

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
January 21, 2008**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:00 p.m. The minutes of the previous meeting were presented for review. A motion to approve the minutes with one correction was made by Jeanne Caropreso. Ed Bazow seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

The treasurer's report was presented by Rohlfs in Smidt's absence. A CD is up for renewal and discussion ensued over whether to renew it at the best rate or cash it in. The board tabled that discussion until the next meeting so Smidt could discuss it in more detail.

(E) BILLS AND SALARIES:

The bills and salaries were presented for payment. Discussion over energy bills and what we could do about them ensued. A question was also brought up as to why we were paying for snow removal when we are a city entity and they should be doing it. A suggestion that we get in writing what the city is willing to do in regards to the snow removal was presented. A motion to pay all bills and salaries as presented was made by Ed Bazow. Sue Olson seconded the motion and it was unanimously approved.

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

This month we received donations from Bill Cosgrove, Dorothea Kultula, Tom Richardson, Shirley Hulboy, Barb Smidt and Walt Stephens. Donations were also received in memory of Adeline Walrath from Joseph & Margaret Boyle, Mary Lou & Steve Brunstein, Mary Casady, Nancy Martin and Stanley & Doris Wilhelm for a total of \$555. Rather than the usual book donation, Adeline's daughter, Sue Olson, requested activity toys for the children's area. Sue consulted with Julie Claus, Youth Services, who recommended several items for the area, including puppets and a puppet

theater, puzzles, a train table and a rug. With new shelving to be ordered soon, the children's area will see some exciting changes in the near future.

Since the last meeting, Rohlfs has had meetings with the Lee County Librarians, TACK (Teen Advisory Council-Keokuk), and Calvin Steemer (Iowa Telecom). In addition, the Lee County librarians met with the Lee County Board of Supervisors to present its budget request on Wednesday, January 16. Brenda Knox presented the annual report, stressing the services provided and the large number of rural residents served. Rohlfs presented the budget request for fiscal year 2008-2009, which was \$68,500 or \$16,000 more than was paid for the past 8 years. The Supervisors asked a lot of questions, and the librarians felt that it was a very positive meeting.

After four interviews, Christy McLain was chosen as the new part-time clerk. She began work on Monday, January 14. Rohlfs is also interviewing two people for a new SCC student worker position, giving us two SCC workers. Rohlfs was also contacted by an SCC student that needs a place to do an internship.

The Big Read scheduled for this March and April for Ernest Hemingway's *A Farewell to Arms* is still being planned. PR materials should arrive soon so we can start to promote it. The library was also approached to be included in another Big Read grant for 2009 by the African American Historical Museum around Zora Neale Hurston's book *Their Eyes were Watching God* and Rohlfs accepted. The museum will plan several programs around the themes of the book.

On January 28th, Dr. Sande McNabb will be presenting "The Life and Legacy of George Washington Carver," and on February 28th, Dr. Gerald Klonglan will be presenting "George Washington Carver's Legacy on Higher Education and Business: Black Land Grant Colleges, Iowa State University and Private Industry." Both of these presenters are Iowa State University professors, sponsored by the African American Historical Museum and Cultural Center of Iowa.

Rohlfs reported that all of the equipment for the technology classes has been ordered and 95% has arrived. Some money from the Foundation was left over, so Rohlfs decided to purchase 25 flash drives with the Keokuk Public Library name and website. These will be given out to the participants at the first 5 resume/cover letter classes so they can save their work.

Tonya Boltz has been working on installing updates and software on the six laptops, while Rohlfs has completed most of the lesson plans, teacher's guides, and handouts. Tom Gardner continues to work on his lesson plan for the resume/cover letter class. The goal is to hold the first class in late February or early March.

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

(H) COMMITTEE REPORTS:

None.

(I) OLD BUSINESS:

None.

(J) UNFINISHED BUSINESS:

None.

(K) NEW BUSINESS:

None.

(L) ADJOURNMENT:

A motion to adjourn was made by Clinton Boddicker. The motion was seconded by Prue Backlin. The meeting was adjourned at 4:55 pm with a reminder that the next meeting is scheduled for February 25, 2008, one week later than normal due to President's Day.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
February 25, 2008**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

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

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

The treasurer's report was presented by Rohlfs in Smidt's absence. The CD was tabled for another month, while Emily gathers more information for her purchase recommendations. She stated that a check for interest income was later given from the Foundation's Gray account; it will be reflected in the next report. A motion to approve 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. Some discussion took place. A motion to pay all bills and salaries as presented was made by Sue Olson. Jeanne Caropreso seconded the motion and it was unanimously approved.

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

This month she met with Kim Kietzman (Southeastern Library Services), Odis Jones (City Administrator), City Council budget session, Kiwanis, Darrell Stalzer (Strategic Account Manager, Alliant Energy), Jason Parrot (NPR), and the Keokuk Public Library Foundation.

Donations were made by Eugene Alvis, Freddie Drinkard, Marilyn Engler, and several anonymous donors. Robert and Betty Hopkins donated in memory of Adeline Walrath.

SCC allowed the library to have a second student worker, Chris Ritchey, but the SCC intern accepted a different internship when one opened in her field.

Gerri Lawson had hip surgery on January 31st. She could be out of the office for about 6 weeks, but may return sooner at part-time depending on her progress.

Tonya Boltz took GIS training by Poepping, Stone, Bach & Associates at City Hall for some new on-line mapping software. Julie Claus took one workshop on the children's summer reading program and is scheduled to attend a second workshop on running a teen summer program.

After several calls to Keokuk Contractors regarding a repeated roof leak in the addition, Rohlfs contacted the subcontractor and the roofing manufacturer with the warranty information. When the damage was assessed, Carlisle, the roofing manufacturer, claimed that water was entering on the "old" roof and migrating to the newer roof. He believes that both roofers and roofing manufacturers will have to work together to fix the problem, as they are both covered by warranties. The next step is to file a claim with Carlisle's warranty services and call Garland roofing about the other side.

Emily Rohlfs and Tonya Boltz have registered for a library advocacy workshop in Des Moines on March 3-5. This is a requirement of the Gates Hardware Grant (9 new computers over 2 phases/years). With Gerri Lawson recovering from surgery and Monica Winkler scheduled for vacation, 2 full-time staff members are available to work those three days – Sandy Johnson and Julie Claus. Rohlfs recommended that the library close at 5 PM on those three days.

