

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
January 16, 2017**

1. ROLL CALL:

Ed Bazow	--	Present	Sue Olson	--	Present
Clinton Boddicker	--	Absent	Anna Westermeyer	--	Present
Joseph Fierce	--	Present	Mike Woodring	--	Present
Martha Marsot	--	Present	Kristal King	--	Absent
Rex Muston	--	Present			

2. MINUTES OF PREVIOUS MEETING:

President Mike Woodring called the meeting to order at 4:04 pm. A motion to adopt the agenda was made by Ed Bazow. Joe Fierce seconded the motion and it was unanimously approved. There were no conflicts with the agenda by board members. The minutes of the previous meeting were presented for review. Ed noted that he was actually absent at the last meeting so the “present” beside his name will need to be changed. A motion to accept the minutes with the change discussed was made by Sue Olson. Martha Marsot seconded the motion and it was unanimously approved.

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Duane Taylor attended representing the Foundation.

4. BILLS AND SALARIES:

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

5. TREASURER’S REPORT:

Due to Kristal’s absence, no report was made.

6. COMMUNICATIONS AND PETITIONS:

None.

LIBRARIAN’S REPORT:

Donations: This month we received donations to the collection from Jack Graham, Terry Altheide, and many anonymous donors.

Upcoming Programs include: “Game On” every Monday; Preschool Story Hour on Wednesdays and Thursdays resumes on January 18th; Early-Out After School Movies on the 1st and 3rd Wednesdays; Lee County Conservation on the last Wednesday of each month; Monuments and Memorials of Keokuk on Jan 24; Lego Club on Jan 28; Open Mic Night on Feb 2; 2nd Thursday Movie Night presents *The Light Between Oceans*; *The Bootlegger* (a documentary) will be presented on Feb 16; Lego Club on Feb 18.

The Winter Reading Program, sponsored this year by the Iowa Fertilizer Company, will begin on January 16th! This year's program is entitled "Read, White and Blue." Other sponsors of this program include Dark Side Tint, The Athletic Center and Keokuk High School Activities Department. There are two categories: ages 13-17 and 18 and up. Two winners in each category will be awarded a Kindle Fire HD 8 tablet as a Grand Prize after completing 12 hours of reading. For every two hours of reading participants can enter into drawings for four themed baskets in each group. The program runs through February 28.

The Lee County Librarians will present their budget request to the Lee County Board of Supervisors on Tuesday, January 17 at the Lee County Correctional Center. The group is requesting an increase of \$5,000, or \$1,000 per library. All board members are welcome to attend.

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

7. **COMMITTEE REPORTS:**

Building & Grounds:

Toby Olsen from OPN Architects visited on January 4 to view the site and get a better idea of a quote to expand on the original plan. He will submit a "not to exceed" quote to the KPLF for no cost. Duane and Ed reported that the cost to upgrade came in at around \$21,000. All agreed that this is very expensive and more than anticipated; alternative options, such as contacting a local architect, will be explored.

Ed also reported that the B&G committee met to go over the quotes for painting and repairs to the lower level, addition, and children's wall. Meyer & James were the only contractor to combine all three into one bid at a cost of \$14,330. Discussion was held regarding having a more uniform bidding process next time as well as the Weiderspan art and how to take it down or paint around it. Emily will call Meyers and James to inquire about the artwork. The Building and Grounds Committee recommends accepting the bid from Meyers & James at a cost of \$14,330. Martha Marsot seconded the motion and it was unanimously approved.

Policy Committee: They have not yet met to discuss changes to the personnel policy.

8. **UNFINISHED BUSINESS:**

CCP contract: The City Administrator and City Attorney reviewed the CCP contract and Emily reported that they saw no changes that needed to be made. Emily reported that Tom is looking for a board representative, as his president is out-of-state until mid-February— Mike wondered if the contract could just be sent for signing as no major changes were being made. After some discussion, a motion to approve the CCP contract was made by Sue Olson. Joe Fierce seconded the motion and it was unanimously approved. The contract will now be sent to the KAC for their approval and signature. Both inventories and a copy of the insurance coverage was presented to the board.

iPad Donation: Team Aidan purchased the iPads and cases for the children's area. Team Aidan and Jenna Happs brought the iPads in to be placed in the locking cases and apps were downloaded as well as bookmarks for library resources.

City drug-testing policy: City is still drafting a policy.

Pedestrian safety: Still tabled until the City parking lot is completed.

Budget Request: The city budget request was submitted on time, with a requested increase of \$24,712, around 5% for FY 17-18.

9. NEW BUSINESS:

City Audit: Emily handed out a letter she has received from City Attorney Douglas Dorando in regards to the results of the city's recent audit. In summary, they are requesting that all library monies be moved over to the city in order generally comply with state law in handling public funds. A long discussion ensued and resulted in the board wanting more answers from the city. They requested that Emily ask Aaron and Douglas to attend the next board meeting in order to explain their reasoning and answer questions from board members. She will contact them.

ADJOURNMENT:

The meeting adjourned at 5:05 pm. The next meeting will be held on Monday, February 27th at 4pm, due to Presidents Day.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
February 27, 2017**

1. ROLL CALL:

Ed Bazow	--	Present	Sue Olson	--	Present
Clinton Boddicker	--	Present	Anna Westermeyer	--	Present
Joseph Fierce	--	Present	Mike Woodring	--	Present
Martha Marsot	--	Present	Kristal King	--	Present
Rex Muston	--	Absent			

2. MINUTES OF PREVIOUS MEETING:

President Mike Woodring called the meeting to order at 4:00 pm. A motion to adopt the agenda was made by Sue Olson. Joe Fierce seconded the motion and it was unanimously approved. There were no conflicts with the agenda by board members. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Sue Olson. Martha Marsot seconded the motion and it was unanimously approved.

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Duane Taylor attended representing the Foundation. Aaron Burnett, City Administrator, was present to answer and explain his memo regarding library accounts. In summary—Aaron assured the board that all monies that would be given over to the city would remain under the library board’s control at all times—it would not be taken over by the city at the end of the fiscal year. He stated that according to Iowa Code, it would be illegal to continue as we have been and he is held accountable to the auditors for any monies expended that carry the city’s tax ID number, as the library accounts do. There was a question on fines and where they would end up—in the general fund or in the library monies. He explained that those monies are generally used to offset expenditures. He stated that the board would still be able to buy CD’s as long as they meet the investment requirements. When asked about reports, he stated that he could provide the board with any report they would like. Mike asked if, in the future in dealing with the library’s budget request, this money would be used to offset the budget given to the library; Aaron responded that it would not.

4. BILLS AND SALARIES:

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

5. TREASURER’S REPORT:

Kristal handed out this month and last month’s reports. No major changed to report. A motion to accept the treasurer’s report was made by Sue Olson. Anna Westermeyer seconded the motion and it was unanimously approved.

