happens, Mike would like to have Ruth from OPN contacted to see how she thinks that would work in our current plans. He would also like Custom Brick & Stone to look at the stones to see if they will be usable in that situation.

He also noted that there was no increase to property maintenance in the new budget and he would like to find out if the Foundation would be willing to fund any additional increases that may come up, whether a one-time clean-up bill or ongoing upkeep. Emily agreed to ask them at their next meeting.

He stated that the architect will hopefully be coming in mid-March to look at the window project. Rohlfs added that she has spoken with Bruce Hamous (architect) and he has guaranteed he will not exceed \$1,000 for consulting on the window replacement project. She has also asked the Foundation to cover this cost and they agreed to do so under the condition that he comes here while traveling to another site in the area to keep costs down. Hamous agreed and will let Rohlfs know when he has a date scheduled.

It was also reported that snow removal details are still being worked out with the city.

(I) OLD BUSINESS:

None.

(J) UNFINISHED BUSINESS:

Rohlfs reported that the internet has been switched and everything seems to be going well.

She also noted that staff evaluations are progressing, although they are a bit behind schedule. She hopes to have them completed in March.

Rohlfs reported that the Keokuk Municipal Water Works board has agreed to let us put our surveys in the water bills. They have two different cycles of billing and have requested 5,000 copies of the survey. They have a return date of March 15, 2009. She will also put a news release in the paper and have surveys available at the library.

Linda Sue Mullen also requested that the library director's evaluation be turned in promptly as she has scheduled a time to meet with Emily to evaluate her. Discussion ensued as to whether or not employees should have input on the director evaluation. It was decided to see how the self-evaluation compares to the board evaluations. If further input is needed after that, they will look into gathering more information.

Rohlfs handed out the budget that was requested at the City Council budget hearing on January 10th. The city has until the middle of March to finalize the budget.

(K) NEW BUSINESS:

None.

(L) ADJOURNMENT:

The meeting was adjourned at 4:50 p.m. The next meeting is scheduled for February 23, 2009 at 4:00 p.m. in the Round Room, due to the President's Day holiday.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
February 23, 2009**

(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	--	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 was made by Jeanne Caropreso. Sue Olson seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Sue Olson reported to the board on behalf of the Lee County Historical Society in regards to an 1854 City Business Banner that they would like to display in the library after getting it framed. It pre-dates any city directory the library has and would be on display from late April until the Miller House opens in May. Emily approved having the banner in the library and Sue will get back with her with a more concrete date.

(D) TREASURER'S REPORT:

Smidt presenter the treasurer's report and followed up on the questions from last month, reporting that both were typing errors and have been corrected this month. A motion to approve 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 Sue Olson. Prue Backlin seconded the motion, and it was unanimously approved.

(F) COMMUNICATIONS AND PETITIONS:

Emily received a letter from the Talbot Trust and was instructed by the board to file it with the others. Bruce Hamous and Keokuk Contractors have corresponded about resolving the roof leak, which appears to be on track; now the issue is who has to pay Garland to come and approve the tie-in. Rohlfs also handed out a cost analysis she had received from BLI Lighting Specialists. Discussion ensued and Rohlfs reported that they will be doing sensors in the round room and going from 4 to 2 bulbs in the fixtures in the main room—reducing energy with brighter bulbs that use less wattage. Mike Woodring suggested checking to see whether any of the new Stimulus money is trickling down to libraries – if so, that would provide some money for this project. Emily will check on this and report back.

(G) LIBRARIAN'S REPORT:

Donations to the collection were made by Jerry Kearns, Teresa Kensett, Jack Rogers, Janet Van Dever, Derryl Wells, and many anonymous donors.

Rohlfs reported that last year she had been asked to look into having a Lincoln exhibit in the Round Room for the Civil War reenactment. She applied in April of 2008 and just heard back from them, but too late, with the round room already scheduled for an Art Center exhibit. She asked to be put on the list for next year and for the Round Room to keep that spot open for us in April 2010.

The Foundation met on February 17th. They discussed the upcoming Tom Milligan performance and the reprinting of the "Keokuk and Samuel Clemens" brochure. They also approved paying for Julie Claus to attend the Kids First Conference in Ames, April 27th through 29th.

National Library Week is scheduled for April 12-18. Rohlfs would like the board to consider having another amnesty month or week to celebrate. Patrons could bring in no-perishable food for credit on fines for up to \$1 per can or box; food collected at the end would be donated to a local food pantry. Other ideas include a drive for food and supplies for the animal shelter.

The survey has been mailed to Keokuk residents by Keokuk Municipal Water Works, with a deadline of March 15th. Rohlfs reported that she is entering them into a computer program called Survey Monkey and should have the results by the March board meeting.

Rohlfs also reported that Julie Claus, Youth Services, is also expecting and both Rohlfs and Claus will be on maternity leave at the same time. After talking with city offices, it was determined that we could hire someone from Taske Force for a part-time position during that timeframe. Rohlfs also reported that after speaking with Southeastern Library Services, she was informed that she should name an interim director for her leave, with a recommended pay increase of 10% of the difference in salaries for the duration of the job. Rohlfs' recommended that Monica Winkler be appointed interim director. Discussion ensued as to whether Winkler did indeed want the position and over the monetary compensation. No figures were available at the time, but Winkler indicated that she would be willing to do the job. A motion to name Monica Winkler interim director during Rohlfs maternity leave with a raise of 10% of the difference was made by Jeanne Caropreso. It was seconded by Prue Backlin. Ed Bazow, Martha Marsot, and Linda Sue Mullen also voted in favor of the motion, with Sue Olson, Barb Smidt and Mike Woodring voting against it. The motion passed.

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

(H) COMMITTEE REPORTS:

Mike Woodring reported that he had met with Lonnie McCarty of Mississippi Valley Construction and was informed that he did indeed have salvage rights to the church debris, but that he would be willing to donate some stones to the library. Lonnie did tell Mike that most of the bricks have fallen apart in the demolition process due to age and the fire, but that he hoped the limestone stones would hold up better.

Woodring also reported that he has spoken with John West from Custom Brick & Stone and he would be willing to work with the library to analyze any usable stones. No prices were discussed and Mike would like the board's input in getting a meeting set up with them. The board suggested he go ahead and meet with him to see about costs.