A motion to close early on March 3-5 was made by Jeanne Caropreso. Martha Marsot seconded the motion and it was unanimously approved.

Rohlfs spoke to the owner of BookBins on February 20th, and the new children's shelving will be delivered in about 4 weeks. He will give one week notice for delivery so we can prepare. The children's area now has a puppet theater and puppets, colorful rugs, an activity table, and puzzles, all purchased with the Adeline Walrath memorial; Sue Olson donated toy cars. Although we had budgeted for the puppet theater materials, Bill and Shelby Gullick would not take payment. The staff decided to use some of the memorial money to purchase a gift certificate as a thank-you.

In past meetings Rohlfs talked to the board about developing a teen area and updating the shelving as we replace the children's shelving. Julie Claus, Youth Services, created a proposal for a teen area with a couch and shelving. The total cost of a couch and ottoman is \$1,248 and the list price for the shelving is \$2,059. Rohlfs recommended using Foundation funds for the couch/ottoman, and using Gray funds for the shelving. She is still waiting to receive bids on the shelving, so discussion was tabled until a future meeting.

The KPL Foundation met on February 14th. They decided to purchase anti-virus for the laptops and 100 board books for Keokuk Area Hospital's Books for Babies program, and they settled on a 2008 job description for their independent contractor.

Rohlfs suggested using the funds from the State Library to purchase a new production server. That server is very outdated and original to our 1997 automation. It does not have enough memory to serve current programs, crashing when staff uses reporting software, and is not large enough to allow an upgrade to the latest version of Polaris. Polaris quoted the cost at over \$20,000, but a quote from J&S Electronics is \$8,772, including installation. \$5,000 additional funds are needed, so Rohlfs asked the library board to wait until closer to the end of the fiscal year to see how much will have to be requested from the Foundation.

Monica contacted Alliant Energy about an energy audit, and Darrell Stalzer of Alliant Energy came on February 12th to go through the first step – completing a program called “Energy Achiever.” The walk-through energy audit will be completed within 90 days. Then we will receive recommendations for energy savings.

The veneer is delaminating on the Circulation Desk. Lake Cooper Millwork provided an estimate of \$877.50 and will be coming to do the work on our off hours, due to the noise and disruption it could cause.

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

(H) COMMITTEE REPORTS:

None.

(I) OLD BUSINESS:

None.

(J) UNFINISHED BUSINESS:

None.

(K) NEW BUSINESS:

The budget has been set for next fiscal year. We were given \$440,000, just \$4,000 less than our request. When asked to refigure the line items, Rohlfs noticed that the salaries calculated by the city were incorrect. The difference was about \$27,000.

Monica and Emily adjusted several line items, eliminated the part-time position, and were able to bring the part-time clerk up to full-time at the same hourly wage.

The board briefly discussed how hours could be increased for next year. The discussion was tabled for a future meeting – the next fiscal year begins July 1st, so we have until the June meeting.

A motion to accept the 2008-2009 budget was made by Sue Olson. Mike Woodring seconded the motion and it was unanimously approved.

(L) **ADJOURNMENT:**

A motion to adjourn was made by Mike Woodring. The motion was seconded by Ed Bazow. The meeting was adjourned at 4:55 pm.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
March 17, 2008**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

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

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Smidt presented the treasurer's report, explaining the CD adjustments due to pending expenses and that the yearly Gray interest check had been received and deposited. A motion to approve the Treasurer's report was made by Martha Marsot. Sue Olson seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

The bills and salaries were presented for payment. Some discussion took place. A motion to pay all bills and salaries as presented was made by Sue Olson. Jeanne Caropreso seconded the motion and it was unanimously approved.

(F) COMMUNICATIONS AND PETITIONS:

An inquiry was made as to having the round room available for meeting in the evenings during summer hours. Rohlfs will take a look at the policy in regards to this and commented that it could probably be amended.

Sue Olson also noted that there is a traveling exhibit available for public library use to coordinate with the Civil War Re-Enactment. Sue will give information to Emily and she will check on the availability of the exhibit for our use.

(G) LIBRARIAN'S REPORT:

This month Rohlfs met with Ruth Fox (OPN) and the Building and Grounds committee, and Tonya Boltz and Rohlfs attended a library advocacy conference as required by the Gates grant.

Donations were made by Carlos Falcon, the Lance Armstrong Foundation, Tamera Sewell and William Stephenson. Sharon A. Johnson donated funds in memory of Illa Jean Nye and Joan Roan, and AAUW-Keokuk and the Wednesday afternoon book club donated to the Joan Cameron memorial. An anonymous donation was made in honor of Fred and Marjorie Currey.

Gerri Lawson is recovering well from her hip surgery. She has a doctor's appointment soon and will then know when she can return to work.

Rohlfs has filed a claim with Carlisle (roofing manufacturer—new roof) and called Garland Roofing (old roof) to start the process of getting both roofers to fix the seam. Both areas are under warranty but according to Carlisle, the roofers must work together to fix the problem.

The library has completed steps to receive the Gates hardware grant including running the Tech Atlas inventory, providing matching funds and attending the advocacy conference in Des Moines. The next step is receiving the funds which are due to be distributed to libraries in July 2008. By September 30, 2008, we will purchase and install five computers; by November 15, 2008 we need to complete a Public Library Internet Survey and by November 30, 2008 we will need to run the TechAtlas inventory again.

We have received funds from both the Quincy Area Community Foundation and the Keokuk Public Library Foundation to fund the Laptop/Technology classes. Three lesson plans are finished and we have received our last piece of equipment. We are waiting to configure the wireless printer and to find out Gerri's return date. We will then promote and sign up patrons—dates are tentatively set for April. Tonya will teach classes on Tuesday nights and Emily will teach them on Thursday nights. Next fiscal year Emily will train our new full-time employee, Christy McLain to take over her classes.

Rohlfs pointed out the increase in circulation and attendance this month as well as an increase in Web site traffic.

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

(H) COMMITTEE REPORTS:

Mike Woodring reported for the Building and Grounds committee, which met just before the board meeting today. Two concepts for the landscaping area were presented—one with the white house and one without. The committee is recommending the one with the white house. Woodring pointed out several areas within the plan and explained their purpose. The approximate cost of this concept would be \$120,000, with no street trees or perimeter lighting. The approximate cost of the second concept would be about \$133, 000 with an added storage building, and this doesn't include demolition costs.