6. COMMUNICATIONS AND PETITIONS:

None.

LIBRARIAN’S REPORT:

The library board planned a social hour with the KPL Foundation board after the meeting.

Donations: This month we received donations to the collection from Carrie Buyers, Jeanne Caropreso, Suzie Glasscock, Jerry Kearns, Christian Martin, Lydia McVeigh, Duane Taylor, and many anonymous donors.

Upcoming Programs include: “Game On” every Monday; Preschool Story Hour on Wednesdays and Thursdays; Early-Out After School Movies on the 1st and 3rd Wednesdays; Lee County Conservation on the fourth Wednesday of each month; Lego Club on March 11; Open Mic Night on March 2; 2nd Thursday Movie Night presents *Hacksaw Ridge* on March 9; “Keokuk Celebrations” presentation on March 14; Dan Wardell from IPTV on March 23.

March 1 – 31 the library will be holding a bookmark contest with the winners to be revealed during National Library Week. There are three age groups and all winners will have their bookmark printed in limited quantities and distributed at the library.

There is one week left of the Winter Reading Program. So far, we have 204 patrons registered and 52 have completed the program for 642 hours read!

Emily reported that Jake Kramer, of Kramer Electric would be submitting a bid to install solar panels on the roof. The library would be up against a deadline due to expiring credits, so hopefully the bid is returned quickly.

The KPL Foundation will be meeting on March 13th.

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

7. **COMMITTEE REPORTS:**

Building & Grounds:

Duane sent some comments to OPN Architects about the last fee proposed for the landscaping project. They sent another proposal, which was about half the cost of the previous proposal, around \$11,000. Duane said that they were under the impression that we wanted to start from scratch and that was why the first bid was so high. The revised bid starts with the original plan and expands it. Discussion ensued with favorable comments from the library board. Duane will report after the Executive meeting today and full meeting on the 13th.

Emily has corresponded with Mark from Meyers & James, but they have not been able to come to the library to begin work or check out the artwork-moving-situation.

Policy Committee:

The committee got together to discuss an Acting Director policy and the Collection Development policy. Changes to the Collection Development were emailed with the meeting package, Martha presented the proposed changes to the board and explained that redundant and statements that were no longer relevant had been updated. Ed Bazow motioned to accept the committee’s recommendation for changes and it was unanimously approved.

8. **UNFINISHED BUSINESS:**

CCP contract: The 3-year Community Cultural Partnership contract was co-signed by the Keokuk Art Center's Vice-President, Joyce Taylor and by our President, Mike Woodring.

Pedestrian safety: Still tabled until the City parking lot is completed.

9. **NEW BUSINESS:**

City Audit: The board discussed Aaron's visit and debated some issues that some members felt strongly about. No decision was reached on what move to make next so this matter will be revisited next month

ADJOURNMENT:

The meeting adjourned at 5:05 pm. The next meeting will be held on Monday, March 20th at 4pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
March 20, 2017**

1. ROLL CALL:

Ed Bazow	--	Present	Sue Olson	--	Present
Clinton Boddicker	--	Absent	Anna Westermeyer	--	Absent
Joseph Fierce	--	Present	Mike Woodring	--	Present
Martha Marsot	--	Present	Kristal King	--	Present
Rex Muston	--	Present			

2. MINUTES OF PREVIOUS MEETING:

President Mike Woodring called the meeting to order at 4:00 pm. The agenda was adjusted to show that a solar panel presentation would be included. A motion to approve the updated agenda was made by Ed Bazow. Martha Marsot seconded the motion and it was unanimously approved. There were no conflicts with the agenda by board members. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Sue Olson. Martha Marsot seconded the motion and it was unanimously approved.

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Duane Taylor attended, representing the Foundation.

Jake Kramer of Kramer Electric and Ethan Wollbrink of Van Meter were present to discuss placing solar panels on the roof of the library. Kramer proposed to the library board a purchase power agreement, whereby his company would absorb all of the costs of purchase and installation and then the library would pay him for electricity at a reduced rate used over the next ten years—the time he estimates it would take to cover the costs incurred—at which time the equipment would then be ours. The library would benefit from reduced costs immediately after installation. The panels have a 25-year warranty and would take six weeks to install after completion of the regulation paperwork. Alliant would be paid only a monthly meter fee and any difference in the electricity produced and used by the library. The total cost of the project would be \$259,000 plus a \$379 filing fee. After a very informative discussion, a motion to pay the filing fee to Kramer Electric and get the process started was made by Sue Olson. Joe Fierce seconded the motion and it was unanimously approved.

BILLS AND SALARIES:

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

4. TREASURER'S REPORT:

Kristal handed out this month and last month's reports. No major changes to report. A motion to accept the treasurer's report was made by Sue Olson. Joe Fierce seconded the motion and it was unanimously approved.

5. **COMMUNICATIONS AND PETITIONS:**

None.

LIBRARIAN'S REPORT:

Donations: This month we received donations to the collection from Christian Martin, Meg Oliver-Mills, Verlene Niebuhr, and many anonymous donors.

Upcoming Programs include: “Game On” every Monday; Preschool Story Hour on Wednesdays and Thursdays; Early-Out After School Movies on the 1st and 3rd Wednesdays; Lee County Conservation on the fourth Wednesday of each month; “Vintage Photographs of Keokuk” presentation on April 4; Open Mic Night on April 6; Lego Club on April 8; “Incredible Bats (and skunks!)” program on April 11; and Movie Night presents *Manchester by the Sea* on April 13 at 6.

The Winter Reading Program wrapped up on February 28 and was our best year yet with 124 adults and 81 teens registering for a total of 205 participants, with 107 finishing. Participants read for 1,376 hours. Iowa Fertilizer Company sponsored the prizes, which included 4 Kindle tablets and Amazon gift cards as well as 8 prize baskets. New ideas are already being expressed for next year, which may see an expansion to include ages 6 and up and possibly a summer program for the adults as well.

At the KPL Foundation meeting, Rohlf informed them on the City’s proposed changes to the checking account and they agreed to stop automatic deposits of interest from the Gray fund.

At the meeting with Aaron Burnett regarding these changes, a board member asked if it would be ok to gift checking account funds to the KPL Foundation. Aaron thought that it would be fine, but upon review by the City Attorney, that is incorrect. The library was granted approval to continue with the checking account until the end of the fiscal year, which is June 30th.

The Foundation also accepted OPN’s latest fee proposal for landscaping the side yard, agreed that the white house will be torn down, and would help to fix the garage door in the carport area so that can be used for storage in the future.

Teri Terford is expanding the “Read Down Your Fines” amnesty program for children and teens this summer. She is collaborating with Keokuk Animal Services in June and July—waiving up to \$5 for 15 minutes of reading to the animals at the shelter. She is also looking at partnering with Mississippi Valley Regional Blood Services to waive up fines for patrons who give blood. Details are still being worked out but this is a great way to build community relations and help patrons at the same time.