(I) OLD BUSINESS:

None.

(J) UNFINISHED BUSINESS:

Linda Sue Mullen reported that she had completed Rohlf's library director evaluation. She noted that the self evaluation was pretty much in line with the board's evaluation and that further input would not be necessary. Mullen shared a sampling of comments from the evaluations she received. She reported that Rohlf's had set three goals and that her next evaluation would be due in March 2010.

(K) NEW BUSINESS:

A motion to have Amnesty Month during April to celebrate National Library Week was made by Mike Woodring. A suggestion to do the food pantry and the Humane Society was made. Martha Marsot seconded the motion, and it was unanimously approved.

Rohlf's reported that there were new trustee handbooks available to all board members and for everyone to pick one up on the way out.

(L) ADJOURNMENT:

The meeting was adjourned at 5:00 p.m. The next meeting is scheduled for March 16, 2009 at 4:00 p.m. in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
March 16, 2009**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:05 p.m. The minutes of the previous meeting were presented for review. A motion to approve the minutes was made by Sue Olson. Mike Woodring seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Nancy Snaadt from Alliant Energy was present to discuss the energy audit results and to explain the Performance Edge program. She suggested the thermal covering for the furnace to help with heating costs at a cost of around \$759; she is still in contact with Mark in regards to the retro commissioning of the furnace/AC unit to adjust the efficiency of the controls; she stated that lighting was 36% of our electric load and that BLI has proposed 36 areas to adjust which could result in a 48% reduction in lighting costs; they have two programs that she explained: custom rebate, which is based on kilowatts per hour, and Performance Edge, a financing program where Alliant funds the project cost and it is paid for over a period of time. Example she gave: ours would most likely be a 48 month contract with around a \$400+ payment range and our actual electric cost would be around \$100 less. Due to the upcoming rate increase, it could cause the length of the contract to shorten, say to 36 months. She also stated that you could not use the custom rebate program and the Performance Edge together.

(D) TREASURER'S REPORT:

Smidt presented the treasurer's report and stated that she will bring the rates for CD renewals to next month's meeting. 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 as presented was made by Sue Olson. Martha Marsot seconded the motion, and it was unanimously approved.

(F) COMMUNICATIONS AND PETITIONS:

Emily reported that a patron had filed a complaint with the city in regards to the condition of the curbing in front of the library in the handicap parking space. The city has called to check with Emily on who was responsible for the repair.

(G) LIBRARIAN'S REPORT:

Donations to the collection were made by Kathie Gorham, Janet Van Dever and many anonymous donors. Kirk Rohlfs donated graphic design work.

The first Big Read of 2009 has finished and the results were very positive. There were three speakers, a movie and a book discussion, which brought in about 40 people to those events. 16 copies of the book and 2 copies of the audio book checked out 53 times.

The second Big Read of 2009 has begun. We have three events planned in March and April: Wednesday, March 18, "Mark Twain Himself" with impersonator Richard Garey; Thursday April 16, "Tom Sawyer" the 1973 musical will be shown in the round room and on Saturday, April 25, the book discussion of "The Adventures of Tom Sawyer" will be held.

Rohlfs has spoken to Keokuk Animal Services and the Salvation Army who are both on board for our April "Fine Amnesty Month." We will call it "Food for Fines", differentiating between food for people and food for pets.

The survey deadline is set at March 15th. As of March 11th, there have been 273 responses. The comments were handed out to the board and will be discussed at the April board meeting.

Rohlfs also reported that no news has been received about the economic stimulus package and libraries. Southeastern Library Services has said that any news will come from the state library.

A copy of the final 2009-2010 budget was handed out to the board.

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

(H) COMMITTEE REPORTS:

Mike Woodring reported on his progress in getting stones from the church. He has spoken with John West of Custom Brick and Stone who agreed to examine the stones for around \$500 per day. When Mike then reported back to Lonnie of Mississippi Valley, Lonnie informed Mike that due to insurance regulations, he could not let John on the property. Mike will continue to stay in contact as it appears most of the stone has been taken somewhere at this point.

Rohlfs handed out quotes from the following:

BLI (lighting) – \$15,876.13

Iowa Insulation (thermal cover) – \$750

Millard (furnace) – \$1,276 – this does not include programmable thermostats

Woodring suggested proceeding with the lighting proposal but wanted more discussion in regards to how to pay for it and which program to take advantage of. Discussion ensued. Some questions could not be fully answered in regards to exact amounts as far as repayment went and whether or not it was better to take the rebate or go with the Performance Edge plan. A motion to ask the foundation to cover costs of the project up to \$13,000 was made by Mike Woodring. This amount is upfront costs, no financing, saving \$5,400 by using the custom rebate program. Discussion arose in regards to getting more quotes, so Emily will get quotes from three more companies and will report back at next month's meeting.

The motion was tabled upon receipt of further information.

Rohlfs handed out her plan for new computer carrels. These will allow all the computers (the library will have 10 this fall) to be put together in one section in the center of the library along with the two public scanners. Any action on this proposal was tabled until next month.

(I) OLD BUSINESS:

None.

(J) UNFINISHED BUSINESS:

Rohlfs reported that the difference between Monica's pay and her own worked out to \$14,336 with 10% of that being \$1,433. This will be divided in two for the 8 weeks Emily will be off resulting in \$716.50 per month.

(K) NEW BUSINESS:

Rohlfs asked if the library should close on Friday, July 3rd like other City departments since Independence Day falls on a Saturday this year. This request was tabled until next month.

(L) ADJOURNMENT:

The meeting was adjourned at 5:15 p.m. The next meeting is scheduled for April 20, 2009 at 4:00 p.m. in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
April 20, 2009**

(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 4:04 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:

Smidt presented the treasurer's report and also rates for two CDs coming up for renewal. A motion to change the investment to three \$12,000 CDs at intervals of 3 months, 6 months and 12 months and keeping the remaining balance in checking was made by Barb Smidt. Jeanne Caropreso seconded the motion and it was unanimously approved. A motion to approve the Treasurer's report was made by Sue Olson. Martha Marsot seconded the motion, and it was unanimously approved.

