

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
January 16, 2012**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

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

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

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

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

Emily reported to the board that the presentation of the Lee County Budget to the Board of Supervisors is tomorrow, January 17, 2012. Next Tuesday, January 24, 2012 is the presentation of the new Lee County Libraries contract to the same Board.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection by Jeanne Caropreso, Prue Backlin, and many anonymous donors.

There are currently 49 people registered for the winter reading program. This program runs through February 17th.

The much anticipated E-rate discount came with the December telephone bill and resulted in a credit of \$200 to our account. We will continue to see the discounts through the end of the fiscal year.

Emily reported on the recent Foundation meeting, stating that they voted to give the library an additional \$1,700 for building projects 1-4 along with a structural engineer for the front lobby. Bruce was notified and he will get started in early January. The Foundation members said they would accept the deed from the library for the L-shaped property when the quit claim deed is ready.

Emily and Tonya were recently re-certified with the Iowa Certification Program for Public Librarians.

An open house for this building's 50th anniversary has been suggested for April and volunteers from the board to head up a committee are needed.

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:

Martha gave a report on the recommendation of the policy committee to the following policies: Library hours — board approval granted with amendment; Staff conduct — board approval granted beginning March 1, 2012. Sex offenders — after board discussion it was decided to send it back to committee.

(I) UNFINISHED BUSINESS:

Clinton reported that the quit claim deed for the L-shaped property has been drawn up. A motion to transfer the property from the library board to the library foundation was made by Mike Woodring. Martha Marsot seconded the motion and it was unanimously approved.

(J) NEW BUSINESS:

Sue Olson volunteered to help on the 50th anniversary celebration. The board discussed moving it to September due to the month of April being so busy. Sue will meet with Tonya and report back to the board.

ADJOURNMENT:

The meeting was adjourned at 4:45 PM. The next meeting will be held on Monday, February 27th at 4:00 pm in the Round Room, due to the President's Day holiday.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
February 27, 2012**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

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

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

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

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection by the Keokuk Coin Club, Jerry Kearns, Toni Martinez family, Vicki Engel, Walt Stevens, the Girl Scouts, Cheryl Beelendorf, Barb Demming and many anonymous donors.

The Winter Reading Program wrapped up on February 17th. The winners of each prize are as follows: Kindle—Megan Mann; Movie night basket—Lisa Rohrer; Chocolate Dreams basket—Amber Mann; Twilight basket—Fleeta Billings; Karen Kingsbury basket—Anne Pietscher; Walking Dead basket—Will Shirley; Dexter basket—Prue Backlin. A total of 80 people registered for the program.

The Keokuk Public Library Foundation met on Monday, February 20th and agreed to pay up to \$265 for Angela Gates to attend Public Library Management 2. Upon completion, she will become the third staff member to be certified.

Bill Jamerson will be performing “Dollar-a-Day Boys, a musical tribute to the Civilian Conservation Corps on Friday, March 2nd.

Emily reported that she had contacted Midwest Janitorial Services for advice on the floor waxing in the lower level meeting room. They gave a bid of \$270 for a wax job that would last five years. However, they also noted that the floor was in good shape and would recommend waiting before doing it. She will relay that message to the Keokuk Art Center.

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

(H) COMMITTEE REPORTS:

Emily reported that Bruce Hamous was not quite done with his report but will work diligently to have it completed by the March board meeting. He has spoken with the structural engineer for the front lobby and made progress on that area.

The Policy committee did not meet.

(I) UNFINISHED BUSINESS:

Sue Olson reported that she is working with Tonya in regards to the open house, but no date has been set yet. She will continue to report on any progress/plans.

(J) NEW BUSINESS:

None.

ADJOURNMENT:

The meeting was adjourned at 4:15 PM. The next meeting will be held on Monday, March 19th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
March 19, 2012**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

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

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

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

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

Emily reported that she was contacted regarding the chairs in the round room. There have been some near incidents of people almost falling because of the wheels. About 2 years Emily recalls a woman hitting her head in the Round Room, and the insurance company asked for photos and information about the chairs, but never recommended changing them. Discussion ensued and it was decided that Emily will file incidents and complaints so we have a history of facts when considering action in the future.

Clinton also thanked the library for allowing a drug court attendee to do his community service hours at the library.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection by Angela Householder, Kenyaulta Thomas, and several anonymous donors. Richard Newton donated an institutional subscription to The New England Historic Genealogical Society Database.

Forms 470 and 471 for e-rate discounts have been completed and it looks like our discount will again be 80% next year. One more form is needed to complete the process.

The Grace Bott Millar Charitable Trust granted our request for \$2,200, giving us the total needed for the new laptops.