Emily also reported that an employee was terminated and we will be looking to fill that position as soon as we can.

It was also noted that Tammy Phillips had shoulder surgery on February 28th and will be out for six weeks.

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

6. **COMMITTEE REPORTS:**

Building & Grounds:

Meyers and James began work on the painting/repair project! The lower-level meeting room and children's wall are finished and work began yesterday on the lower lobby.

Policy Committee:

Acting Director policy—still waiting on input from the City Attorney and then the committee will meet again to consider this policy.

7. **UNFINISHED BUSINESS:**

Pedestrian safety: Still tabled until the City parking lot is completed. However, word has been received that the parking lot work should begin as soon as the Rand Park work is complete.

8. **NEW BUSINESS:**

None.

ADJOURNMENT:

The meeting adjourned at 5:25 pm. The next meeting will be held on Monday, April 17th at 4pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
April 17, 2017**

1. ROLL CALL:

Ed Bazow	--	Present	Sue Olson	--	Present
Clinton Boddicker	--	Present	Anna Westermeyer	--	Present
Joseph Fierce	--	Present	Mike Woodring	--	Present
Martha Marsot	--	Present	Kristal King	--	Present
Rex Muston	--	Present			

2. MINUTES OF PREVIOUS MEETING:

President Mike Woodring called the meeting to order at 4:00 pm. A motion to approve the updated agenda was made by Ed Bazow. Joe Fierce seconded the motion and it was unanimously approved. There were no conflicts with the agenda by board members. The minutes of the previous meeting were presented for review. A change to reflect the fact that Mike was present and Anna was absent was noted. A motion to accept the minutes with the change was made by Rex Muston. Martha Marsot seconded the motion and it was unanimously approved.

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

BILLS AND SALARIES:

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

4. TREASURER'S REPORT:

Kristal handed out this month report. No major changes to report. A motion to accept the treasurer's report was made by Sue Olson. Anna Westermeyer seconded the motion and it was unanimously approved.

5. COMMUNICATIONS AND PETITIONS:

Emily passed along the news that Douglas Dorando is resigning as the City Attorney as of May 1st to take a job in Chicago.

LIBRARIAN'S REPORT:

Donations: This month we received donations to the collection from Julie Claus, Tammy Phillips, and many anonymous donors.

Upcoming Programs include: Early-Out After School Movies on the 1st and 3rd Wednesdays; "Photo Tour of the Grand Canyon" on April 25; "History of Area Indians" on May 2; Open Mic Night on May 4; Movie Night presents *Fences* on May 11 at 6; and a presentation on area "Garage Bands" will take place on May 23.

The library will be getting a new staff color copier/printer/scanner/fax. Maintenance from J&S will cover all toner costs. The old staff printer will be moved out into the Genealogy area.

Tammy Phillips returned from her shoulder surgery on April 11th and interviews for the Youth Services position just wrapped up. Kathleen “Kat” Cook will start on April 26th as our newest staff member. She comes to us with a Master of Education with an emphasis on Early Childhood, library experience, programming experience and a passion to work with kids in a library setting.

Emily reported on a couple of issues: the side yard was the scene of a family Easter Egg Hunt on Saturday, April 8th. After getting calls about the library having an Easter Egg Hunt, Emily discovered a van pulled into the side yard and three women setting out prizes and Easter eggs. The women said they had done this for three years in this location and it had not been a problem, but they did not know who owned the property. Emily explained that the Library Foundation owned it and it isn’t rented for private parties. Since they were already set up, permission was granted for this one time.

The second issue involved the back parking lot – a car with a sheet on one side was parked in the lot from at least 8:30 am through mid-afternoon. When Emily approached the occupant to point out the parking restrictions, the woman refused to open her window. A man that works for the County jail witnessed this and said he suspected she was smoking meth. He approached the vehicle to speak to her and she eventually left, screaming profanity. He stated that he occasionally uses our Wi-Fi after-hours and believes he sees drug transactions going on in that building. The woman hasn’t been seen on the property since the incident.

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

6. COMMITTEE REPORTS:

Building & Grounds:

The painting and repair project is complete.

Our solar application and fee were submitted to Alliant and on April 4th we were notified that it was deemed complete. The project has been forwarded to the Distribution Engineer for our area and will now undergo Technical Review.

Policy Committee:

Acting Director policy—due to lack of staff and illness, the committee has not met. The members agreed to meet after the board meeting.

7. UNFINISHED BUSINESS:

Pedestrian safety: Still tabled until the City parking lot is completed.

8. NEW BUSINESS:

None.

ADJOURNMENT:

The meeting adjourned at 4:35 pm. The next meeting will be held on Monday, May 15th at 4pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
May 16, 2017**

1. ROLL CALL:

Ed Bazow	--	Present	Sue Olson	--	Present
Clinton Boddicker	--	Absent	Anna Westermeyer	--	Absent
Joseph Fierce	--	Present	Mike Woodring	--	Present
Martha Marsot	--	Present	Kristal King	--	Present
Rex Muston	--	Absent			

2. MINUTES OF PREVIOUS MEETING:

President Mike Woodring called the meeting to order at 4:05 pm. A motion to approve the updated agenda was made by Ed Bazow. Kristal seconded the motion and it was unanimously approved. There were no conflicts with the agenda by board members. The minutes of the previous meeting were presented for review. A motion to accept the minutes with the change was made by Sue Olson. Joe Fierce seconded the motion and it was unanimously approved.

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

BILLS AND SALARIES:

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

4. TREASURER'S REPORT:

Kristal handed out this month report. It was noted that \$104.43 needs to be re-directed to programming from grants. A motion to accept the treasurer's report with changes as noted was made by Sue Olson. Ed Bazow seconded the motion and it was unanimously approved.

5. COMMUNICATIONS AND PETITIONS:

Emily reported that "No Parking" notes had been placed on two cars in the back parking lot. One of the residents went to City Hall and complained.

LIBRARIAN'S REPORT:

Donations: This month we received donations to the collection from Doug Atterberg, Prue Backlin, Kat Cook, Mary Hull, Christian Martin, Muril Phillips, Tammy Phillips, Emily Rohlfs, Stephan Starr, and many anonymous donors.

Upcoming Programs include: Early-Out After School Movies on the 1st and 3rd Wednesdays; Photo Tour of Canada, Minnesota and Wisconsin on May 30; Open Mic Night on June 1; Outdoor Movie "Fern Gully" on June 3; "In-Season Cooking" presentation on June 6; Movie Night presents *La La Land* on June 8 at 6. The Summer Reading program starts on June 1 as well as two Read Down your Fines events: Pints for Fines and the Animals Services collaboration that has kids reading to the animals for a reduction on their fines.