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Donations to the collection were made by Carlos Falcon, Donn Hornung, Keokuk Coin Club, Keokuk Garden Club, Vincent Morrow, and R. Robert Woodburn.

Rohlfs was contacted by a program coordinator for the Workforce Investment Act about their Summer Youth Training Program. The program will pay for student workers from mid-June for about 6-8 weeks. The application, requesting two workers, was completed and submitted. This program is funded by the recent stimulus package.

Julie Claus and Rohlfs spoke to Mona Engebretson and Sally Barrett of SCC's Family Literacy program. They are very interested in providing free programming for the library and an evening program for families. Also discussed – taking over Story Hour during Julie's maternity leave.

In late August 2008, Congress passed legislation entitled "The Consumer Product Safety Improvement Act of 2008," seeking to decrease the levels of lead in products intended for children. Although the law does not include books, the commission is including them in its interpretation. Under the new rules, children's books that were printed before 1985 would have to be tested for lead by a certified lab or removed from circulation. These new regulations came into effect on February 10, 2009, but libraries have been granted a one year reprieve. Knowing what this decision would do to library collections and that most testing of children's books has shown undetectable amounts of lead, ALA is working hard to provide an exemption for libraries from this law. Rohlfs will keep the board informed of any new developments on this issue.

Julie Claus has been awarded a scholarship to attend the Kids First Conference from Southeastern Library Services.

Rohlfs reported that the city will be responsible for fixing the handicap curb and that they have received one quote and are waiting on a second.

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:

Rohlfs reported that OPN, both roofers, Keokuk Contractors, Linda Sue Mullen, and two members of the KPL Foundation met to discuss the roof leak. The roof has now been repaired, OPN will be sending recommendations for the window project, and three quotes for the lighting project have been received. The Building and Grounds committee will meet before the next board meeting to discuss the lighting quotes.

The policy committee will be meeting in the future to discuss the computer policy. Emily volunteered to survey other Iowa library computer policies for comparison.

(I) UNFINISHED BUSINESS:

Library Survey: the board discussed comments from the recent survey and concluded that most were positive about the facility and the staff. Rohlfs asked for direction as to whether or not to put them on the website and it was decided to note on the website that comments would be available in the library.

July 4th holiday: A motion to have the library open on July 3rd and to give each full-time staff member a floating holiday to be used the week before or after was made by Sue Olson. Ed Bazow seconded the motion, and it was unanimously approved.

Lighting estimates: this was tabled until the Building and Grounds Committee has a chance to meet and discuss.

Computer carrels: Rohlf's presented a bid she received from McFarland's. Discussion ensued, comparing Brodart and McFarland's. A motion to go with the Brodart bid of \$3,551 was made by Mike Woodring. Barb Smidt seconded the motion, and it was unanimously approved.

(J) NEW BUSINESS:

Linda Sue Mullen brought up the presence of skateboarders in the back parking lot and our policy regarding such. After discussing, it was decided to have Emily look into having signs posted, noting that there is to be no skateboarding in the parking lot.

(K) ADJOURNMENT:

The meeting was adjourned at 4:45 p.m. The next meeting is scheduled for May 18, 2009 at 4:00 p.m. in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
May 18, 2009**

(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 4:05 p.m. The minutes of the previous meeting were presented for review. A motion to approve the minutes was made by Prue Backlin. Sue Olson seconded the motion, and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Smidt presented the treasurer's report and explained that two of the CDs had been re-invested, with the third coming up. A motion to approve 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 Sue Olson. Jeanne Caropreso seconded the motion, and it was unanimously approved.

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Donations to the collection were made by Sandy Johnson, Peggy Murphy, Rex Muston, Connie and Gary Petty, Janet Smith, Lorraine Steward, Dorothy Varner, Nancy Yehyawi, and many anonymous donors.

Rohlfs reported that she has met with the KPL Foundation, the Lee County Librarians and the Building and Grounds Committee. Julie Claus attended the Kids First Conference in Ames. Tonya Boltz and Sandy Johnson attended a workshop in Burlington.

The KPL Foundation met on April 21st and approved two purchase recommendations: they agreed to a landscaping budget of \$1,000 per year for the property across the alley and also agreed to fund up to \$20,000 on phase one of energy efficiency improvements, which includes insulation, HVAC, and lighting. They are aware that phase 2 will include window replacement.

The Back Alley Band Fest will take place on the evening of Friday, May 22nd. Tom Gardner requested the use of our restrooms for the public so that concert-goers will have something available that is close and handicapped-accessible. He will stay throughout the evening in the lobby to provide security.

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

(H) COMMITTEE REPORTS:

Mike Woodring reported for that the Building and Grounds Committee had met concerning the lighting project but no consensus was reached. He reminded board members of the three bids and discussion ensued comparing each one. Clinton Boddicker made a motion to accept the bid from Omega Electric with certain modifications that the Building and Grounds Committee will have authorization to approve. Mike Woodring seconded the motion and it was unanimously approved.

Rohlfs presented her communication from Bruce Hamous in regards to the window project. A motion to proceed with the study in regards to suggested details, a rough cost estimate, and window specs from OPN was made by Mike Woodring. Jeanne Caropreso seconded the motion. Prue Backlin, Clinton Boddicker, Jeanne Caropreso, Martha Marsot, Linda Sue Mullen, Barb Smidt, and Mike Woodring all voted yes, while Sue Olson voted no. The motion carried.

Martha Marsot reported that the policy committee met regarding the computer policy and they will be making no changes at this time.

The policy committee also discussed the problem of skateboarders in the parking lot, and recommended some signage. Rohlfs said that she would check with the City to see if there is any standard signage that could be installed in the parking lot.

Rohlfs also reported that the handicap curb area was repaired today.

(I) NEW BUSINESS:

Rohlfs recommended banning an unruly patron from the library for six months. She and Monica Winkler explained the history with this patron in regards to incidents with staff and other patrons. Rohlfs also clarified the policy in regards to behavior in the library. After much discussion, a motion to permanently ban the patron, Travis

Nichols, from the library and its property and to serve him with a letter informing him of this action with the policy included was made by Sue Olson. Barb Smidt seconded the motion and it was unanimously approved.