A motion to go with the first concept minus the stage backdrop at an approximate cost of \$120,000 was made by Mike Woodring. Sue Olson seconded the motion with some discussion in regards to time frames (the plan will be done in stages) and it was unanimously approved. It was also noted that the next step will be to get 3D models of the plan from OPN (included in fees previously paid) and cost estimates for each stage.

(I) OLD BUSINESS:

None.

(J) UNFINISHED BUSINESS:

The new book bins for the children's area are being sanded and very close to being finished. There have been no takers on the old shelving through the Iowa librarians email listserv. An ad will be put in the Daily Gate City for a minimal amount.

Pictures were also presented on the new teen area bookshelf and couch that Julie Claus found. Additional funds from the Gray account will be needed to pay the full bill on both of these items. A motion to approve another \$3,222.20 to be spent on the new children's area using funds from the Gray interest account was made by Jeanne Caropreso. Ed Bazow seconded the motion and it was unanimously approved.

(K) NEW BUSINESS:

The CD renewal tabled from last month was again brought up for discussion. Expenses upcoming were presented and then Smidt discussed amounts left after payment of those expenses. Length of time to invest the CD was also discussed due to low interest rates at this time. A motion to renew the CD for \$17,000 for 3 months with the best rate (6 months if a special could be found with a better rate) at one of the local banks was made by Mike Woodring. Sue Olson seconded the motion and it was unanimously approved.

(L) ADJOURNMENT:

A motion to adjourn was made by Mike Woodring. The motion was seconded by Sue Olson. The meeting was adjourned at 4:55 pm. The next board meeting is scheduled for April 21, 2008 at 4:00 pm.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
April 21, 2008**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

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

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Smidt presented the treasurer's report, noting the CD that was up for renewal had been invested at State Central Bank for a three month period as they had the best rate. A motion to approve the Treasurer's report was made by Sue Olson. Jeanne Caropreso seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

The bills and salaries were presented for payment. Some discussion took place regarding the high cost of electricity and what steps could be taken to lower costs. A motion to pay all bills and salaries as presented was made by Sue Olson. Barb Smidt seconded the motion and it was unanimously approved.

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

This month Rohlfs met with Calvin Steemer (Iowa Telecom) and the Great River Reads committee. The Lee County Libraries Annual Banquet was held on April 15th at the Hawkeye. Tom Gardner provided the entertainment—a library tale written just for the occasion. Rohlfs also attended the RAP breakfast on April 14th.

Donations were made by Donna Holman, Barb Haas, Paul Marlin, Bonnie McDowell, Dorothy Moore, Kaki Piper, the Lee County Genealogical Society, Robert McDevitt, and several anonymous donors.

Gerri Lawson has returned to work full-time after her hip surgery. Tonya Boltz received a reference question from Barcelona, Spain about the rubber factory.

John Runge of Keokuk Contractors came and took a look at the roof and the caulking around a few windows. He said that it is difficult to tell which roof the rain is entering from—he will call Frank Millard Co. to get a roofer to look at it with him (they have visited at least two times on this issue now). He also said that the caulking needs replaced on the two windows near the staff entrance and he will send an estimate.

Rohlf's has asked Lake Cooper Millworks to look at some splintering on the bottom of the circulation desk. Robin has agreed to send another quote for this work.

Our first computer class was held on April 8th. Students ages ranged from 40-81. All computer classes are booked through May, with 35 more students registered.

Since our last meeting there have been four adult programs. Gregory Franzwa gave his slide show presentation and we had three BIG Read events—"A Farewell to Arms" book discussion, an author visit, and a movie night.

Rohlf's looked into the traveling exhibit, "Abraham Lincoln: A Man of his time, A Man for all times", but the terms were not feasible. Instead she applied for "Looking at Lincoln" and requested an April date.

Julie Claus, Youth Services, wrote a great solicitation letter for donations to the Summer Reading Program and has had a good response, including cash from Wal-Mart, KSB and State Central Bank.

Rohlf's has been accepted to attend the Iowa Library Association's Leadership Institute. 25 Iowa librarians are chosen annually for this 4-day intensive training in Davenport.

The Book Bins were delivered by Tom Hannek on Saturday, April 12th. Sign holders have been ordered to describe what books (through word and illustrations) are kept in each bin. The Teen Lounge shelves were ordered last month and two game ottomans have been purchased.

The library recently joined a downloadable book consortium. Our patrons will be able to download audio books from a website created by Overdrive. Overdrive will also print bookmarks and posters to promote this new service. The service will be ready sometime in May.

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

(H) COMMITTEE REPORTS:

Mike Woodring reported for the Building and Grounds committee. The color 3-D designs from OPN were handed out. Much discussion ensued and several questions were brought up for Woodring and Rohlf's to discuss with Ruth Fox of OPN—1) The screen (in the drawings, but taken out of the budget) – is this a movable screen?; 2) What are the pavers made of?; 3) What are the benches made of? Can we get some with backs? ; 4) Street trees and lighting are shown – do we have permission from the city for these?; 5) Are the light fixtures vandal-proof? These questions and other comments will be emailed to OPN. A motion to finalize the plan was tabled until a conference call can be set up or all questions are answered.

(I) OLD BUSINESS:

Linda Sue Mullen thanked all who attended the Lee County Libraries Banquet.

(J) UNFINISHED BUSINESS:

Rohlf's reported that since no decision was made for the Policy committee to meet regarding after-hours meetings in the Round Room, her decision would be to continue with the current practice.

Rohlf's also reported that the cost for the teen lounge seating would be \$745.38 higher than originally planned, because the first price did not include the wooden pedestals. A motion to approve the extra cost was made by Barb Smidt. Prue Backlin seconded the motion and it was unanimously approved.

(K) NEW BUSINESS:

Rohlf's reminded the board that a decision about adjusting hours with the addition of one full time staff member will need to be made next month. She recommended opening at 9:00 am every morning and closing at 3:00 pm on Saturdays giving the library an additional 4.5 hours throughout the week. She will also do some research on summer hours at other libraries.

Sue Olson requested that the board allow the Lee County Historical Society to meet and use the meeting room after hours during the summer. A motion to approve this request was made by Mike Woodring. Jeanne Caropreso seconded the motion and the motion carried with one abstention.