Kat Cook in our Youth Services has hit the ground running since starting on April 26. She has been learning the usual library business as well as kindergarten tours, planning the Summer Reading Program, story hours and adding interesting new programs to the mix. June is jam-packed with events from movies for kids and teens, craft times, themed trivia, live-action Pac-Man, and special events with Magician Rick Eugene, The Fun Factory, Victory Kids, and the Conservation Board. She has a more focused Crafternoon program with DIY projects, a STEAM-focused DIY program called LibraryMakers.

The new color copy machine/fax/scanner (purchased with State Aid) was installed; the old staff copier was moved to the genealogy area and the oldest one J&S took to recycle.

With Foundation programming funds we have purchased four 6” folding tables, a new projector and accessories, four boxes of popcorn kits, three card games for an upcoming program, and three movie licenses for Outdoor movies this summer.

The State Library has implemented a new Inter-Library Loan system; clear magazine protectors have been purchased for the newest issues so they can be labeled “not for checkout”; a Missouri patron requested that we sell non-resident cards in 1-month increments, because she doesn’t want to pay for 6-months when she is only in the area for 5 months out of the year. She was informed that her suggestions would be taken to the policy committee the next time they discuss fees.

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

6. **COMMITTEE REPORTS:**

Building & Grounds:

Our solar application passed the fourth level of inspection, and we received an interconnection agreement from Alliant. It was completed and mailed back. They will let us know when they have signed it and we are ok to proceed. Jake Kramer is gathering technical information, and then we’ll schedule a meeting with Garland Roofing and Mark Boussetot.

One of the outer front doors need a new arm system and Automatic Door Group will be fixing that for around \$1,200. Individual parts are unavailable—the whole thing must be replaced.

OverHead Door has repaired the garage door in the carport area. It now locks and slides up and down on the track.

7. **UNFINISHED BUSINESS:**

None.

8. **NEW BUSINESS:**

Nominating Committee: Martha Marsot and Ed Bazow agreed to serve. They will bring a slate of officers to the June meeting.

ADJOURNMENT:

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

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
June 19, 2017**

1. ROLL CALL:

Ed Bazow	-- Present	Sue Olson	-- Present
Clinton Boddicker	-- Present	Anna Westermeyer	-- Absent
Joseph Fierce	-- Present	Mike Woodring	-- Present
Martha Marsot	-- Present	Kristal King	-- Present
Rex Muston	-- Present		

2. MINUTES OF PREVIOUS MEETING:

President Mike Woodring called the meeting to order at 4:00 pm. A motion to approve the agenda was made by Sue Olson. Kristal King seconded the motion and it was unanimously approved. The minutes of the previous meeting were presented for review. A motion to accept the minutes as presented was made by Sue Olson. Ed Bazow seconded the motion and it was unanimously approved.

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

BILLS AND SALARIES:

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

4. TREASURER'S REPORT:

Kristal handed out this month's report. A motion to accept the treasurer's report was made by Clinton Boddicker. Sue Olson seconded the motion and it was unanimously approved.

5. COMMUNICATIONS AND PETITIONS:

Emily reported that she had been reading an article on the American Library Association's Bill of Rights regarding teens being able to get a library card without a parent's signature. She will look into it further and then bring it to the next policy committee meeting.

LIBRARIAN'S REPORT:

Donations: This month we received donations to the collection from Dean Heaton, Muril Phillips, Tammy Phillips, Charlie Summers, the Marjorie Chewing memorial, Keokuk Middle School, and many anonymous donors.

Upcoming Programs include: Wednesday afternoon movies; Crafternoons; Teen Trivia; Story hours, Teen movies, LibraryMakers; "Cross-Examined" play by UI Arts Share on June 19; Quilt program by Kathy Gage on June 20; Fred Seay present "Radicals of the Civil Rights Movement" on June 29; Harry Potter scavenger hunt on June 30; Open Mic Night on July 6; Blank Park Zoo on July 12; Movie Night presents *Growing up Smith* on July 13; Library Escape Room on July 15; Grout Museum on July 17; Outdoor Movie *WALL-E* on July 22; Absolute Science on July 26; Teen Book Cover Bingo on July 28; Summer Reading Program Completion carnival on July 31.

The Summer Reading Program is off to a great start! Donors include: Connection Bank, Keokuk Contractors, Kiwanis, Pilot Grove Savings Bank, Dr. William and Candace Schulte, and Sutlive Real Estate.

Foundation programming money has been being put to good use. A dome for the cotton candy machine, cotton candy bags, food prep gloves, water and flavoring, cookies, lemonade, spoons, tablecloths, plastic storage containers, trash cans, a cooler, and an ice bucket were all items that have been purchased to help with events. We've also paid for food for Joni McKay's healthy eating program and booked a day of puppet shows and workshops from the Eulenspiegel Puppet Theatre Company for the Rand Park Pavilion in October.

More books have been purchased for the Marjorie Chewing memorial.

Budget purchases this month include a power/charging table for the Genealogy area, power seating for the Teen area, 6 new staff and public computers, and items for staff work stations.

Emily has been working with GovDeals, a government auction website, to clean out items from the white house. A lawn mower, snow blower, weed eater, and metal shelving have all been sold through this site for a total of \$657.44. Wooden shelving has one bid. With the mower sold and the garage door fixed, we can use the garage to store our outdoor movie screen, tables, concession equipment and other supplies.

When all the checks have cleared our account, the remaining funds will be transferred to the city.

The Trustee requirement for Continuing Education for Accreditation is 3 hours per year. This breaks down to 15 minutes per board meeting. Emily will present what she learned at her last webinar on "TV White Space." At future meetings, articles for discussion and presentations on library databases might be offered. Any suggestions on CE topics are welcome.

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

6. COMMITTEE REPORTS:

Building & Grounds:

Jake Kramer told Emily this morning that he has gathered the technical information, so a meeting needs to be scheduled with Garland Roofing, Mark Boussetot and Aaron Burnett.

While discussing options for pedestrian lights on Concert, the subject of ADA came up. After some thought, they decided that we can't install them at this time. Posting crosswalk signs and lights is like saying "this area is ADA compliant" and a safe place to cross when in actuality it is not. The issue is with the road and when asked about the cost of re-paving it to make it compliant they estimated a cost at well over \$100,000; it is not on their list of priorities right now. When it is eventually done, we will then be able to revisit this.

The City has also informed us that they have to remove a tree that is pushing up the concrete on the sidewalk. Sue asked which tree—it is the big one on the corner of Concert and Fifth.

The KPL Foundation has its annual meeting in the lower-level meeting room on Wednesday, June 21 at 4:00 pm, and the library board is invited. OPN will be presenting its concept for the landscaping plan.

7. **UNFINISHED BUSINESS:**

None.