(J) ADJOURNMENT:

The meeting was adjourned at 4:45 p.m. The next meeting is scheduled for June 15, 2009 at 4:00 p.m. in the Round Room.

KPL and KAC Joint Meeting: 5/19/2009, 9:30 AM

Present:

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

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

Discussed:

Phone Charges

Due to confusion when the KPL changed phone service providers, from Iowa Telecom to Qwest, the KPL has been accidentally paying for KAC's phone service since January. The total cost for KAC phone service between January and May was calculated at \$140.41.

After Emily authorized Qwest to allow KAC to make changes to the account, Tom Seabold was able to again give KAC its own line and separate the bill. Nancy and Tom said that KAC would be happy to pay the \$140.41, and payment was given.

Kiln Use

Emily was concerned about the number of people that were coming to the Circulation Desk, asking for the "kiln room key" when Tom was unavailable to supervise the use of the kiln. Linda Sue and Emily inquired about this procedure.

Tom clarified that only he fires up and monitors the kiln; the people in question are just placing their pieces in the kiln to be fired by Tom when the kiln is full at a later date (the kiln is only fired when full). He stated that the people in question just need to be let into the lower level for this purpose – they do not need a kiln room key, as the kiln room is always left unlocked.

Library Staff Photocopier

Emily and Linda Sue said that the library would like to approach the library board about giving the Keokuk Art Center a discount on copying with the library staff photocopier. J & S Electronics, who sold the copier to the library, furnished a "cost per copy" for toner, which is about \$0.03 - \$0.05 per side.

There was some confusion about the cooperative agreement between KPL and KAC regarding use of equipment. KAC believes that the photocopier is shared, while the KPL board disagrees. Section 9 of the agreement states: "also included with this agreement will be an itemized list of major items of office and studio equipment. Access to designated equipment

will be made available to library and art center employees. Such designations are to be made by the library and art center directors.” It was agreed that there is no attached list of agreed-upon “designated equipment” is available. Linda Sue proposed that Emily and Tom come to an agreement with a list of designated equipment by December.

Until then, Tom volunteered to write down a number of copies made by KAC so this information can be presented to the library board of trustees when they consider a discounted rate.

Artwork Inventory

Reviewing the agreement, Linda Sue asked if #8 is being updated/kept current – an itemized list of all artwork by the KPL and KAC respectively that should be attached to the agreement.

Tom stated that the KAC has a list of its artwork, which he can give to Emily to attach to the agreement. Emily stated that there is a brochure of KPL artwork which needs a few additions.

Addition by Tom Seabold:

Tom stated that he did ask about the new projection screen that had been added to the Round Room. Since he schedules and hangs monthly exhibits in that room, he was concerned because the screen covers a large portion of the exhibition space. It was his understanding that the consensus of the group was that the screen could be removed except when needed for scheduled movie presentations.

Other than this addition, he felt that the review of the meeting was accurate.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
July 20, 2009**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:09 p.m. The minutes of the previous meeting were presented for review. A motion to approve the minutes was made by Jeanne Caropreso. Martha Marsot seconded the motion, and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Smidt presented the treasurer's report and brought to the board's attention that one of the CDs will be up for renewal on August 8. She will bring options for that renewal to the next board meeting. She also presented the end of year fiscal summary and will turn it in to John Russell at city offices upon approval. A motion to approve the Treasurer's report for June and the end of year fiscal summary 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 as presented was made by Sue Olson. Ed Bazow seconded the motion, and it was unanimously approved.

(F) COMMUNICATIONS AND PETITIONS:

Monica Winkler reported that a request to use the Round Room for a meeting that did not fall into the ones outlined in the policy had been received. Discussion ensued as to fall out from allowing this meeting to take place which could open the door to other requests. A motion to not make an exception to the policy was made by Sue Olson. Mike Woodring seconded the motion with Jeanne Caropreso, Martha Marsot, and Barb Smidt voting yes; Ed Bazow voting no, and Linda Sue Mullen abstaining from the vote. The motion carried.

Martha Marsot reported that she had recently attended the American Library Association's conference and was donating to the library a book that she had purchased there, signed by the author, Laurie Halse Anderson.

(G) LIBRARIAN'S REPORT:

Donations to the collection were made by Joseph Condren, Susie Glasscock, Linda Newberry, Elsie Richardson, Tom Dreasler, Nancy Yehyawawi and a very nice anonymous donation of crafting books.

After interviewing candidates, two high school students, Rachel Brown and Kyra Seay were chosen to replace Joel Carter and Eden Horton, who will be leaving to attend college in August. Two people were chosen for the Summer Youth Employment Training Program, Dalton Hagmeier and Ryan Jones. All four started in early July and the SYETP positions will probably end when school begins or the funding runs out.

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

(H) COMMITTEE REPORTS:

Mike Woodring reported for the Building and Grounds Committee on several things that he is keeping up on:

Lighting Project: Omega Electric has started the project with Winkler reporting that the Round room, perimeter, front lobby, ICN room and boiler room had all had the new bulbs and/or switches installed last week. Woodring reported that he is still waiting on a proposal for motion sensors in the stack area of perimeter.

Window Replacement Project: Bruce Hamous from OPN proposed the new windows to be Kawneer 450T, thermally broken anodized aluminum window frames with low-e coated, 1" thick (double pane) insulating glass units. Estimated cost for the large window section—between \$19,000 and \$22,000; estimate for the small perimeter windows—between \$1500 and \$2000 each times 13 windows equals between \$19,500 and \$26,000.

Two options were presented by OPN. The library can work directly with local contractors and window manufacturers OR OPN can work up the design & specs and do a formal bid that would cost between \$3000 to \$4000.

Both Tri State Window and Double A Glass were contacted in addition to Cook's Glass out of Carthage to look at the project and develop a proposal for us. Double A did the window installation on the new addition and Cook's had previously given us a bid. He would need to update this bid to the 1" thickness as he had bid 3/8". Bids are due

before the next meeting. A question arose in discussion as to why OPN used a 1" glass as that seemed really thick to board members. An answer was not known at this time.