(L) ADJOURNMENT:

A motion to adjourn was made by Mike Woodring. The motion was seconded by Sue Olson. The meeting was adjourned at 5:05 pm. The next board meeting is scheduled for Monday, May 19, 2008 at 4:00 pm.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
May 19, 2008**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

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

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Smidt presented the treasurer's report, pointing out that another CD will be up for renewal in June. She will bring the rates to the meeting for review. A motion to approve the Treasurer's report was made by Sue Olson. Prue Backlin seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Collection donations were made by Prue Backlin, Edna Mae Huneke, Kathy Huls, Timothy Mann, and Bonnie McDowell. The donors to the Summer Reading Program are: Angelini's Pizza, Burlington Bees Baseball, First Community Bank, Hy-Vee Food Store, KSB Bank, Kiwanis, Long John Silvers, McDonalds, Shear Royalty, State Central Bank, and Wal-Mart.

Rohlfs received a letter from Carlisle stating that the leak at the tie-in is not on the side that is under warranty by Carlisle. This is the same statement that they have made in person. Keokuk Contractors does understand that they are responsible for getting the problem fixed and John Runge called on May 8th to request Garland's contact information. John stated that he is trying to set up a meeting with both roofers and the manufacturer to find out what can be done.

The improvements to the Kids' sections are almost finished. We are still waiting for the acrylic sign holders. At this point in the year, we could combine our open house for these improvements with a kick-off for the Summer Reading Program.

The budget amendment was filed and approved by the City in early May. This means that unexpected income, like State Aid, can be spent. This year we are purchasing a new server, software and three staff computers.

Julie Claus, Youth Services, gave 6 tours during April and spoke at the Title One Reading Spring Fling at Rand Park. While there she spoke on the Summer Reading Program, children's area improvements and library services to about 100 children and parents.

The theme for the 2008 Summer Reading Program is "Catch the Reading Bug". The library is also offering our first Teen Summer Reading Program, "Metemorphosis." Claus has planned many fun activities for the summer. She coordinated the County-wide tour of Bluedorn Science Imaginarium's "Creepy Crawlies" program. There will also be movie nights, craft programs, a magic show, and another visit by IPTV's Dan Wardell. A calendar of events is on the library website.

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

(H) COMMITTEE REPORTS:

Mike Woodring reported for the Building and Grounds Committee. He proposed making a plan for maintaining the existing property in regards to weed control, trimming and replacing dead plants. He suggested checking into costs. Emily said she will take care of finding someone to spruce up the landscaping within our budget.

Woodring presented the answers to the questions from last month for Ruth Fox from OPN. A few new questions were brought up—he counted nine limestone blocks (seating) in the drawings but only three in the cost estimate; Will the bidding process include local contractors?; Is there a possibility for an underground watering system?; Is a butterfly garden a possibility? He also reported that he and Emily met with the city regarding street trees and lighting, and approval was granted.

(I) OLD BUSINESS:

None.

(J) UNFINISHED BUSINESS:

Rohlfs reported on her progress and the information gathered on the evaluation process for employees. She has several evaluation samples to work from, and will get back to the board at a later date. Employee evaluations will need to be completed before the Director evaluation.

Sue Olson reported on the digital microfilm scanner that the Lee County Historical Society would like to place in the library. She noted their fundraising efforts and the estimates for the total project (\$9,978.00). She is filling out grants and needs a letter of collaboration from the library for the next grant application. A motion for Emily to write a letter of collaboration in support of this project was made by Mike Woodring. Barb Smidt seconded the motion and the motion carried.

(K) NEW BUSINESS:

Linda Sue Mullen noted that she has asked Mike Woodring to chair the Nominating Committee and he has agreed. A slate of officers will be presented at the June meeting. Prue Backlin agreed to help Woodring.

Rohlfs presented her recommendation for new library hours. She recommends opening at 9:00 am each day and extending Saturday hours until 3:00 pm, giving the library 4 ½ additional hours each week. Her recommendation for summer hours will be to stay open until 7:00 pm Monday –Thursday. The summer hours will begin in June and the extended Saturday hours will begin in July with the new fiscal year. A motion to accept Rohlfs' recommendation for hours was made by Ed Bazow. Jeanne Caropreso seconded the motion and it was unanimously approved.

Linda Sue Mullen asked Kim Kietzman (Administrator of Southeastern Library Services) to do a board member orientation at the end of the meeting. Emily introduced Kim, and she began the board orientation at 4:55 pm.

(L) ADJOURNMENT:

A motion to adjourn was made by Mike Woodring. The motion was seconded by Sue Olson. The meeting was adjourned at 5:25 pm. The next board meeting is scheduled for Monday, June 16, 2008 at 4:00 pm.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
June 16, 2008**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

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

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Smidt presented the treasurer's report. Smidt also presented rates from all three of the local banks for the CD that is up for renewal. A motion to purchase a 5 month CD at State Central Bank for \$20,000, using \$2,600 from checking was made by Smidt. Ed Bazow seconded the motion and it was unanimously approved. She also pointed out that another CD would be up for renewal on July 3, 2008. She will keep an eye out for rates and trends in order to get the best investment for that one also. A motion to approve the Treasurer's report was made by Prue Backlin. Ed Bazow seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Collection donations were made by Tom Roush, Susie Waddell, and the Lee County Small Business & Entrepreneurship Development Committee. Courtyard Books and Stan's Bakery made donations to the Summer Reading Program. Donations in memory of David Kay include: Keokuk Coin Club, M. Keith Bruns, Tom Gardner, Patty & Virgil Langenwalter and John Orozco. The Keokuk Coin Club's donation was a new reference book on coins, and the monetary donations made in Kay's honor will go towards young adult books.

Rohlfs continues to wait for Keokuk Contractors to coordinate a meeting with both roofers and the roofing manufacturer to find a solution to the roof problem. There have been no leaks since the snow thawed.

The Keokuk Public Library Foundation met on June 5th for their annual meeting. Four members ended their terms, three new members were chosen, and officers were elected. Dick Logsdon (Treasurer) will be leaving the Foundation board at the end of 2008. Grant deadlines are approaching and the Foundation's independent contractor will start fund-raising for the landscaping project as soon as the 3-D images are available.

The library was recently notified that we will be getting an SCC Student worker over the summer; Emily chose Ivy Printy for the position, and is awaiting her start date.

Rohlfs spoke with Mike's Landscaping about some issues. He will be coming to spray weeds, re-mulch, and clean up the landscaping. New planting, plant replacement, and trimming trees were all discussed, although those items will have to wait for a new budget and for Mike to finish other commitments.

The Summer Reading Program began this month and many children and several teens have registered for the program. Turnout for programs has been very good.