8. **NEW BUSINESS:**

Since this was Clinton and Mike's last meeting, gifts and cards were given to them both as well as appreciation from the board for their years of service. Both expressed pleasure at serving on the board.

Nominating Committee: Ed presented the slate of officers for July 2017- June 2018 as follows: Martha Marsot, President; Sue Olson, Vice-President, and Kristal King, Treasurer. A motion to accept the slate of officers as presented was made by Sue Olson. Rex Muston seconded the motion and it was unanimously approved.

ADJOURNMENT:

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

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
July 24, 2017**

1. ROLL CALL:

Ed Bazow	--	Present	Rex Muston	--	Present
Joseph Fierce	--	Present	Sue Olson	--	Present
Kristal King	--	Present	Anna Westermeyer	--	Present
Martha Marsot	--	Present			

2. MINUTES OF PREVIOUS MEETING:

President Martha Marsot called the meeting to order at 4:00 pm. A motion to approve the agenda was made by Ed Bazow. Rex Muston seconded the motion and it was unanimously approved. The minutes of the previous meeting were presented for review. A motion to accept the minutes as presented was made by Sue Olson. Kristal King seconded the motion and it was unanimously approved.

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

BILLS AND SALARIES:

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

4. TREASURER'S REPORT:

Kristal handed out this month's report. A motion to accept the treasurer's report was made by Sue Olson. Ed Bazow seconded the motion and it was unanimously approved. Since this is the end of the fiscal year, all monies will be going to the City, into accounts designated for library use. A cashier's check will be issued for all remaining funds as soon as all checks have cleared.

5. COMMUNICATIONS AND PETITIONS:

Emily reported that the State Library has switched database providers. There was much confusion for Iowa libraries about the switch, and the change came after we renewed add-on databases for auto and small engine repairs and language-learning. The new arrangement with the State Library replaces the general EBSCO databases with Gale (and includes Chilton's auto repair), Credo reference, and Transparent Languages.

The difference in cost with EBSCO is about \$100, but because we won't have to renew the add-on databases or Mango languages, the library could see a savings of almost \$3,000 this year.

LIBRARIAN'S REPORT:

Donations: This month we received donations to the collection from Jeanne Caropreso, Tammy Phillips, the Rohlfs family, and many anonymous donors.

Upcoming Programs include: Wednesday afternoon movies; Crafternoons; Teen Trivia; Story hours, Teen movies, LibraryMakers; The Grout Museum on July 17; Outdoor Movie on July 22; Absolute Science on July 26; annual book sale July 27 -29; Summer Reading Program completion carnival July 31; Open Mic Night August 3; Second Thursday movie night August 10; and Outdoor movie *Lego Batman* on August 12.

The KPL and the KAC have until August 7th to remove items out the white house. The library has sold things on GovDeals and other items are being relocated. Emily mentioned past suggestions of a Foundation chair-ity fundraiser, but the library doesn't have a place to store several old wooden chairs. Martha stated that with the landscaping project coming up she felt that the Foundation would not be interested in doing that kind of a fundraiser, so Emily should go ahead and sell the chairs.

The Foundation elected Mike Woodring and Andrea Rogers as their newest board members on June 21st.

TV White Space: the next step is to research the quote from the vendor so questions brought up by the City can be answered.

We are still down two board members—Emily has emailed copies of the application to all current members.

Emily reported that one of our student pages will be leaving for college—August 4th will be Allie's last day. We already hired Dylan Finch as her replacement earlier this summer so it should be a smooth transition.

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

6. **COMMITTEE REPORTS:**

Building & Grounds:

At the recent joint meeting between Buildings and Grounds committee members and the Foundation, members were assigned tasks to begin the process of the landscaping plan. They will meet again on August 27th.

Emily received some technical information from Jake Kramer and had Dennis Martin from Garland Roofing look at it. He reported to her that in order for us to keep our warranty, they are requesting a rubber mat be laid between each row of panels. Emily has forwarded that request on to Jake but has not heard back from him yet. She is also checking to see if this is an extra cost to us or if it will be included in the cost of the project.

The KPL Foundation met on June 21st for their annual meeting, with OPN and several library board members in attendance. OPN presented the landscaping concept plan and Emily has a copy for those unable to attend. Duane has asked everyone involved to not share the plans with the public until the Foundation is ready for an official announcement. The initial estimate for the plan is \$728,691 if built all at once, or \$828,607 if built over phases. The Foundation would like to complete it as quickly as possible—no longer than 2-3 years. They would like to fundraise at least half of the cost.

7. **UNFINISHED BUSINESS:**

None.

8. NEW BUSINESS:

Policies—Emily handed out suggestions for the committee for the board to discuss as a whole since we need to replace members on the committee and elect a new chair. Discussion ensued over the library card age restriction being reduced but quickly got off track when the question of discontinuing reciprocal agreements was again brought up. Martha decided that the policy committee would meet as soon as members are assigned and, as a result, all policy talk was tabled until the committee can meet.

Emily presented an informative presentation on the new State databases as part of the Trustee Continuing Education requirement.

ADJOURNMENT:

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

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
August 21, 2017**

1. ROLL CALL:

Ed Bazow	--	Present	Rex Muston	--	Present
Joseph Fierce	--	Present	Sue Olson	--	Present
Kristal King	--	Absent	Anna Westermeyer	--	Present
Martha Marsot	--	Present	Karen Szawiel	--	Present

2. MINUTES OF PREVIOUS MEETING:

President Martha Marsot called the meeting to order at 4:00 pm. A motion to approve the agenda was made by Ed Bazow. Sue Olson seconded the motion and it was unanimously approved. The minutes of the previous meeting were presented for review. A motion to accept the minutes as presented was made by Sue Olson. Ed Bazow seconded the motion and it was unanimously approved. New member Karen Szawiel was welcomed by the board.

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

BILLS AND SALARIES:

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

4. TREASURER'S REPORT:

Due to the account being closed out and funds given to the city, there is no report this month.

5. COMMUNICATIONS AND PETITIONS:

None.

LIBRARIAN'S REPORT:

Donations: This month we received donations to the collection from Terry Altheide, John Cameron, Christian Martin, Muril Phillips, Andrea Sartory, Lincoln Center, Penguin Random House Library, and many anonymous donors.

Upcoming Programs include: Wednesday afternoon movies; Crafternoons; Story hours, Movers and Shakers; LibraryMakers; Solar Eclipse Day Camp on August 21; Gredell Photographs presentation on August 21; Antique appraisal program on August 22; Sensory Story Time on August 29; Introduction to Free Website Builders on August 31; Photo tour of New York, Alaska, and the Appalachians on September 5; and Open Mic Night on September 7.

On July 31st, a patron's cell phone caught fire and resulted in our carpet having multiple burn marks. No one was injured. Because our insurance deductible is \$5,000 and the damage could be repaired with a patch-job, the cost of that patch is our loss. Streeters recommended someone for the work, Robert Palmer, and he will be coming tomorrow.