Lower Level Meeting Room Leak: This is proving to be a mystery leak that nobody can find a definite answer or solution to. After coming to inspect the problem, John Runge of Keokuk Contractors proposed to remove and replace caulking and grind down the edge of a 44' concrete beam across the back wall of the library. John stated that this could help the leak in the lower-level meeting room, but he doesn't know for sure. The price for that is \$1575. Garland Roofing still has the option of the flood test. Double A Glass said they could come to look at the window area since they installed them. Woodring suggested that the next time it storms with a pouring rain that everyone who can, come to the lower level meeting room with Double A Glass and try to pinpoint the leak.

Church Property: Woodring reported that he had spoken with two members of the Keokuk Park Board. They will bring up the issue at their next meeting. They did tell him that city money is very scarce and that they are merely an advisory board with no authority and suggested he might have more success by working with paid city staff such as the Mayor of Public Works director. Just before coming to the meeting, Woodring received a call from Ed Haage, of Bethany Baptist Church. He reported that at the last meeting of the church elders, they voted to donate the land to the Keokuk Public Library Foundation for \$1 and the cost to change the deed. Discussion ensued over projected expenses that accepting land would create. Everyone agreed that the library is not in the business of creating city parks. This information will be emailed to Ed Keidaisch, President of the Foundation board for him to pass along to the other Foundation members for discussion and decision.

Computer Carrels: The new carrels arrived, but they proved to be too small for our use. The measurement used was an outside one, not inside. They are being returned to the company, however, we had to keep the one we had assembled. The cost of that is \$309, we will have to pay freight to and from for around \$550 plus a restocking fee of 25% for \$819. They will refund the restocking fee if the manufacturer determines that the problem with the holes lining up is indeed a defect. The bid for the new 34" carrels is \$3806.20, only \$255 more than the other bid but the return costs must be figured in to that. Discussion followed with the board deciding that they were not comfortable ordering the new carrels until the current issue has been resolved. They would like to see if they can get a timeframe for response and a guarantee that if the new ones are ordered, the holes and brackets will line up properly. Winkler will contact Brodart and try to get those answers.

Winkler reported that a call to Peters in regards to a rattling in the area by the elevator resulted in the repairman reporting that he believes a metal bracket in the wall has broken since there was nothing wrong with the unit and when he turned the unit off, the noise stopped. The board decided that a call to John Runge of Keokuk Contractors was in order.

The nominating committee presented their slate of officers for the fiscal year 2009-2010 as follows: Linda Sue Mullen, President, Martha Marsot, Vice-President and Barb Smidt, Treasurer. Hearing no other nominations for these offices, a motion to approve the slate of officers as presented was made by Jeanne Caropreso. Sue Olson seconded the motion and it was unanimously approved.

Linda Sue Mullen brought to the board's attention the Sex Offender Policy that was handed out at the beginning of the meeting. Winkler reported that the library does not have to contact any sex offenders about the new law—they are being contacted by the Sex Offender Registry. Approval of this policy was tabled until next month, giving board members time to read it over and have input.

(I) UNFINISHED BUSINESS:

Winkler reported that the money found last month has not been claimed. After discussion and having not heard back from the city attorney, the Chief of Police will be called to see what we need to do next.

(J) NEW BUSINESS:

Winkler handed out copies of a letter from the Keokuk Art Center along with copies of two e-mails the Art Center had received concerning their opposition to the new lights in the Round Room. They feel that with the room being dark until someone opens the doors, it deters from people coming in to look at the exhibit and the new light bulbs do not highlight the artwork in a favorable manner. They would like the old bulbs put back in the lamps and the motion sensor removed. After much discussion, the board decided to leave the motion sensor as is and put an old bulb back into every other lamp to see if that will help to highlight the artwork. Winkler will let Tom Seabold know of these decisions and also of the fact the more bulbs will be changed out in the office downstairs so there is no surprise when that happens.

(K) ADJOURNMENT:

The meeting was adjourned at 5:20 pm. The next meeting will be held on Monday, August 17th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
August 17, 2009**

(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	--	Absent
Martha Marsot	--	Absent			

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:10 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:

Smidt presented the treasurer's report and explained that the format for the end of year summary had been changed slightly due to a request from the city. She explained that the monthly one would also change on the next report. She also presented the options for the CD renewal. A motion to approve the Treasurer's report for July and to re-invest the CD plus interest with KSB Bank for 13 months at 2% 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 as presented was made by Barb Smidt. Sue Olson seconded the motion, and it was unanimously approved.

(F) COMMUNICATIONS AND PETITIONS:

Monica Winkler reported that a request to use the Round Room was made by Mississippi Valley Regional Blood Center on a monthly basis for their blood drives. The board had no opposition to this and so they will start on September 29, 2009.

(G) LIBRARIAN'S REPORT:

Monetary donations were received from Ralph & Kay West in honor of Dev & Ed Keidaisch; Scott Goodrich & friends in memory of Richard Milligan and "Beyond War", Keokuk division.

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:

Monica Winkler reported for the Building and Grounds Committee in Mike's absence on several things that he is keeping up on:

Lighting Project: We have not received the proposal for motion sensors in the stacks, wonders if we should table this until Emily's return. The board discussed this and decided to have Winkler contact Omega to see about getting this done.

Window Replacement Project: Tri State Windows and Double A Glass were both contacted for proposals. Cook Glass has not been able to be reached due to Mike's schedule and their job assignments and sickness. A proposal from Double A Glass has been received in the amount of \$38,300.00. One more bid needs to be received before the committee can meet to discuss this project. After much board discussion, it was decided that due to the cost of the project, we would need to bid it out. Winkler will contact City Offices to see what we need to do to get this process going.

Lower Level Meeting Room Leak: Woodring and a representative from Double A Glass examined the seal between the concrete and the brick and their opinion is that the seal is intact and the windows are not leaking. It seems more logical that the leak is from the roof. Pictures that Mike had taken during a rain storm were passed around. Mike's recommendation is for some type of test to pin point and solve the problem. A motion to have Garland do the water test as previously proposed, was made by Sue Olson. Barb Smidt seconded the motion and it was unanimously approved.