Several programs are coming up at the library, including an Antique Appraisal day on March 31st and three programs in April dealing with aspects of the Civil War.

The CCP met on March 6th and the report from Midwest on the floor was relayed to the Art Center. Minutes from the KAC meetings were exchanged. Concerns about reserving the lower level meeting room were discussed.

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

(H) COMMITTEE REPORTS:

Emily reported that there is still nothing to present from Bruce Hamous of OPN Architects.

In Martha's absence, Emily presented the recommendations from the policy committee for three polices:

Sex Offenders—Clinton suggested removing the part of "Subtitle 1 of Title 16". A motion to accept the policy with the change was made by Barb Smidt. Jeanne Caropreso seconded the motion and it was unanimously approved.

Reproduction of Photographs—board accepts committee recommendation.

Director's evaluation—a new format was handed out to the board. Board members will evaluate it and bring back comments to next month's meeting.

(I) UNFINISHED BUSINESS:

None.

(J) NEW BUSINESS:

None.

ADJOURNMENT:

The meeting was adjourned at 4:45 PM. The next meeting will be held on Monday, April 16th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
April 16, 2012**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

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

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Barb presented the treasurer's report. A motion to accept the treasurer's report was made by Sue Olson. Mike Woodring seconded the motion and it was unanimously approved. Barb also presented the rates for the upcoming CD renewal. A motion to roll over the CD in the amount of \$12,000 + interest to KSB Bank and to roll over the \$6,000 + interest CD to State Central Bank for 18 months was made by Sue Olson. Mike Woodring seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection by Malachi Eddleman, Brad Wardlow, Dee Henderson, Carlos Falcon, and several anonymous donors.

OPN has sent the first of building projects—three options for the space planning in the main library. Staff reviewed all three options and the majority chose option 2. More project plans are anticipated in the near future.

Polaris, our Integrated Library System vendor, wants us to upgrade to their newest version. At first this involved larger servers and more equipment which was not in our budget. So instead we are moving to the “cloud” and they will waive the set-up fee. We will jump four versions of their software and will receive “Mobile PAC,” a version of our catalog formatted for mobile users, for free. These changes will start happening in May.

A date of July 1st has been set for us to start restricting our WILBOR use to city and county residents, as well as those who have purchased a library card.

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

(H) COMMITTEE REPORTS:

The Policy committee recommends the following changes:

Personnel—while there are a lot of changes to this policy, it is basically just improvements to wording and a more concise format—not a change in the meaning of the policy itself. A small wording change to the evaluation paragraph was made and Jeanne Caropreso accepted the committee’s recommendation with the change. Motion carried.

Laptop Liability: This policy was handed out for review. Barb recommended acceptance pending legal approval. Motion carried.

Director’s evaluation—no change to the new format was recommended by any board member, so Sue Olson accepted the recommendation from the policy committee and the motion carried.

Discussion over the proposed plans for the space planning was held. A motion to accept option number 2 was made by Mike Woodring. Sue Olson seconded the motion and it was unanimously approved.

The building and grounds committee will meet to go over the newly received proposals for projects one through three and let the board know the outcome of that meeting.

(I) UNFINISHED BUSINESS:

Linda Sue stated that the director’s evaluation is due by May 1st and cannot be turned in later than May 8th.

She also reported that after reviewing the minutes from the Keokuk Art Center meetings, it should be noted that they are now obtaining Internet service through the library’s wireless connection. This should be viewed as an additional benefit as they are required in the contract to provide their own phone and Internet services.

(J) NEW BUSINESS:

None.

ADJOURNMENT:

The meeting was adjourned at 5:08 PM. The next meeting will be held on Monday, May 21st at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
May 21, 2012**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:03 p.m. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Sue Olson. Jeanne Caropreso seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

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

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection by Judi Carel, Carlos Falcon, Iowa National Guard Officers Auxiliary, Karen Sparrow, Pam Hummel, Lions Club, and several anonymous donors.

Responses to the Summer Reading Program letter have been amazing and donors include the following: Cramer Real Estate, Dairy Queen, Dr. Ed McGreevey, Gate City Seed, Dr. John Wilde, Keokuk Contractors, KSB Bank, Lexington Square, McDonalds, Peevler Real Estate, Rairden's Towing, Seither & Cherry, State Central Bank, and Dr. William Schulte. With a portion of these funds, Monica and Mindi will be providing crafts in conjunction with the Free Lunch Program at the Middle School for all the children who attend.

Monica Winkler graduated on May 5th from Hannibal-LaGrange University with a Bachelor of Science in Organizational Management. She received the Academic Achievement Award and finished with a 4.0 GPA.