The Book Sale is scheduled for Crazy Days again this summer. To encourage TACK members (Teen Advisory Council-Keokuk) to volunteer and promote TACK, Rohlfs suggested that they volunteer and keep the money they collect for the teen department.

Our new downloadable audio book program began June 1.

The library's Great River Reads book choice for August is *Fahrenheit 451* and Rohlfs has been working on programming. She would like David Schoonover, curator of rare books at the University of Iowa, to give his presentation, "Books as Art." The cost of this presentation is \$300 plus travel fees and hotel. Rohlfs noted that she would ask the Foundation to pay his expenses, unless the board objects.

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

(H) COMMITTEE REPORTS:

Mike Woodring reported for the Building & Grounds committee. At this time, the committee is looking for board approval on the general concept with any minor details to be worked out over the following months. A motion to accept the 3-D diagrams as shown on pages 1 & 3 covering the stage, white house/deck, entryway, program area and picnic area as well as staying with the curved design was made by Barb Smidt. Prue Backlin seconded the motion and the motion carried with one opposed. Woodring will have the Building & Grounds committee meet to work out the details to bring back to the next board meeting.

(I) **OLD BUSINESS:**

None.

(J) **UNFINISHED BUSINESS:**

Sue Olson inquired about the status of the energy audit from Alliant. Rohlfs has not heard back from them. She will contact them again since they have passed their self-set deadline of 90 days. Ed Bazow suggested using halogen bulbs as replacements; Rohlfs stated that the library has been doing this wherever possible. In discussing the heating/AC problems, Rohlfs told the board that in all probability, a new system will have to be looked at.

(K) **NEW BUSINESS:**

Mike Woodring presented the slate of officers from the Nominating Committee: Linda Sue Mullen, President; Martha Marsot, Vice-President; Barb Smidt, Treasurer. There were no nominations from the floor; all were duly re-elected by acclamation.

Changes to three policies were presented:

Fee Schedule: A motion to adjust the fee schedule to include the \$1.00 charge for ear buds was made by Prue Backlin. Jeanne Caropreso seconded the motion and it was unanimously approved.

Computer policy: A motion to change the wi-fi printing wording and to limit the number of sessions to six per person per day was made by Ed Bazow. Mike Woodring seconded the motion and it was unanimously approved.

Library Clerk job description: A motion to combine two old job descriptions to one position with some adjustments was made by Prue Backlin. Ed Bazow seconded the motion and it was unanimously approved.

(L) **ADJOURNMENT:**

A motion to adjourn was made by Mike Woodring. The motion was seconded by Jeanne Caropreso. The meeting was adjourned at 4:50 pm. The next board meeting is scheduled for Monday, July 21, 2008 at 4:00 pm.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
July 21, 2008**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:07 p.m. by Vice President Martha Marsot in Linda Sue Mullen's absence. The minutes of the previous meeting were presented for review. A change in wording was noted. A motion to approve the minutes was made by Prue Backlin. Jeanne Caropreso seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Emily Rohlfs reported on a comment made to her by a patron regarding our DVD loan period and fines; currently we loan all DVDs for 3 days and those fines are \$1 per day. Rohlfs will do a survey of other libraries to see what their policies are.

(D) TREASURER'S REPORT:

Smidt presented the treasurer's report, showing the re-invested CD and also presented rates for the CD that was up for renewal. She added \$2,000 to the previous amount for a total of \$13,000 reinvested. A motion to approve the Treasurer's report was made by Jeanne Caropreso. Ed Bazow seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Collection donations were made by Tom Gardner, Christy McLain, Macy Murray, Mrinalini Joshi, Suzie Waddell, the Annenberg Foundation Trust at Sunnylands and many anonymous donors. Donations have also started coming in for the Carl Huiskamp memorial.

Mike's Landscaping finished the weeding and re-mulching. Any additional work will have to wait for his prior commitments.

The book sale is scheduled for July 21-26th in the Round Room. Sandy Johnson is coordinating volunteers if any board members are interested in assisting.

The schedule for Great River Reads in August has been set and includes a Literary Clock Craft; Movie Night featuring *Fahrenheit 451*; a "Books as Art" presentation by David Schoonover; and a book discussion of *Fahrenheit 451*.

Rohlfs reported that she was on vacation July 14-19 and will be attending the ILA Leadership Institute in Davenport, July 22-25.

Rohlfs handed out and discussed the year end statistical report.

Two student pages will be leaving soon for college. Katelyn Whitaker and Weston Panther will be replaced by Joel Carter and Eden Horton.

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:

None.

(I) OLD BUSINESS:

None.

(J) UNFINISHED BUSINESS:

Alliant Energy conducted their energy audit on Friday, July 18th. They will be sending a written report in the next few weeks regarding their findings.

Rohlfs reported that the total amount taken in by the book sale was \$1,432.

(K) NEW BUSINESS:

(L) ADJOURNMENT:

A motion to adjourn was made by Sue Olson. The motion was seconded by Jeanne Caropreso. The meeting was adjourned at 4:32 pm. The next board meeting is scheduled for Monday, August 18, 2008 at 4:00 pm.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
August 18, 2008**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

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

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Nancy Snaadt from Alliant Energy presented the results of the energy audit that was conducted on July 18, 2008.

(D) TREASURER'S REPORT:

Smidt presented the treasurer's report pointing out the additional line being used for TACK funds. A motion to approve the Treasurer's report was made by Sue Olson. Martha Marsot seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Collection donations were made by Donna Johnson and many anonymous donors. Sharon and Gary Johnson donated in memory of John Russell, Elmer Kay and Katherine Hardin. The following monetary donations were made to the Library in memory of Carl Huiskamp: Jane Abell, Kenneth and Nancy Allerman, Richard and Pamela Beaird, Alice and Richard Bowers, Joseph and Margaret Boyle, M. Louise and Richard Covey, Jack Cronin, Dirk DeJong, Sarah H. Fletcher, June Gudgel, Aletta and Donald Hardin, Helen and Jack Harness, Mary Jo Hendrickson, Michael W. Hickey,

Julia Huiskamp, Sister Julia Huiskamp, Nadine Huiskamp, Patty and Robert Huiskamp, W. Gerard Huiskamp, Dixie and William Jutte, Jr., Patricia and Robert Kemp, Joan T. Logan, Martha Marsot, Laura Mendenhall, Kenneth and June Miller, Julie and Mike O'Connor, Roger Peterson, Thomas and Cathy Richardson, Dick and Nancy Robinson, Jack and Susan Rogers, Kate Sammons, Mary and Larry Sibbing, Carol and Donald Steingreaber, Amy and Birdwell Sutlive, Laura and Mike Tennant, Vigen Memorial Home and Leroy L. Watson. Additional funds were given to the Foundation.