Church Property: Woodring has had no contact from the Keokuk Park Board, the City or the Foundation. His opinion is that we try to obtain the land if we can afford the maintenance. Linda Sue Mullen mentioned that she had spoken with Ed Keidaisch about this issue at another meeting and he had said that the Foundation would follow whatever direction the library board wanted to take. The board consensus is that we accept the land providing we can handle the maintenance, which involves the mowing and snow removal. Taxes would also need to be addressed. Clinton brought up the fact that the abstract would need to be located and brought up to date. He also stated that we need to be sure that it doesn't say anything about it staying "church land". The board would like for Mike to contact the church representatives about the abstract.

Computer Carrels: The manufacturer states that the product was shipped correct so we will be responsible for shipping both ways plus the maximum restocking fee for a total of \$1614.38 due to Brodart. Having received no response from Brodart in regards to a guarantee if we re-order, we are assuming there will be none. Having also checked

other catalogs, these are the only decent ones available. Woodring suggests hiring Stan Pepple to help us determine if the work flow we have in mind will fit our existing space and also to take a look at what is available and if he is willing to help us put them together when they arrive. The board thought this was a great idea and the okay to contact him was given.

The policy committee has not met since last month, resulting in the Sex Offender Policy being tabled until next month's meeting.

(I) UNFINISHED BUSINESS:

Winker reported that the lost money has now been turned over to the Police department who will then turn it over to the clerk of court. They generally keep it for one year and if unclaimed, it will be returned to the library according to Chief Crew.

Art Gallery Lighting: Tom Seabold agreed to change every other bulb out himself and did so the next day. They are happy with that outcome, still not pleased about the motion lights. They have put up a sign stating that the gallery is open and have also posted an easel with a small picture of the artist's in the lobby to draw more attention to the gallery.

(J) NEW BUSINESS:

It was noted that the Community Cultural Partnership will be presenting "A Movable Feast-Shakespeare" on Saturday September 12th from 6:30pm-10:00pm. Tickets are \$40 and available soon.

ADJOURNMENT:

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

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
September 21, 2009**

(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	--	Absent			

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:07 p.m. The minutes of the previous meeting were presented for review. A motion to approve the minutes was made by Barb Smidt. Sue Olson seconded the motion, and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Smidt presented the treasurer's report. 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 as presented was made by Prue Backlin. Clinton Boddicker seconded the motion, and it was unanimously approved.

(F) COMMUNICATIONS AND PETITIONS:

None

(G) LIBRARIAN'S REPORT:

Donations to the collection were made by Helen Ackerson, Bill Cosgrove, Edna Mae Huneke, Paul Marlin and Stacey Sapp.

A grant was received by the KPL Foundation for \$5000 from the Howard Jackson Family Trust for children's and young adult materials.

Gerri Lawson, Circulation Control, will be taking a leave from the library on October 5th for knee surgery.

The library now has a presence on Face book to promote programs, collections and services to patrons.

The Southeast Iowa Adolescent Pregnancy Prevention Coalition will be partnering with the library programming and a display with the theme “Let’s Talk” for October – National Family Sexuality Education Month.

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

(H) COMMITTEE REPORTS:

Mike Woodring reported for the Building and Grounds Committee on several things that he is keeping up on:

Lighting Project: The overall project looks good. Nancy Snaadt from Alliant came to the library and papers were signed for the rebate check. She wants to come to the October meeting to present the check and have a photo op for our “green” improvements. Projects like the motion sensors in the stacks and our lower level meeting room motion sensor problem need to move forward. KAC requested our lighting plans and intend to complete their own research on what is needed. Woodring stated that he feels the responsibility of the building and grounds is library board business. The KAC are certainly free to have opinions but are not paying the bills and as such do not have equal authority in decisions. The board agreed with this.

Window Replacement Project: After contacting Bruce Hamous of OPN in regards to the bid documents for the windows, three options were presented to the board. 1) Select and negotiate with a single window supplier/installer. 2) Issue generic drawings and a short-form specification to potential bidders. This option will require that all potential bidders attend a mandatory pre-bid conference. 3) Issue full, specific and detailed plans and specs based on what is visible and measurable, but set aside a contingency to deal with the unseen or hidden conditions. #1 was the original choice until project exceeded the limit for bidding. After consulting with the city, they now say that the state laws list the limit at \$45,000 and we can proceed without a formal bid process. Double A Glass is in compliance and has complete plans that include window removal, building structural steel repair, and installation. Woodring stated that he had been waiting for OPN to develop plans to send to Cook Glass, but will now move forward with whatever action the board wants to take. After much discussion, the board decided to get another bid. Cook’s will be contacted and given the necessary information to update his bid. He must return his bid to the library within two weeks. If the bid is considerably different than that of Double A, the foundation will be contacted via email. A motion to award the bid to Double A Glass if no bid is received from Cook Glass was made by Mike Woodring. Barb Smidt seconded the motion and it was unanimously approved.

Lower Level Meeting Room Leak: A representative from Garland examined the pictures taken by Woodring and inspected the roof. He stated that the water test should be performed within the next two weeks, but no specific date was given.

Church Property: Ed Haage, church trustee, was contacted and will send the church abstract to Kevin Kuckelman to be updated and then to Tom Marion, city attorney, for his opinion. It will then be presented to the foundation for action. The church would like to place the corner stone back on the spot but have no other stipulations.

Woodring also pointed out that the landscaping project originally planned for this area will need to be looked at again with ideas on how to blend the old ideas with the new space. Further discussion on this will be tabled until the land is actually acquired.

Computer Carrels: Stan Pepple came to the library and discussed the project using paper layouts to simulate the computer workstations. He submitted a bid to remake two existing computer stations and assemble the 12 new work stations for \$750. A motion to order the new carrels and hire Stan Pepple to put them together was made by Ed Bazow. Sue Olson seconded the motion and it was unanimously approved.

Rohlf reported for the Policy Committee on the Sex Offender Policy. A motion to accept the policy as presented was made by Sue Olson. Discussion followed and it was decided to send the offenders that currently have library cards a copy of the policy and also to have Rohlf check into an email alert system. Clinton Boddicker seconded the motion and it was unanimously approved.

(I) UNFINISHED BUSINESS:

Linda Sue Mullen reported that the "Moveable Feast" was held and was a great success and a wonderful evening.

(J) NEW BUSINESS:

None.