Celeste Knapp gave notice that she will be relocating to Nebraska and as such, resigning her position with the library. She has been a great addition to the staff and will be missed. We will also be replacing both Pages by the end of the summer as they graduate and move on.

We are still working with Polaris to move our database to the “cloud.” Our anticipated live date is June 11-12, but they are a little behind so that could be moved forward.

Letters will be mailed out to our non-resident patrons about the WILBOR change of rules.

There are many upcoming programs planned in conjunction with the Summer Reading Program, as well as our regular book club and movie nights.

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

(H) COMMITTEE REPORTS:

The Policy committee recommends the board accept the re-wording of the By-laws as presented from the committee. There were no big changes, but the wording is shorter and more concise. The board accepted the recommendation.

The new format for the staff evaluations was presented to the board—no action was required.

The committee also presented a new board member self-assessment form. This tool would be used by board members annually to analyze their own work and progress on the board. A motion to accept the Board Member Self-Assessment was made by Martha Marsot. Jeanne Caropreso seconded the motion and it was unanimously approved.

The Building and Grounds committee invited Marv Alberts from Double A Glass to come and speak to the board regarding the front lobby windows. The board heard his recommendations and suggestions to gain a better understanding of the project.

The committee will have a conference call with Bruce Hamous on Thursday, May 31st at 2:30 PM to discuss the tile and window projects before completing the final report. The board seems to be in agreement on using the large ceramic tiles for the flooring.

(I) UNFINISHED BUSINESS:

Linda Sue reported that her computer crashed and she could not bring the results of Emily's evaluation to the meeting. When her computer is fixed she will set up a time to review the results with Emily.

(J) NEW BUSINESS:

Linda Sue appointed Jeanne Caropreso to the Nominating Committee. She will present a slate of nominees for the 2012-2013 year at the next board meeting.

Buddy Howard reported that the time is quickly approaching for parade entries if the library would like to enter a float in the Labor Day parade.

ADJOURNMENT:

The meeting was adjourned at 4:45 PM. The next meeting will be held on Monday, June 18th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
June 18, 2012**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

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

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

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

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection this month by Mary Dennis, Angie Dunn, John Schneider's family, the Keokuk Coin Club, and many anonymous donors.

Tonya Boltz completed the Turning the Page 2.0 library advocacy course.

Emily reported that 9 very qualified applicants out of about 55 were chosen to be interviewed for the Circulation Clerk position by herself and Monica. A new employee will be chosen by the end of the week.

Brandon Rubio, student worker, left the library recently, but we were fortunate to gain an SCC student worker—Drew Whippie.

Polaris was down June 11th and 12th while they upgraded our system. Some of the kinks are still being worked out, but the transition seems to be going well.

The policy review is complete and Emily handed out new folders with all the updated policies for each board member.

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

(H) COMMITTEE REPORTS:

The Building and Grounds committee report was presented by Mike Woodring. He stated that the conference call between Bruce Hamous and the committee was held. Diagrams of two options for flooring in the vestibule were emailed to all board members for input. The committee recommends option #2—an all tile floor, to the board. The board agrees with that recommendation. OPN also sent three samples of tile that the board could choose from. After viewing it in the vestibule, sample #3 was chosen. Some questions from board members regarding the vents and edging will be relayed to Bruce.

In regards to the second item on the list of improvements, Mike recommends that we accept the proposed window design, as emailed to all members, and to contact Double A Glass for actual bid in order to present it to the foundation. Barb seconded this recommendation and with the removal of the sentence about the interior windows, the recommendation was accepted.

The alley windows (project #3) have been tabled until the board has had time to read through the proposal and talk to Marv from Double A Glass.

Comments were heard from various board members in regards to the inconsistency of the temperatures in the round room. This is an ongoing issue and will be addressed if we go to geothermal. In the meantime, it was suggested that patrons bring a jacket to events in the Round Room.

(I) UNFINISHED BUSINESS:

Linda Sue reported that her computer has been returned intact to her. She will be meeting with Emily in the coming week for her evaluation and will present a summary to the board next month.

(J) NEW BUSINESS:

Jeanne Caropreso, of the Nominating Committee, presented the slate of officers for the upcoming year:

Linda Sue Mullen—President
Martha Marsot—Vice President
Barb Smidt—Treasurer

A motion to accept this slate of nominees was made by Sue Olson. Buddy Howard seconded the motion. As there were no nominations from the floor, the nominees are elected by acclamation.

Linda Sue, on behalf of the board, would like to express sincere appreciation for the twelve years of service given by Jeanne Caropreso as this is her last meeting. She will be greatly missed.