The library made \$1,432.25 total during the week-long book sale. All staff and many volunteers contributed to its success, with coordination by staff member Sandy Johnson. \$154 was collected by TACK (Teen Advisory Council-Keokuk) when teens volunteered during the brown bag sale on Friday.

In late July the library received the grant check from the Gates Foundation. This was a 25% matching grant with funds from both the KPL Foundation and the Keokuk Area Community Foundation. These monies will be used to purchase five new public access computers, including networking, installation, software, etc. These computers must be in place by September 30th. Phase two, with funds dispersed next summer, will give us enough to purchase four additional public access computers.

The KPL Foundation met on August 12th and welcomed three new members: Ed Kiedaisch, Tom Gardner, and Scott Piper. Members voted to pay for the David Schoonover lecture and to also pay for an October performance—Duffy Hudson's "In the Shadow of the Raven." The need to reprint the "Keokuk and Samuel Clemens" pamphlet, mail an annual solicitation letter, and create a fund-raising committee for the landscaping project was also discussed.

Rohlfs also reported that the Lee County Supervisors had agreed to give the Lee County Libraries a one-time stipend of \$15,000. This money will be used to purchase LearningExpress Library, a database for each library with access to testing databases, and the remaining funds to be distributed equally among the five libraries.

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

(H) COMMITTEE REPORTS:

Mike Woodring reported for the Building & Grounds committee. He stated that the new 3-D images were being drawn up and the issues of concern had been addressed: the hedges are now gone, being replaced with individual plants; the limestone block benches have been removed and will be replaced with benches with backs; and the paved entrance area will not have grass strips.

(I) OLD BUSINESS:

None.

(J) **UNFINISHED BUSINESS:**

None.

(K) **NEW BUSINESS:**

Rohlfs presented her proposed changes to DVD check out times: if a title has three or more discs, it will be checked out for seven days instead of three. A motion to accept this policy change was made by Barb Smidt. The motion was seconded by Sue Olson and it was unanimously approved.

(L) **ADJOURNMENT:**

The meeting was adjourned at 5:00 p.m. The next meeting is scheduled for September 15, 2008 at 4:00 p.m. in the Round Room.

*July 21-26, 2008 Book Sale
(Report by staff coordinator, Sandy Johnson)

Set-up started Wednesday, July 16, with five tables brought by Omega Electric from St. John's Church. Thursday, July 17, six students and one staff member from Midwest Academy (very good workers) brought books from the white house and downstairs. We borrowed four tables from Bethany Baptist Church and two from the Keokuk Art Center. One table was put in the lobby and table was placed outside. We used Sue Olson's market umbrella for shade.

Johnson-Schmidt's "sandwich board" was borrowed and placed on Main Street. Our plastic "sandwich board" was placed on the corner.

Date	Profit
July 21	\$531 Most books \$0.25, except for easies and adult non-fiction (\$0.50). Vintage books, magazines, and misc. as priced, and music CDs \$1.00/ea.
July 22	\$270
July 23	\$208 Price on items dropped to .25/ea except for easies and vintage books priced "buy 2, get 3 rd one (equal or less value) free.
July 24	\$164 Two for one sale, including vintage.
July 25	\$154 Began bag sale at \$1.00/bag. Got 200 brown grocery bags from Hy-Vee, County Market and Aldi. Vintage books, "buy one, get one free."
July 26 (3/4 day)	\$105 Bag sale at .50/bag.

Free books – except for vintage – Monday through Wednesday next week)

Total **\$1,432** (\$154 TACK)

Total Volunteers – 36

Total Volunteer hours – 149

*Held in conjunction with Main Street's Sidewalk Sales (Thursday-Saturday)

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
September 15, 2008**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

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

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Smidt presented the treasurer's report. A motion to approve the Treasurer's report was made by Sue Olson. Prue Backlin seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Donations to the collection were made by Paul Marlin, Ken and Frances Sibbing and many anonymous donors. Monetary donations to the foundation in memory of Carl Huiskamp were made by: Anee H. Miller, Gary and Sandy Johnson, Ed and Dev Kiedaisch, Ken and Frances Sibbing and Clint and Debbie Wilson.

All of the equipment and software has been ordered for Phase 1 of the Gates Hardware Grant. We will be getting 6 new computers. Saving some money by reusing monitors, we were able to get new children's software and two public scanners. All computers will have Microsoft Office Professional Plus, extra RAM and CD/DVD burners. One hundred 1GB flash drives engraved with the Keokuk Public Library website have also been ordered and will be used to promote the new computers, which should be

installed between September 24th and 25th.

The money received from the Lee County stipend is being spent on the following items: LearningExpress Library: database subscription jointly purchased by all five libraries starting October 1st. It will allow remote access from any Internet connection to hundreds of testing materials—from ACT, SAT and GED to real estate and civil service; two spine label printers and six rolls of labels for cataloging; one new circulation computer and barcode scanner; one receipt printer and desensitizer for the Youth Services desk; and the remaining amount for the video collection.

Rohlfs also reported that she has created a staff evaluation and sent it to Southeastern Library Services for input. She hopes to have ready to show the board next month and begin evaluations shortly after that.

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

(H) COMMITTEE REPORTS:

Mike Woodring reported for the Building & Grounds committee. The new 3-D images were distributed to all board members. The committee would like to get together with the foundation to move forward with fundraising ideas.

Rohlfs reported on the roof problem and has set up a conference call this week with Bruce Hamous, John Runge and herself to hopefully get things moving forward in regards to fixing the problem. Hamous would like to make sure that all steps were taken during construction by the subcontractor.

Rohlfs has also contacted a local window repair shop to see about the plexiglass inner windows that need repair/replaced in the children's area. They do not work on this type of project. Clinton suggested Cook's and Mike suggested getting estimates on repair and replacement to see cost difference and to also help with energy costs.

Woodring also reported on the committee's decision in regards to moving ahead with some of the suggestions, especially the programmable thermostats, the area lighting sensors and the insulating of pipes. Rohlfs will get estimates from at local contractors.

(I) OLD BUSINESS:

None.

(J) UNFINISHED BUSINESS:

None.