TV White Space: the next step is to research the quote from the vendor so questions brought up by the City can be answered.

The KPL Foundation has a regular meeting On September 11; if the library board would like Martha or Emily to make any requests or talk about anything specific, just let them know. They have also scheduled a special meeting on August 28th with Lora Wolf to discuss grant-writing. Martha and Emily have been invited to attend as liaisons.

Another successful book sale is complete. There were 42 volunteers who contributed 115 hours, including 12 boys from the Keokuk Senior High Football team who did the heavy lifting. A total of \$1076.92 was made from the sale.

The Summer Reading Program wrapped-up on July 31st with a carnival for all who had completed the program. Around 300 participants registered and enjoyed great programs throughout the summer as well as keeping up on their reading.

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

6. COMMITTEE REPORTS:

Building & Grounds:

The solar project is still in limbo. Jake Kramer and Garland Roofing are playing phone tag about rubber pads vs. rubber feet to protect the roof.

Asbestos has been discovered in the white house, delaying the tear down. Estimates have come in around \$1,500 to remove.

7. UNFINISHED BUSINESS:

None.

8. NEW BUSINESS:

New members: the board is short one member and discussion ensued over the two applicants on hand. Scott Gooding was selected as our next board member. His application will go to the city council for approval.

Library committees: Rex Muston has accepted the position of chairperson for the Policy committee. Anna was also moved to the Policy committee; Kristal was made Chairperson of the Budget & finance committee; Karen and Scott will be added to the Administration & Intellectual Freedom committee as well as Building & Grounds. Discussion then began regarding the Budget & Finance and Administration & Intellectual Freedom committees—Martha suggested they be dropped as they hardly ever meet; Sue suggested that they move to ad hoc status. The board thought this a good idea and it will be placed on next month's agenda for a vote.

Emily presented an article she had recently come across regarding libraries going fine-free as part of the Trustee Continuing Education requirement.

ADJOURNMENT:

The meeting adjourned at 5:05 pm. The next meeting will be held on Monday, September 18th at 4pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
September 18, 2017**

1. ROLL CALL:

Ed Bazow	--	Present	Rex Muston	--	Present
Joseph Fierce	--	Present	Sue Olson	--	Present
Kristal King	--	Present	Anna Westermeyer	--	Absent
Martha Marsot	--	Present	Karen Szawiel	--	Present

2. MINUTES OF PREVIOUS MEETING:

President Martha Marsot called the meeting to order at 4:04 pm. A motion to approve the agenda was made by Ed Bazow. Joe Fierce seconded the motion and it was unanimously approved. The minutes of the previous meeting were presented for review. A motion to accept the minutes as presented was made by Rex Muston. Ed Bazow seconded the motion and it was unanimously approved. New member Scott Gooding was welcomed by the board.

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

BILLS AND SALARIES:

The bills and salaries were presented for payment. A motion to pay all bills and salaries was made by Joe Fierce. Kristal King seconded the motion and it was unanimously approved.

4. TREASURER'S REPORT:

Due to the account being closed out and funds given to the city, there is no report this month.

5. COMMUNICATIONS AND PETITIONS:

Emily reported that Scott and Kaki Piper have approached her about purchasing some nice chairs to replace the ones in the sitting area near the back entrance. They will look around and bring some options in to discuss.

LIBRARIAN'S REPORT:

Donations: This month we received donations to the collection from many anonymous donors.

Upcoming Programs include: Wednesday afternoon movies; Crafternoons; Story hours, Movers and Shakers; LibraryMakers; Lego Club; Captain Underpants Family Night Event on Sept 19; The Buzz about Bees on Sept 21; Our Neighbors, The Amish on Sept 23; Sensory Story Time on Sept 26; Searching for Birth Relatives Separated by Adoption on Oct 3; One Family's Story of the Holocaust on Oct 5; Open Mic Night on October 5; 2nd Thursday movie night presents *Lion* on Oct 12; In-Season Cooking on Oct 14;

The carpet was patched by Robert Palmer for free, after the incident when a patron's phone caught fire and caused several scorch marks.

The KPL Foundation had a special meeting with Dr. Lora Wolff on August 28th. She discussed strategies for grant writing, gathering demographics, and building community support.

The KPL Foundation's regular meeting was held on September 11th, where they discussed the asbestos abatement for the little white house and how to divide up the work for grant writing. Their next meeting will be on October 19th.

The annual library reports to the State Library have been completed and submitted; County and city reports for fiscal year 2016 – 2017 are now being worked on. Our accreditation application will be due in 2018, due to the new guidelines that were adopted by the State.

The Lee County Libraries Advisory Board will hold its annual meeting at 7:00 pm on Tuesday, September 26th at the Fort Madison Library. Board Presidents attend this meeting and vote on county library issues (including next year's budget proposal), and library directors attend in an advisory capacity, but all board members are more than welcome to attend and enjoy the social hours and meeting.

On Friday, the library will be receiving a \$500 check from the Wal-Mart Foundation. This will be presented at the ribbon-cutting to recognize the remodel. The money will help us complete the mobile story time kits for daycares and homeschoolers.

Scott Gooding was appointed as the newest member of the KPL Board at the council meeting on September 7th.

Teri Terford reports that since the beginning of the year, our Read Down Your Fines participants have had a total of \$143.25 waived from the fees. One young lady participated in the Animal Services branch of this program and read enough to knock out her whole fine. There has yet to be any takers on the Pints for Fines program, but positive community feedback for it as well as the Animal Services program has been overwhelmingly positive. She also reports that the annual Food for Fines program will be in October this year, with all proceeds going to the Marie Tallarico Community Action Center.

Emily shared with the board the staff's plans for attending the Iowa Library Association Annual Conference to be held in Coralville this year. The cost for six to go for one day and one for the whole conference exceeds our staff development monies. She is asking the board to approve monies to be taken from the materials fund for expenses above our budget amounts. A motion to allow monies to be used from the materials fund for expenses that exceed the budget was made by Kristal King. Scott Gooding seconded the motion and it was unanimously approved.

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

6. **COMMITTEE REPORTS:**

Building & Grounds:

Solar project: Emily met with Jake Kramer and Mark Bousset September 5 and went over the project. The City is supportive. Jake will be drawing up contracts for 7 years and 10 years for approval of the library board and City.

Our emergency lighting passed inspection a couple of months ago, but when the power was out earlier this month five of them went out, one-by-one. Kramer Electric installed new energy efficient emergency light with bulbs that should last for 10 years.

Ed Bazow gave a brief summary of the KPLF meeting with Dr. Wolff. Duane Taylor let the board know that bids for demolition of the white house are currently being accepted since the asbestos removal is no longer an issue.

7. **UNFINISHED BUSINESS:**

None.