ADJOURNMENT:

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

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
July 16, 2012**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

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

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

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

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

The Art Center's minutes from their annual meeting and May meeting were handed out.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection this month by Jeanne Caropreso, Russ Fry, Pauline Lawson, Anne Ylvisaker, and many anonymous donors.

Angela Gates attended the Public Library Management 2 class held in Ankeny. All fees for this class, mileage, and meals were provided by the Foundation. She will continue the program through online classes and then will receive certification from the state upon completion.

Teri Terford was hired as Circulation Clerk. She will begin her duties on July 2.

Emily reported that the library is now able to offer paperless notices for patrons who choose to receive email and/or text message reminders when books are due or almost

due, when an item is held, and when a registration needs updated. This is a new option available to us since becoming a Polaris hosted library – it did not cost the library.

Our library was included once again in the “Big Read” grant and will be reading *Fahrenheit 451* by Ray Bradbury.

A request to hold the MDA lock-up in the Round Room was received. Since this is a new event for the library, board approval is being requested under new business.

A call from City offices let us know that the city has decided to grant salary increases of 1.5% to library employees to match the amount the union employees received. This will not affect our bottom line – it will be part of a budget amendment. Board approval will be requested under new business, as board approval is necessary for all line item adjustments.

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

(H) COMMITTEE REPORTS:

The Building and Grounds committee report was presented by Mike Woodring. He let the board know that the Foundation has approved the window project for the front entry and that the material has been ordered.

Discussion ensued over the alley windows and what type of material to use. The committee wishes to go with what the architect has recommended. The board accepts this recommendation. Double A has been in to do some measurements and is proceeding with preliminary assessments.

Responses to previous questions about the tile work in the front lobby were given by Emily. All items previously discussed were addressed

Kraus Heating and Air Conditioning began work on a quote for the geothermal system. This will give us a more concrete figure to work with so that we know what to expect.

(I) UNFINISHED BUSINESS:

Linda Sue handed out the summary of Emily’s evaluation to all board members.

(J) NEW BUSINESS:

In regards to holding the MDA Lock-up—the board has no objections to it being held here.

A motion to accept the salary increase of 1.5% was made by Buddy Howard. Ed Bazow seconded the motion and it was unanimously approved.

ADJOURNMENT:

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

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
August 20, 2012**

(A) ROLL CALL:

Jane Abell	--	Present	Linda Sue Mullen	--	Present
Ed Bazow	--	Present	Sue Olson	--	Present
Clinton Boddicker	--	Present	Barb Smidt	--	Present
Martha Marsot	--	Present	Mike Woodring	--	Present
Buddy Howard	--	Present			

(B) MINUTES OF PREVIOUS MEETING:

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

Linda Sue welcomed new board member Jane Abell and appointed her to the Budget & Finance and Policy committees.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Barb presented the treasurer's report. She also handed out the year-end financials for review. A motion to accept the treasurer's report was made by Sue Olson. Buddy Howard seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection this month by Diana Amick, Tom Gardner, and many anonymous donors.

The library began a subscription to NoveList at the end of July. This database will be very helpful in providing recommendations to our patrons as well as easier access to books in series order.

New people counters have been purchased and installed. These new counters will allow us to count the people who come in the library through the outer-most doors, not

just the inside doors, as well as those that just enter the lower-level. A few kinks are still being worked out, but the program should be operating smoothly soon.

The e-rate Form 486 has been completed, allowing us to receive federal help with our telephone bills for this fiscal year. We will have to pay the full amount until the new e-rate monies kick in and we see a significant savings.

Also completed this month were the State's Open Access and Direct State Aid reports that will provide us with some reimbursement amounts for interlibrary loan and open access to other libraries. The next report will be the big one—the Annual Survey for the State Library.

Tonya Boltz submitted a report on the July book sale, noting that 30 volunteers helped out with 107 hours. All items were disposed of, whether through the sale or Midwest Academy taking the remainders. This sale raised \$1,318.

Mindi Davis submitted her wrap-up of the Summer Reading Program, reporting that 350 youth signed up with 107 of those completing the program. Many exciting programs were offered throughout the summer, complete with an end-of-the-program pool party at the Keokuk Aquatic Center. Many area businesses made the program a success this year and allowed the library to establish an outreach program held during the free lunches at the Keokuk Middle School.

Two new student workers have been hired: Macy Murray and Marc Wharton.

The meeting with the Keokuk Art Center will be held tomorrow, August 21st. The Moveable Feast will be discussed as well as any other items.