ADJOURNMENT:

The meeting was adjourned at 4:55 pm. The next meeting will be held on Monday, October 19 at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
October 19, 2009**

(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 4:06 p.m. The minutes of the previous meeting were presented for review. A motion to approve the minutes was made by Sue Olson. Prue Backlin seconded the motion, and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Nancy Snaadt from Alliant Energy presented a check to the board for \$5,074.08 in recognition of our energy-savings measures. This amount represents rebates offered by Alliant Energy.

(D) TREASURER'S REPORT:

Smidt presented the Treasurer's report. Current CD rates were presented. A motion to move \$12,000 plus interest to a 15 month CD at 1.5% at KSB Bank was made by Jeanne Caropreso. Prue Backlin seconded the motion and it was unanimously approved. A motion to approve the Treasurer's report was made by Jeanne Caropreso. Martha Marsot seconded the motion, and it was unanimously approved.

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

None

(G) LIBRARIAN'S REPORT:

Donations to the collection were made by Howard E. Bell, April Burtlow, Mary Casady, Dixie Jutte, Rita Noe, Gerald Price, Elsi Richardson, Clara Ruffcorn, Janie Sartory and Amanda Searsen. Kathie Gorham and Carolyn Oren donated 18 cake pans to start a cake pan collection at the library.

The Keokuk Public Library Foundation received a \$4,200 grant from the Keokuk Area Community Foundation for phase 2 of the Gates Grant. With the \$1,000 received from the Wal-Mart Foundation, we have raised the entire 50% match for the Bill and Melinda Gates Foundation.

The new computer carrels were delivered on October 12th and Stan Pepple will assemble them on the 24th in preparation for the new computer lab configuration.

Letters and copies of the Sex Offenders policy were mailed to all Keokuk sex offenders that are registered at the library. Rohlf's has also signed up for email notification so that any changes or additions will be sent to her and she can cross-reference with our system.

This year's ILA Conference will be in Des Moines at the Polk County Convention Complex from October 21-23. Tonya Boltz will be attending.

Rohlf's also reported that the library has had several building issues lately, including having to install a new ejector pump for the basement sewage discharge system. A damper motor for the heating system will need to be replaced, along with a faulty gas valve.

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

(H) COMMITTEE REPORTS:

Mike Woodring reported for the Building and Grounds Committee on several things that he is keeping up on:

Lighting Project: The bid for the motion sensors has been received and totals \$2,200. There was a question asked on how dark the library would be when they were out, but there is no way to tell ahead of time. Also a question on how much money we would save by doing this—payback is listed at 38 months, or around \$700 per year in savings. Would there be an override?—an answer was not known. The general consensus of the board is to not approve the bid until an answer for the override is given. Rohlf's will check with Omega Electric and bring the answer to next month's meeting. The bid will be tabled until next month.

Window Replacement Project: No bids were received from Cook Glass or Tri-State Windows. Double A Glass has come in and bid under OPN requirements. They have also met with Gerald Moughler, city Public Works director, and he gave the project the green light. A motion to request the money for this project from the Keokuk Public Library Foundation was made by Mike Woodring. Barb Smidt seconded the motion and it was unanimously approved.

Lower Level Meeting Room Leak: Woodring reported that he has made several trips down here in the rain and has noticed no leakage. As such, he recommends the flood test be postponed.

Church Property: No new information was available.

Computer Carrels: As stated in the librarian's report, the new carrels have arrived and will be set up on October 24th by Stan Pepple.

(I) UNFINISHED BUSINESS:

None.

(J) NEW BUSINESS:

Rohlfs brought information to the board concerning the new cake pan collection. Her suggestion is to check them out for one week with two renewals and to charge 25 cents per day that they are late. After much discussion, a motion to check out cake pans for one week and to charge 25 cents for each day they are late was made by Barb Smidt. Mike Woodring seconded the motion and it was unanimously approved.

Rohlfs also stated that she would be asking the Foundation to pay for all ILA costs as they have a fund for staff education already set aside, as requested by that donor.

Linda Sue Mullen gave notice that the director's evaluation will be due in March. She requests that they be handed out at the December meeting and then be due at the meeting in January.

ADJOURNMENT:

The meeting was adjourned at 4:50 pm. The next meeting will be held on Monday, November 16 at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
November 16, 2009**

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

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Smidt presented the Treasurer's report. She noted expenses in regards to disbursements for the Gates computers. A motion to approve the Treasurer's report 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 as presented was made by Martha Marsot. Mike Woodring seconded the motion, and it was unanimously approved.

(F) COMMUNICATIONS AND PETITIONS:

Rohlf reported on a patron complaint made to her in regards to a granddaughter being denied computer privileges, due to fines. He felt it unfair to penalize a minor child when the mom is financially responsible and was still being granted computer privileges herself. He paid the child's fines, but asked that the library notify him when things become overdue. Policies and Iowa confidentiality laws were explained to him, and Rohlf stated that this was not possible, as he is not the legal guardian. He asked that his daughter be denied computer access if her children incur fines over the maximum, but it was explained that our current software does not give us that ability. After the discussion, he went to the city offices to speak with the mayor, and also called board president Linda Sue Mullen at home. He was told when the library board met and that he was welcome to attend the meeting, although he was not in attendance. The fines for his granddaughter were paid, and he has taken computer classes at the library since his initial complaints.

(G) LIBRARIAN'S REPORT:

Donations to the collection were made by Helen Ackerson, Alliant Energy, Curtis Bertschi, Burlington Public Library, and an anonymous donation of twelve cake pans.

Rohlf reported that Phase 2 of the Gates hardware grant is being wrapped up. The carrels have been assembled and the new computers and software are being installed to give us a total of 10 public access computers.

Furniture and books have been rearranged, giving the library a fresh layout and new traffic flow. New fiction and non-fiction are upfront, next to the computer carrels. Reference is now behind the Patron Services desk. There is now a third table and two new chairs in the Genealogy section. The study carrels have been moved over to where the old public computers were networked, giving us two new places where patrons can plug in their laptops and use our Internet service, for a total of three. A lot of positive comments have been received about the new arrangement and the privacy of the computer carrels. Rohlf reports that it was team effort and credits all the staff for brainstorming and moving furniture, books and equipment.