8. **NEW BUSINESS:**

Emily reported that in order to change or eliminate any of the standing committees, our by-laws would have to be changed. Last month the board seemed unwilling to do that, so the committees will remain as they are.

Emily presented an article for discussion on “Great Outdoor Spaces” by Emily Puckett Rodgers as printed in the September 15th *Library Journal* as part of the Trustee Continuing Education requirement.

ADJOURNMENT:

The meeting adjourned at 5:10 pm. The next meeting will be held on Monday, October 16th at 4pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
October 16, 2017**

1. ROLL CALL:

Ed Bazow	--	Present	Rex Muston	--	Present
Joseph Fierce	--	Present	Sue Olson	--	Present
Scott Gooding	--	Absent	Anna Westermeyer	--	Present
Kristal King	--	Present	Karen Szawiel	--	Present
Martha Marsot	--	Present			

2. MINUTES OF PREVIOUS MEETING:

President Martha Marsot called the meeting to order at 4:00 pm. A motion to approve the agenda was made by Ed Bazow. Kristal King seconded the motion and it was unanimously approved. The minutes of the previous meeting were presented for review. A motion to accept the minutes as presented was made by Sue Olson. Rex Muston seconded the motion and it was unanimously approved.

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Sue Olson stated that she had received a question as to why a dollar amount is printed on the bottom of the receipts from a patron. Emily explained that it's a way to point out the value of using their library.

BILLS AND SALARIES:

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

4. COMMUNICATIONS AND PETITIONS:

None.

LIBRARIAN'S REPORT:

Donations: This month we received donations to the collection from Terry Altheide, Marjorie Chewing Memorial, Keokuk Association for Rights and Equality (KARE), and more.

Upcoming Programs: Wednesday afternoon movies; Craft-er-noon; Story hour, Movers and Shakers; LibraryMakers; Lego Club; Eulenspiegel Puppets present Shadow Puppet workshop at the library and two bilingual puppet shows at the Rand Park Pavilion during Keokuk's Family Fright Night on Oct 21; Free Health Info. for Older Adults on Oct 23; Sensory Story Time on Oct 31; Open Mic Night on Nov 2; Movie Night presents *Hidden Figures* on Nov 9.

Food for Fines amnesty program is off to a great start and will run through the end of October.

Emily and Kat have been discussing the next Winter Reading Program for adults and teens. Kat had a great idea for making scratch-off tickets, which would appeal to both age groups and Emily passed around a mock-up of the tickets and the program booklet.

The Lee County Advisory Board met on September 26th. Martha, Emily, and Monica were in attendance. The directors presented the annual budget and statistical report and discussed their budget proposal for the Lee County Board of Supervisors. The board presidents voted to accept the proposal requesting an additional \$10,000 from the Supervisors.

Emily attended the ribbon-cutting for the remodeled Wal-Mart. We received a check for \$500 to complete the mobile story time kits.

Emily's Level VI library certification was renewed by the State Library.

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

5. **COMMITTEE REPORTS:**

Building & Grounds:

Solar project: Jake Kramer has spoken to his 3rd party investor, and it sounds like they are interested in offering 10-year terms. He is still working on a contract for approval of the library board and City.

6. **UNFINISHED BUSINESS:**

None.

7. **NEW BUSINESS:**

Emily presented an article for discussion as part of the Trustee Continuing Education requirement: "Fighting Fake News: Because We All Deserve the Truth: Programming ideas for teaching teens media literacy" by Hannah E. Spratt and Denise E. Agosto, *School Library Journal*.

ADJOURNMENT:

The meeting adjourned at 4:30 pm. The next meeting will be held on Monday, November 20th at 4pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
November 20, 2017**

1. ROLL CALL:

Ed Bazow	--	Present	Rex Muston	--	Present
Joseph Fierce	--	Present	Sue Olson	--	Present
Scott Gooding	--	Present	Anna Westermeyer	--	Present
Kristal King	--	Present	Karen Szawiel	--	Present
Martha Marsot	--	Present			

1. MINUTES OF PREVIOUS MEETING:

President Martha Marsot called the meeting to order at 4:01 pm. A motion to approve the agenda was made by Ed Bazow. Kristal King seconded the motion and it was unanimously approved. The minutes of the previous meeting were presented for review. A motion to accept the minutes as presented was made by Rex Muston. Scott Gooding seconded the motion and it was unanimously approved.

2. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

APPROVAL OF FISCAL RESPONSIBILITIES:

The bills and salaries were presented for payment. A motion to pay all bills and salaries was made by Joe Fierce. Kristal King seconded the motion and it was unanimously approved. Fiscal reports were handed out for board review.

3. COMMUNICATIONS AND PETITIONS:

None.

LIBRARIAN'S REPORT:

Donations: This month we received donations to the collection from Terry Altheide, Prue Backlin, Cynthia Mason, Tammy Phillips, Bradley Shark, and many anonymous donors.

Scott Piper met with Emily to discuss the Piper Family chair donation and they settled on black leather chairs. The Pipers placed an order and pictures will be shared when they arrive.

Upcoming Programs: Wednesday afternoon movies; Craft-ernoon; Story hour, Movers and Shakers; LibraryMakers; Lego Club; The Story of the Civilian Conservation Corps on Nov 27; Family Night: stuffed animal sleepover on Nov 28; The Murder of Eunice Rockefeller with Russ Fry on Nov 30; Photo Tour of France on Dec 5; Open Mic Night on Dec 7; Movie Night presents *A United Kingdom* on Dec 14.

Food for Fines in October was another success. According to program coordinator Teri Terford, 432 food items were donated, and a total of \$380 in fines were waived. The food was donated to the Marie Tallarico Community Action Center.

The library staff was very appreciative of the opportunity to attend ILA this year. Kat Cook, Youth Services, attended the entire conference, which was held in Coralville, and the rest of

the staff attended for the day on October 19. A few of the highlights reported by staff included: a 3-D printer and children's tech games; a presentation on sensory-friendly events for people with sensory-integration challenges; a presentation on Fake News; and a presentation on working with special needs volunteers.

The State Library renewed Tonya Boltz's certification at Level III, good through 2020.

A motion to accept the librarian's report was made by Kristal King. Anna Westermeyer seconded the motion and it was unanimously approved.

4. **COMMITTEE REPORTS:**

Building & Grounds:

Solar project: We are still waiting on answers from Jake Kramer. He has spoken of a new investor but also inquired if the library would know of anyone who would be a good investor. He must be busy, as he has yet to respond to our growing list of electrical to-dos.

The library underwent our annual boiler inspection. A recommendation and a requirement was handed out. We were asked to relocate the makeup feed water connection and we have one year to comply. Enderle agreed to quote us for that small job, and also quote us for a new system without a boiler so we can budget for that in the future.