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

(H) COMMITTEE REPORTS:

Building and Grounds: Emily reported that she has been working with two companies to secure bids for the tile project. The tile that was chosen is not easily available and would take quite some time to get in. Bruce suggested a mechanical contractor to deal with the floor diffusers and whether or not we needed vents across the bathroom doors, like we have now. Mike said that Greg at Streeter's suggested a vinyl backstop, instead of tile, to match the rest of the library. Much discussion was held between board members about these snags. A motion to present to the foundation a new plan, describing the tile not working out and the board's decision to hire local contractors to do the tile and heating ducts was made by Mike Woodring. Ed Bazow seconded the motion and it was unanimously approved.

Mike also let the board know that the windows for the front lobby area are due to arrive on August 23rd and that Marv will work with Emily to get a time frame.

(I) UNFINISHED BUSINESS:

An update on the 50th anniversary of the library in its current location was requested of Sue Olson. She stated that she and Tonya have received written remembrances from people who had been in both the old and new library. They are working on some other details for the event that will be held on Saturday, September 29 from 1 pm – 3 pm.

(J) NEW BUSINESS:

None.

ADJOURNMENT:

The meeting was adjourned at 4:45 PM. The next meeting will be held on Monday, September 17th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
September 17, 2012**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

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

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

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

(E) BILLS AND SALARIES:

The bills and salaries were presented for payment. Emily offered an explanation on e-rate and the CenturyLink bill. A motion to pay all bills and salaries was made by Sue Olson. Barb Smidt seconded the motion and it was unanimously approved.

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection this month by Prue Backlin, the Keokuk Camera Club (via Gleah Starr), and many anonymous donors.

Double A Glass replaced the front lobby windows on September 10th & 11th. The doors are next, coordinating with Rogers Automated Entrances to complete the job. Finishing touches like sealing the windows and bronzing will also be done.

Messages regarding the tiling job have been left with Twitchell Construction and Adams Construction but no response as of yet. The Building and Grounds Committee will be contacted when a general contractor responds.

The people counters are working, after a replacement was sent for the one at the back entrance.

The State Library annual report should be complete before the early bird deadline, giving us eligibility for a prize drawing! Once that is complete, work on the statistics booklet for City council members as well as one for the Lee County Advisory Board and Supervisors will begin.

Upcoming programs include the 50th Anniversary Open House on September 29th; “Incredible Bats” on October 23rd and a presentation on tarot cards on November 1st.

The digital microfilm scanner purchased by the Lee County Historical Society recently suffered a broken port. After getting nowhere in dealing with the company from which it was purchased, we called in J&S to look at the machine. They succeeded in fixing the port at a cost of \$300 (total bill was \$400—the library had a couple of things done for \$50 and their standard charge for mileage of \$50). The Historical Society voted to pay just \$50 of this \$300 bill, leaving the library to pay \$250.

The State Library has informed us that libraries are now limited to 20 OCLC requests per year (a part of our Inter-Library Loan service to patrons). We placed 50 OCLC requests last year, so other options are being explored. We can purchase our own subscription at a cost of \$617/year or limit the number of requests we process. Burlington Public Library has been contacted and they are willing to borrow from OCLC on our behalf. Fees and procedures are being worked out and the board will be informed as to their decision.

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

(H) COMMITTEE REPORTS:

Building and Grounds: Mike Woodring brought up the problem of the old church cornerstone that is sitting on the library property. He would like to see it moved off of there and to the Miller House, where the Historical Society has agreed to keep it. Buddy Howard volunteered to help with that process by rounding up some muscle to assist in moving it. He will work out the details with Mike as to a time and date.

Mike also pointed out that new downspouts will be needed for the front after the windows are completed.

A consensus was reached that we will get three contractors to bid on the tile project.

Mike also suggested that since the tree on the corner of Fifth and Concert has died, we should consider placing the flagpole in that spot along with appropriate landscaping. The board agreed and hopefully plans can be brought to the next board meeting.

(I) **UNFINISHED BUSINESS:**

None.

(J) **NEW BUSINESS:**

Linda Sue and Emily reported that there will not be a “Moveable Feast” this fall but the Art Center gave some possible dates for Spring 2013. Some concern over spring dates was expressed by the board as this has traditionally been a fall event.

The Policy Committee presented their recommendation to the board over changes in the meeting room regulations regarding alcohol and meetings: “groups wishing to serve wine/beer must have prior approval of the Keokuk Library Board, and alcohol must be served in compliance with state and local laws.” After much discussion, this motion was approved.

ADJOURNMENT:

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

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
October 15, 2012**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:03 p.m. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Sue Olson. Buddy Howard seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Emily handed out Barb's treasurer's report. Members commented on the dividends, rent, and materials fund, and that a CD is due in December. A motion to accept the treasurer's report was made by Sue Olson. Jane Abell seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

Emily said that she was contacted by Susan Storm about a grant proposal. Storm, Susan Rogers, Alka Khanolkar, and Kay Morgan worked on a grant idea they call "Power Readers" and with Emily's approval submitted it to the Lee County Youth Services grant committee.