(K) NEW BUSINESS:

Rohlfs reported that the Huiskamp memorials and the Pancrazio donation totaled \$4080. A motion to write a check for that amount to the Foundation was made by Mike Woodring. Sue Olson seconded the motion and it was unanimously approved.

Linda Sue Mullen also inquired as to whether we were going to have staff going to the Iowa Library Association conference. Rohlfs reported that she would be asking Julie Claus and Christy McLain to attend this year.

(L) ADJOURNMENT:

The meeting was adjourned at 4:45 p.m. The next meeting is scheduled for October 20, 2008 at 4:00 p.m. in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
October 20, 2008**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:05 p.m. The minutes of the previous meeting were presented for review. A motion to approve the minutes was made by Jeanne Caropreso. Prue Backlin seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Rohlfs presented the Treasurer's report in Smidt's absence. She pointed out the funds written to the Foundation and that a portion of the Gates grant money has been distributed. Linda Sue Mullen mentioned that both CD's will be up for renewal soon and need to be discussed at next month's meeting. A motion to approve the Treasurer's report was made by Ed Bazow. Mike Woodring seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Donations to the collection were made by Cecilia Burris, Joseph Condren, Karla Danley, the National Endowment for the Arts, Marilyn Setzler, and many anonymous donors.

All six new public computers, two new scanners, etc. are in place for public use as a result of the Gates Grant. An under-estimation of labor by J&S caused us to go over budget by \$550 on the grant, but this will be paid for from the general budget.

In Phase 2 of the grant, we will purchase an additional 4 computers and must raise 50% of the cost. We should be able to more-accurately budget for labor next time.

The Lee County Stipend money has been spent and our new Circulation desk computer has also been installed. It is much faster than the old one and also has a new bar code scanner. The receipt printer has also been installed at the Youth Services desk allowing that desk to become another check out option for patrons. New label printers were installed at Monica's and Sandy's desks, making spine label printing more efficient. Around \$400 was spent on new videos—mostly for the youth section.

The Lee County Libraries jointly purchased a year's subscription to LearningExpress Library, which started October 1st. All Lee County residents can now access hundreds of testing materials for free through any Lee County Library website.

Last year we signed up for the Big Read grant through Western Illinois Reads. This year we are doing two Big Reads. We will read *Their Eyes Were Watching God* by Zora Neale Hurston with the African American Historical Museum, and *The Adventures of Tom Sawyer* by Mark Twain with Western Illinois Reads. The first is scheduled for January or February 2009 and the second will take place in March or April 2009.

Story Time was resumed by Julie Claus on September 24th with this session ending December 11th. Kids meet every Wednesday and Thursday morning in the Round Room.

The Lee County Advisory Board, comprised of all Lee County library board presidents, will meet on Wednesday, October 22nd in the Round Room. The library directors are recommending the same budget request as last year—a \$16,000 increase for fiscal year 2009-2010. The budget allotted from the county has remained at the same amount of \$52,500 for the last nine years. This request will be presented to the Lee County Board of Supervisors in December or January.

Rohlf's also reported that Julie Claus and Christy McLain attended the Iowa Library Association Conference in Dubuque and brought back many new ideas.

Rohlf's stated that with Monica's help, she is almost finished with the annual report to the State Library. Work now begins on Lee County statistics to present to the Advisory board and the Board of Supervisors.

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

(H) COMMITTEE REPORTS:

Mike Woodring and Rohlf's reported for the Building and Grounds Committee. Rohlf's reported that the roof is still leaking with no one accepting blame. Garland Roofing has stated that they will not honor the warranty on the old roof as they were not consulted

about the addition tie-in detail which alters their roof, making the warranty void. Dennis Martin of Garland did say that they would reinstate our warranty if the tie-in was redone and the detail pre-approved by them. They would prefer something with an expansion joint.

After several conversations with Bruce Hamous, John Runge, Gary Newberry, and Dennis Martin, it was decided that Millard (subcontractor) is going to do a flood test. If the leak is coming from the tie-in or the Carlisle side, Millard will re-do the tie-in area and have Garland approve the detail first. There is one small spot that is obviously on the Garland side, but we will have to wait and see. If our warranty is reinstated, Garland will fix this at no cost.

Rohlfs also reported that Cook's Glass gave us quotes on replacing the big window in the Children's area and the perimeter windows: \$2,200 to replace the 24 existing windows with 1/8" safety glass of the same size and frames; \$6,700 to replace the 13 existing perimeter windows with 1" bronze tempered insulated glass in dark bronze thermo-break aluminum frames; \$7,500 to replace the big window with 6 bigger plates of 1" bronze tempered insulated glass; so a total of \$14,200 for insulated glass replacement. We are still waiting on a quote for the windows on the alley side. Questions arose in regards to the RU factor of the windows and a projected savings amount. Someone also asked if we have to get more than one bid to follow city policies. Ron Cook of Cook's Glass will be contacted about the first question, and City offices will be contacted about the second question.

(I) OLD BUSINESS:

None.

(J) UNFINISHED BUSINESS:

None.

(K) NEW BUSINESS:

The staff evaluation form was handed out for board consideration. Discussion ensued and it was decided that the board will look at it for now and then revisit the issue at the next meeting after the policy committee has met and looked it over.

(L) ADJOURNMENT:

The meeting was adjourned at 4:55 p.m. The next meeting is scheduled for November 17, 2008 at 4:00 p.m. in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
November 17, 2008**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:20 p.m. The minutes of the previous meeting were presented for review. A motion to approve the minutes was made by Jeanne Caropreso. Sue Olson seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Smidt presented the treasurer's report. A motion to approve the Treasurer's report was made by Sue Olson. Prue Backlin seconded the motion and it was unanimously approved. Discussion ensued as to the CD that came due today. State Central still has the best rate at this time. A motion to invest the CD amount, plus interest and additional from checking to make it \$24,000 was made by Sue Olson. Ed Bazow seconded the motion and it was unanimously approved. A motion to allow the treasurer to invest the other CD of \$13,000 plus interest at her discretion was made by Sue Olson. Prue Backlin seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

Sue Olson reported to the board that the microfilm reader/scanner has been purchased and will be installed on Thursday, November 20. Staff training will also take place.

(G) LIBRARIAN'S REPORT:

(H) Rohlfs attended the Lee County Advisory Board Meeting with Monica Winkler and Linda Sue Mullen; a KPL Foundation meeting; Policy committee meeting; Building & Grounds meeting; a course through the State at the Burlington Public Library titled "Marketing the Library's Message" and a meeting with the African American Historical Museum's Advisory Committee in regards to program ideas for our community.