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

(H) COMMITTEE REPORTS:

Mike Woodring reported for the Building and Grounds Committee on several things that he is keeping up on:

Lighting Project: A new proposal has been received from Omega Electric with the sensors added on. The total cost is now \$3,270 with an estimated payback of 56 months. Discussion by the board ensued as to how dark the library might be and would the project be worth it if we are constantly overriding the system because of a cloudy day, etc. The board would like for Emily to see if any other libraries have sensors and how they work for them. As a result of requesting that information, this proposal was tabled for another month.

Window Replacement Project: Rohlf reported that the Foundation has requested that we have at least two bids for this project. The board asked if they had been informed of not hearing back from the other two companies and all the work that has gone into receiving a bid. Mike reiterated that the library board has followed Bruce Hamous' suggestions to choose a single window supplier/installer and did so in deciding on Double A Glass, who also was within the architect's estimate. After much discussion, the board would like Emily to go back to the Foundation, explain what was discussed and the reasons behind decisions that have been made and to report back. As a result, this was tabled until next month.

Church Property: The church reported back that the abstract is up to date with no apparent issues, noting that 10 feet of church property along the stone has been previously given to the library. The cost of the update was \$150. Mike wondered if the city attorney needed to approve the abstract and the board decided no. The Foundation will need to formally accept the land, based on the Library Board's recommendation that we do accept it. Upon acceptance, we will then reimburse the church for the cost of the abstract update.

(I) UNFINISHED BUSINESS:

None.

(J) NEW BUSINESS:

Rohlfs handed out copies of the annual report brochure that she will be presenting to the city at budget request time. Anticipating that we will receive the worksheets before the next board meeting, she asked for direction in what to ask for. Approval was received for just basic increases like cost of living and health insurance, due to the current economic climate.

ADJOURNMENT:

The meeting was adjourned at 4:52 pm. The next meeting will be held on Monday, December 21 at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
December 21, 2009**

(A) ROLL CALL:

Prudence Backlin	--	Absent	Linda Sue Mullen	--	Present
Ed Bazow	--	Absent	Sue Olson	--	Absent
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 4:05 p.m. The minutes of the previous meeting were presented for review. A motion to approve the minutes was made by Jeanne Caropreso. Barb Smidt seconded the motion. Due to lack of a quorum, approval will take place at next month's meeting.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Emily noted that she has received a DVD with information for board trustees that are divided into 10 minute segments. She stated that she will be showing one segment at each board meeting in 2010.

(D) TREASURER'S REPORT:

Smidt presented the Treasurer's report, noting the adjustment of line items for expenditures. A motion to approve the Treasurer's report was made by Jeanne Caropreso. Barb Smidt seconded the motion and approval will be based upon a quorum at next month's meeting.

(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 Barb Smidt. Jeanne Caropreso seconded the motion, and approval will be based upon a quorum at next month's meeting.

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Donations to the collection were made by Kathie Gorham, William Irwin, Bonnie McDowell, Lillian Pepple, and Terry and Kathy Rader.

Sandy Johnson has announced her retirement, effective February 28, 2010. She has been with the library for 18 years in her position of Reference and Patron Services. In her time with the library her work has included numerous functions, including maintaining an ongoing book sale, which has brought in over \$33,000 since December 1995. Board members present said that they would be happy to attend any function dedicated to honoring her retirement.

As requested, Emily asked Iowalib, the Iowa librarians email listserv, if any Iowa libraries have installed motion sensor lighting in their stacks. She found no one with such a system, but did get some interest and two comments to share:

Loretta Hanson, Williamsburg: She stated that they are planning a new building and discussed implementing that option but decided against it after discussions with the architect and energy modeling group. The architect recommended that the stacks stay lit at all times.

Rhonda Frevert, Burlington: She said that they have heard this suggestion, but have not done it, due to some difficulties with motion detectors in the bathrooms. She has not written it off completely.

On December 15th, the KPL Foundation Board voted to accept the gift of land from Bethany Baptist Church after a review of the abstract. Members stated that the abstract reviewer could be chosen by the library board. The abstract is currently in the possession of a church board member.

Due to a lack of time, there was only a brief discussion of the window project with the Foundation, and it was conveyed that the library board is working to secure another bid on the project.

Director evaluation forms were handed to board members and will be due at the January meeting.

Emily also handed out a proposed new job description for Patron Services. A motion to accept the changes to the job description and move forward with internal posting while waiting for a quorum at next month's meeting was made by Jeanne Caropreso. Barb Smidt seconded the motion. Emily also touched on a new hierarchy concept she is working on and will present more on this later.

A motion to accept the librarian's report was made by Jeanne Caropreso. Barb Smidt seconded the motion and approval will be based on a quorum at next month's meeting.

(H) COMMITTEE REPORTS:

Emily reported for the Building and Grounds Committee in Mike's absence:

Lighting Project: No new action besides the input reported previously in the librarian's report.

Window Replacement Project: Mike has met with Dan Carroll from Tri-State Window but we have received no bid back from him yet.

Church Property: Clinton has agreed to look over the abstract, but Mike foresees no problem since it has already been updated.

(I) UNFINISHED BUSINESS:

None.

(J) NEW BUSINESS:

A request from the Coin Club to be granted extended meeting time for the third Thursday of each month has been received. A motion to approve this request was made by Barb Smidt. Jeanne Caropreso seconded the motion and approval will be based on a quorum at next month's meeting.

Upon review of the current policy, in which approval must be obtained from the board for the lower level meeting room while Emily can grant approval for the round room, the board would like for the policy meeting to meet and review this, with the goal to be one consistent policy. A motion to have Emily give approval on both rooms until the policy committee can meet was made by Barb Smidt. Jeanne Caropreso seconded the motion.

Emily introduced new computer reservation software that she has been looking into to replace PC Reservation, our current program. "CASSIE" will have a cheaper annual maintenance fee and will allow us to control patron printing – a big plus for the library! Total upfront cost will be \$2,089, but with leftover funds from the Gates Foundation and hopefully a grant from Wal-Mart, the cost will be completely covered by grants. Burlington Public Library has this system and, hopefully, some of the staff can travel to see it in action.

ADJOURNMENT:

The meeting was adjourned at 4:55 pm. The next meeting will be held on Monday, January 18th at 4:00 pm in the Round Room.