Through their backgrounds in education, reading, and speech pathology, they have gathered a lot of research to create a program that would train reading volunteers to help children who are struggling to read and their parents. They would have a set schedule for volunteers that will read to children and monthly meetings to talk to parents and volunteers and give out incentives, especially to reward children for reading. It sounds like a great service to young readers in the community.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection this month by the Thunderbird Society (via Karen Sparrow), and many anonymous donors.

The Advisory Board of the Lee County Libraries met on September 25th and set the budget request for the 2013-2014 fiscal year. The directors recommended an increase of \$4,500 for a total request of \$64,500 – a \$2,000 increase for programming, a \$1,500 increase for the county-wide DVD Rotation, and a \$1,000 increase for technology. Linda Sue asked Emily if she would make copies of the budget request for the library board's next meeting, and she agreed.

Upcoming programs include Iowa Ghosts and the Afterlife (10/15), Incredible Bats (10/23), and a Halloween party (10/29). The Tarot card program will have to be rescheduled. And Angela Gates is working on a new program idea for November – a Pot Luck Recipe Swap.

The library Foundation was awarded \$950 from Howard Jackson Family Trust for a large, flat screen television monitor for digital signage. The monitor was in the room during the meeting, cycling through a slideshow of images and event announcements.

The front lobby windows are all installed, they are now working on replacing the alley-side windows. Several board members commented on how nice they look – a big improvement. Emily left messages for three general contractors, but she has only heard back from Ken Adams of Adams Contracting. He hoped to be in early this week to gather information for a quote. Kraus hasn't returned an estimate for geothermal yet. Monica also spoke to Doug Shipman of Shipshape Landscape about removing the dead tree and landscaping around a flag pole – he didn't have all of his numbers for a quote ready for the board meeting, but he's working on it.

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

(H) COMMITTEE REPORTS:

Mike Woodring reported that the old church cornerstone is heavier than he thought, and they were unable to lift it. He wondered if the City could send a truck and crew to move it two blocks to the Miller House. Emily said that she would call Public Works. Mike asked about the dead tree and the flag pole, and Emily said they are working on it.

There was some discussion about the tile project – Emily has contacted three general contractors and has received a call back from one, and he's very busy but said he hopes to come to the library early this week and get the information to give us a quote. There was more discussion about the size of the tiles and the kind of tiles – the consensus was to ask the company bidding if they can get the Italian tile that was chosen in 12" x 12" tiles instead of 12" x 24" – if they can't, if they could find something comparable.

Policy Committee: Emily explained again that the State Library will no longer provide unlimited out-of-state inter-library loans for us. She had a quote from OCLC to rejoin and borrow out-of-state ourselves, but the cost is \$617/year. She spoke to Rhonda Frevert, the Burlington Public Library director, and they offered to borrow on our behalf for a cost of \$5/item. Emily shared some information with the policy committee, and they came up with the following recommendation: raise the fee \$0.50 to \$1.75 for in-state inter-library loans to help with the return shipping cost (it typically costs \$2.25 - \$2.75), and institute a new out-of-state inter-library loan fee of \$3.50/ea. (cost anticipated at \$7.25 - \$7.75 with return shipping). This would mean that the library pays about 30% of the cost for in-state ILLs, and about 50% of the cost for out-of-state ILLs. Last year we borrowed over 100 out-of-state ILLs for a fee of \$1.25/ea., but Emily anticipates much fewer out-of-state with the new fee.

There was some discussion about the actual cost of borrowing being so high. Emily said that it is one of the services that we provide to the community when they can't find something at our library, and it's not about making money or breaking even – some libraries do not charge for inter-library loans at all. Sue suggested that we make in-state \$2.00, so there's less change to deal with. Buddy Howard suggested a smaller increase to \$1.50.

Mike made a motion that we accept the committee's recommendation of charging \$1.75/ea. for in-state inter-library loans, and \$3.50 for out-of-state inter-library loans. Jane seconded the motion, and there were seven votes in support of the motion, with Sue Olson voting against it. The motion passed.

(I) UNFINISHED BUSINESS:

Linda Sue wanted to thank everyone who came to the 50th Anniversary open house – it was a great turnout. Buddy commented on the wonderful slideshow. Speakers included Tom Marion, Tom Gardner, Duane Taylor, Emily, and Linda.

(J) NEW BUSINESS:

Linda Sue and Emily reported that there will not be a "Moveable Feast" this fall but the Art Center gave some possible dates for Spring 2013. Some concern over spring dates was expressed by the board as this has traditionally been a fall event.