Donations to the collection were made by April Michelle Burrton, Joseph Condren, Angalia Jones and Tom Richardson.

The Lee County Advisory Board held a meeting on October 22nd. The Board decided to change mileage reimbursement to stay consistent with IRS rates. They also voted on a budget request to the Lee County Supervisors of \$68,500—a \$16,000 increase over our \$52,500 budget of the last nine years. This increase would be used for new programs, public relations and reference databases. The next presentation to the Supervisors will be led by Emily Rohlfs and Sarah Clendineng.

Two books have been chosen for the All Lee County Teen Read—*The Book Thief* by Markus Zusak and *Nick & Nora's Infinite Playlist* by Rachel Cohn and David Levithan. The first book discussions are tentatively planned for February at each library and each read will conclude with a pizza party for participants in Fort Madison and Keokuk. This was made possible through a Lee County Youth Services grant, submitted by Brenda Knox of Donnellson.

Rohlfs has created an e-newsletter list to notify patrons via email about upcoming news and events.

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

(I) COMMITTEE REPORTS:

Smidt reported to the board for the Policy committee in regards to staff and director evaluations. They were looking for measurable, pertinent and simple ways to evaluate and the committee feels the questions decided on meet those criteria. The committee retained the self review portion and left the goals section in for each person. The director's evaluation was handed out to each board member. The recommendation from the committee is to accept the evaluations as presented, with a motion made by Smidt. Jeanne Caropreso seconded the motion, and it was unanimously approved. It was suggested that Rohlfs do two evaluations per month with the last two in February; it was also suggested that these evaluations be considered a "baseline," with future evaluations staggered throughout the year.

Rohlfs reported to the board for the Building & Grounds committee in Woodring's absence. In regards to snow removal—a letter needs to be written to the city to clarify where the library and city-owned property priorities exist in snow removal. We need to find out if city workers will be able to remove snow from library sidewalks and parking lot in a timely manner. Rohlfs will be giving some statistics to Clinton Boddicker so he can write a letter to our new Public Works director.

In regards to the window replacement project—the committee would like to continue to develop an energy efficient window replacement plan, but due to the complexity and total cost of the project, they recommend hiring a consultant to develop plans prior to

obtaining bids. The cost of hiring Bruce Hamous of OPN will be at least \$700 plus \$110 per hour after that.

In regards to several of the board and committee's questions from last month—Monica found out that we must bid projects that are over \$25,000. We don't have to bid this project, but the City suggested getting quotes from Double A Glass and Tri-State Windows, which are both in town. If we hire the consultant, we'll want to wait for an apples-to-apples comparison.

Cook's Glass brought a sample window from their proposal (not to scale). Emily told Ron Cook that we might be looking into getting an architect for advice and asked when the work could be done. He thought next spring or summer. We cannot "lock in" the rate from this proposal – we should expect an increase of about 10% in the cost of materials next year. He also brought the R and U values. They cannot estimate cost savings without knowing the values of our existing windows, but estimated that it would be twice as efficient.

(J) OLD BUSINESS:

None.

(K) UNFINISHED BUSINESS:

None.

(L) NEW BUSINESS:

None.

(M) ADJOURNMENT:

The meeting was adjourned at 5:06 p.m. The next meeting is scheduled for December 15, 2008 at 4:00 p.m. in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
December 15, 2008**

(A) ROLL CALL:

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

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Smidt presented the treasurer's report, noting changes in the CD renewals and the last Gates payment was made. A motion to approve the Treasurer's report was made by Ed Bazow. Prue Backlin seconded the motion, and it was unanimously approved.

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Donations to the collection were made by Jan Gaylord, Bill Gullick, and many anonymous donors.

Monica and Emily discussed changing back to Quest for local/long-distance telephone service and switching from Mediacom to Quest as an Internet Service Provider. Last year we switched to Iowa Telecom after seeing their phone/Internet proposal, which estimated a large cost savings. A year later, our telephone bills have been higher and they have still have not switched out Internet.

The new proposal from Quest suggests a small cost savings for phone, and a change in Internet bills from \$120 to about \$65.95. We hope to have everything switched by

Wednesday, December 10th. December's bill will be pro-rated and we will have free service in January and February.

With a change from Mediacom on our IP addresses, our catalog has not been functioning off-site since December 4th. We've received some complaints from patrons, but we believe it will all be straightened out by Quest and J&S Electronics when we change Internet Service Providers.

Last week, it was reported that the "T" in ART was missing from the rear entrance. The letter was never found. On Monday, staff reported catching two juveniles in the act of removing the "A". The letter was not removed, but rotated, thanks to staff intervention. The kids did not flee, so their parents were called and the matter discussed with them. ASI was called on Tuesday to get an estimate for replacing the "T" and fixing the "A". Rohlfs also asked if they could re-evaluate the methods they used to attach the lettering to the walls.

Rohlfs reported that the library has not yet received the budget sheets from the city, but she anticipates that they will have a deadline before the next board meeting.

Rohlfs also reported that the Library Foundation and Keokuk Art Center will be co-hosting a fund-raiser called "The Not So Quiet Librarian" on February 21 at the library.

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:

Mike Woodring reported for the Building & Grounds Committee that Clinton Boddicker has spoken with Gerald Moughler, Public Works Director about the snow removal and he has also sent a letter to the city as a follow up to that conversation.

(I) OLD BUSINESS:

None.

(J) UNFINISHED BUSINESS:

Mike Woodring would like a recommendation to hire the architect for the window project and have Emily ask the Foundation for the money to do it. He made a motion to that effect that was seconded by Barb Smidt and unanimously approved.

Linda Sue Mullen also requested that the library director's evaluation be turned in to her before the next board meeting.

(K) NEW BUSINESS:

Rohlfs asked for the board's ideas in regards to the City budget request. Discussion followed. It was decided to ask for the 4% for cost-of-living wage increase, plus anticipated increases in taxes, health care, and benefits.

Rohlfis also handed out a sample of the community survey for the board to look over and give input on. A few adjustments to the survey were suggested and it was decided to send it out in the city water bills as soon as it can be arranged.

(L) ADJOURNMENT:

The meeting was adjourned at 5:02 p.m. The next meeting is scheduled for January 19, 2009 at 4:00 p.m. in the Round Room. A reminder was also given that the February meeting will be held on February 23rd, due to President's Day.