The annual inspection by the fire alarm company was also held this month and went well. Due to the age of our current alarm system, Emily asked Simple/Grinnell to quote us on an upgrade.

The B&G Committee met after the last meeting and discussed outside outlets, and getting an outdoor chair, a better lobby rug, and a bike rack for the back entrance. Kramer has had scheduling problems for the outlets. The staff were concerned about a chair being in the way when the front door opens because of space limitations so that project was tabled. Heartland Carpets doesn't sell rugs and Interiors by Phillip can do rubber edging, but after some investigation, they can only do that on a rectangular shaped rug—no custom sizes. After Emily contacted her, Joyce Glasscock said she'll look into getting the library a free bike rack.

KPL Foundation Report:

Duane Taylor was in attendance for a presentation on the Keokuk Library Park project. Large pictures of various angles looking at the project were displayed. He stated that the project would cost around \$850,000—of which the Foundation will pay no more than half of that cost. Donations and grants will have to cover the remaining balance. He gave an estimated time frame—break ground in August 2018 and project completion in August 2019. There will be a public reception on Monday, December 4 from 4-6 in the Round Room to unveil the project. A representative from OPN Architects will be present to answer any questions. After some questions from the board, he stated that there will be memorial opportunities but no decisions have been made on that yet.

He also revealed that the Foundation came to a purchase agreement with the owners of the apartment building behind the back parking lot as well as the two extra lots on the other side of the building. With that purchase, the library and the Foundation now own the whole block. The board was most pleased to learn of this purchase.

Policy Committee: The policy committee has been reviewing several policies and brought recommendations to the board on the following policies: Library Behavior; Gifts; Borrowing Privileges; By-Laws; Ethics Statement for Library Trustees; Emergency Procedures; and Safe Child. Rex Muston presented the committee’s recommendation for changes to these policies. Scott Gooding seconded the recommendation. All were in favor, motion passed.

5. **UNFINISHED BUSINESS:**

None.

6. **NEW BUSINESS:**

Emily presented an article for discussion on Audiobooks as part of the Trustee Continuing Education requirement.

ADJOURNMENT:

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

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
December 18, 2017**

1. ROLL CALL:

Ed Bazow	--	Present	Rex Muston	--	Present
Joseph Fierce	--	Absent	Sue Olson	--	Present
Scott Gooding	--	Absent	Karen Szawiel	--	Present
Kristal King	--	Present	Anna Westermeyer	--	Absent
Martha Marsot	--	Present			

1. MINUTES OF PREVIOUS MEETING:

President Martha Marsot called the meeting to order at 4:03 pm. A motion to approve the agenda was made by Ed Bazow. Kristal King seconded the motion and it was unanimously approved. There were no conflicts of interest. The minutes of the previous meeting were presented for review. A motion to accept the minutes as presented was made by Sue Olson. Rex Muston seconded the motion and it was unanimously approved.

2. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

APPROVAL OF FISCAL RESPONSIBILITIES:

The bills and salaries were presented for payment. A motion to pay all bills and salaries was made by Sue Olson. seconded the motion and it was unanimously approved. Fiscal reports were handed out for board review.

3. COMMUNICATIONS AND PETITIONS:

Emily shared with the board a response from a banned patron.

LIBRARIAN'S REPORT:

Donations: This month we received donations to the collection from Kat Cook, Susie Flockhart, Kathie Gorham, Mary Hayward, Cynthia Mason, Peggy Vigen, and many anonymous donors.

Three new leather chairs, an end table, and 1 of 2 C-tables have arrived. Many thanks to Scott and Kaki Piper for this donation from the Chase & Conor Piper Memorial Foundation.

Upcoming Programs: Wednesday afternoon movies; Craft-ernoon; Story hour, Movers and Shakers; LibraryMakers; Lego Club; Ugly Sweater party for adults and teens on Dec 16; Conservation Thursday on Dec 21.

Winter Reading Program sign-up starts on January 15. We will be giving out gift certificates and prizes, including a Kindle Fire tablet grand prize.

The Lee County Reading Council recently received a grant to distribute board books to babies born during 2018 at the Fort Madison Community Hospital. Each book will include early literacy tips for parents and they requested a handout on Story Time from us. This seemed like a great opportunity to talk about all 5 Lee County Libraries, not just Keokuk.

Emily created a handout that included information on the collections in each library, parenting magazines, e-books, online resources and toys and games. The libraries have agreed to share the cost of printing the brochure.

The City passed a resolution on 11/16/2017 calling the library's parking lot a Limited Parking Zone, with vehicles limited to 6 hours at a time.

The City has given us our annual budget & capital outlay request for the 2018-2019 fiscal year. The request is due on January 5, 2018. Recommendations will be reviewed and discussed at this meeting.

The KPLF's purchase of the apartment building has made a huge difference with parking. We haven't noticed any overnighters or all-day parkers since last month.

Youth Services director Kat Cook issued an invitation to all the board members to drop in on her "Kindness Rocks" program that will be taking place on Martin Luther King Day, January 15. She has invited various community members to stop by and paint a rock with the kids to create a positive impact in their lives.

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

4. **COMMITTEE REPORTS:**

Building & Grounds:

Solar project: Still on hold with no new information. They did come in and install the floor outlet for the genealogy power table, replaced bulbs, and relocated the outlet in front of the building.

No word back from Simplex on the upgrade to the fire alarm system.

Enderle will be getting back with us next year to discuss the boiler changes.

The bike rack is a real possibility. Just waiting on more details, but perhaps it can be installed near the back entrance in the spring.

KPL Foundation Report:

Duane Taylor was in attendance and presented the President's report. He went over some of the things that have already happened on the adjacent lots and reported that tree work has begun; he reported on donations received thus far and issued a plea for new names of those who might be interested in donating; he spoke of the cordial reception from the City Council when he presented the Park plan; the kick-off was successful; he and Mike attended a grant awards luncheon for the Keokuk Area Community Foundation where a sizable check was received for the project; more grants are being taken into consideration; he and Emily will be talking to Keokuk's Rotary Club on March 1—Emily about library programs and Duane about the project. More community and civic groups will be approached in the coming weeks and months.

5. **UNFINISHED BUSINESS:**

None.

6. NEW BUSINESS:

Library Budget, FY 2018-2019: Emily presented her recommendations for next year's budget. The City has filled out the wages portion, so small requests to a few line items and establishing a budget for trust funds were the only changes, resulting in a total increase of 4.91%. Discussion ensued. A motion to accept the budget request and submit it to the city was made by Sue Olson. Rex Muston seconded the motion and it was unanimously approved.

Emily presented an article for discussion on "Riders' Advisory: Bike-related programs in libraries," an article from School Library Journal as part of the Trustee Continuing Education requirement.

ADJOURNMENT:

The meeting adjourned at 4:45 pm. The next meeting will be held on Monday, January 15th at 4pm in the Round Room.