The Policy Committee presented their recommendation to the board over changes in the meeting room regulations regarding alcohol and meetings: "groups wishing to serve wine/beer must have prior approval of the Keokuk Library Board, and alcohol must be served in compliance with state and local laws." After much discussion, this motion was approved.

ADJOURNMENT:

The meeting was adjourned at 5:00 PM. The next meeting will be held on Monday, November 19th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
November 19, 2012**

(A) ROLL CALL:

Jane Abell	--	Present	Linda Sue Mullen	--	Present
Ed Bazow	--	Absent	Sue Olson	--	Absent
Clinton Boddicker	--	Absent	Barb Smidt	--	Present
Martha Marsot	--	Absent	Mike Woodring	--	Present
Buddy Howard	--	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 accept the minutes was made by Mike Woodring. Barb Smidt seconded the motion. Due to lack of a quorum, approval awaits next month's board meeting.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Barb presented the treasurer's report with nothing of major interest to report. A question was asked and answered about the Special Projects line. A motion to accept the treasurer's report was made by Jane Abell. Mike Woodring seconded the motion. Due to lack of a quorum, approval awaits next month's board meeting.

(E) BILLS AND SALARIES:

The bills and salaries were presented for payment. A motion to pay all bills and salaries was made by Jane Abell. Mike Woodring seconded the motion. Due to lack of a quorum, approval awaits next month's board meeting.

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection this month by Ethan Hashbarger, Myron McVeigh, John and Kit Phipps-Winfrey, and Alex still along with many anonymous donors.

As requested at the last board meeting, a copy of the budget request of the Lee County Advisory Board is included in the packet for this month's meeting.

In programming news, the Potluck Recipe Swap continues with two more sessions scheduled. Santa will make an appearance in December for free photos with the kids—our fourth year with this and growing in popularity each year!

The “Power Readers” grant was rejected by the Lee County Youth Services committee and the grant for a second digital sign was rejected by the Keokuk Area Community Foundation.

The digital sign that we received through money from the Howard Jackson Family Trust has received some attention, with one patron asking how he could advertise on it—leading to that item being on this month’s agenda.

We will house a display in late November through December from the Iowa Department for the Blind—a history of blindness in Iowa with audio commentary available as well as display panels.

Emily attended a Director’s roundtable in Mount Pleasant this month. One of the items discussed revolved around staff development days, where the library closes for the staff to participate in various learning activities. A lengthy discussion ensued over how much time would be needed, frequency of events, education topics, and the necessity of closing. In the end, without a quorum, the discussion came to a close with no definite answers. It will be revisited next month, with Emily bringing a list of topics for education days.

Another item discussed was the requirement that Library Boards have continuing education to maintain our Tier 3 Accreditation with the State. Topics suggested by the State Library at the Director’s roundtable included – discussing a topic in library news at regular board meetings or inviting trustees to the library for pizza and watching a recorded webinar about a library-related topic.

Due to a change in the way the state views the Tumblebook data, those particular stats will move from our circulation area to the database area, causing quite a drop in the total amount of circulation reported. This will be made retro to July 1, 2012.

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

(H) COMMITTEE REPORTS:

The policy committee presented a proposed digital sign policy for board review. With a slight change to the wording, a motion to accept the policy was made by Jane Abell. Barb Smidt seconded the motion. Due to lack of a quorum, approval awaits next month’s board meeting.

Mike reported on the meeting of the building and grounds committee, held prior to the start of this board meeting. He reports that first and foremost—the window project is complete!

The cornerstone of the church update: Emily has contacted city offices, the public works director came over on Friday, November 16 to see what was needed for the job. He said they could do it for us, and in a timely manner.

The flagpole/landscape update: the plan submitted to the committee was presented to the board for review. The committee approves of the basic plan by ShipShape Landscape, except to change the rectangular area to a more circular area. Board members in attendance agreed and proposed using memorial and special projects funds to pay for the project. A motion to go ahead with the project and use memorial and special project funds in the amount of \$1,753 was made by Barb Smidt. Jane Abell seconded the motion. Due to lack of a quorum, approval awaits next month's board meeting.

Mike also discussed that the committee would like to proceed with the entryway. Due to a lack of response by local contractors, it was agreed to contact Greg at Streeter's to get a bid to do the work in the lobby and his suggestion of a tile to use.

Mike also suggested going ahead with getting a second bid going on the geothermal installation. He would like all parties to give a list of work that they have done on larger, preferably public, buildings when submitting their proposals.

Mike also inquired as to the status of rearranging the book stacks. Emily responded that this would be a large undertaking and much pre-planning is needed and that due to the other projects has been put on the back burner. He also wondered if self-checkout needs to be re-visited during that project and Emily added that she would like to look into converting to a radio frequency security system during this project also.

(I) UNFINISHED BUSINESS:

None.

(J) NEW BUSINESS:

None.

ADJOURNMENT:

The meeting was adjourned at 5:04 PM. The next meeting will be held on Monday, December 17th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
December 17, 2012**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:00 p.m. The minutes of the previous meeting were presented for review. A motion to accept the minutes with a change to the wording in the librarian's report was made by Buddy Howard. Jane Abell seconded the motion and it was unanimously approved. A motion to accept October's minutes, due to a lack of quorum, was made by Mike Woodring. Jane Abell seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Comments were made to the board in regard to a couple of issues in the public restrooms—stall doors sticking and seats possibly needing replaced.

(D) TREASURER'S REPORT:

Barb presented the treasurer's report and pointed out that a CD will come due on December 30, 2012 and needed direction as to what the board would like for her to do. A motion to allow Barb to re-invest the CD at the best rate available for either 18 or 24 months, also rate dependent, was made by Sue Olson. Jane Abell seconded the motion and it was unanimously approved. A motion to accept the treasurer's report from October due to lack of quorum was made by Mike Woodring. Jane Abell seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

The bills and salaries were presented for payment. A motion to pay all bills and salaries was made by Sue Olson. Jane Abell seconded the motion. A motion to okay all the bills and salaries from October's meeting due to lack of quorum was made by Mike Woodring. Jane Abell seconded the motion and it was unanimously approved.

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection this month by Cham Books, Joseph Condron, K. L. Houk, Duane Taylor, and Nancy Yehyawawi along with many anonymous donors.

Santa will be back in the library tomorrow for pictures with the kids along with crafts from 5:30 – 7:00pm.

Last month, the library's first open computer lab was held. This will be a continuing program that will be held on the last Thursday of every month. It allows people to come in with questions and/or to get help on any number of things or just to practice their computer skills.

Iowa Workforce Development has chosen LearningExpress library as the workforce-related online resource which will be made available to all public and academic libraries in Iowa, effective January 1, 2013. The Iowa legislature mandated that they provide \$150,000 in funding to libraries in order to provide an online resource to help people improve their job skills and vocational-test taking and LearningExpress was selected through the state's formal RFP process. This database offers a comprehensive selection of career and academic resources as well as prep for tests such as ASVAB, ACT and Civil Service.

The Winter Reading program is quickly approaching. This year will be a little different from before as the theme will revolve around reading and completing puzzles to earn prizes.

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

(H) COMMITTEE REPORTS:

The policy committee presented the re-worded digital sign policy from last month. A motion to accept the recommendation as presented was made by Sue Olson. Buddy Howard seconded the motion and it was unanimously approved.

Mike spoke on behalf of the buildings and grounds committee. The board members absent from last month's meeting were informed of the flagpole/landscaping plan presented by ShipShape Landscaping. A motion to proceed with the project and pay for it using memorial and special project funds for \$1,753 was made by Barb Smidt. Jane Abell seconded the motion and it was unanimously approved.

Emily presented the two estimates received for the front lobby tiling project: Streeter's presented one for \$5,744.05 and Adams Contracting presented one for \$7,643.70. Emily explained a difference in the bids – Adams proposed installing a ditra underlayment—a material that provides some cushioning and is a moisture barrier; Streeter's did not propose an underlayment. After much discussion, a motion to accept the bid from Adams Contracting and to request up to \$9,000.00 from the Foundation to cover the costs plus any incidentals that may arise was made by Mike Woodring. Jane Abell seconded the motion and it was unanimously approved. The board also reviewed the tile selected by Adams and agreed to go with their choice.

At the last meeting, Mike had asked about looking into self check-out options. Emily has been looking into radio frequency (RFID) security which would require new gates

and scanners but is a much more secure system than the electromagnetic system we have now. Integrated Technology Group is putting together a quote to replace our current system.

As requested last month, a second bid has been requested for our geothermal project and is being put together by Borders Heating and AC. The day after last month's meeting, Adam Kraus from Kraus and Son, stopped in to let us know that his bid is progressing, but he was waiting on the rebate amounts from Alliant. His educated guess on the most it would cost would be around \$400,000 before any rebates are applied.

(I) UNFINISHED BUSINESS:

Staff Education Days—due to a busy month with the other projects, Emily requested that this item be revisited next month when she can provide more information as requested by the board.

(J) NEW BUSINESS:

None.

ADJOURNMENT:

The meeting was adjourned at 4:40 PM. The next meeting will be held on Monday, January 21st at 4:00 pm in the Round Room. Linda Sue also wanted to remind board members that February's meeting will be the last Monday, February 25th, due to Presidents Day.