

**Keokuk Public Library Board
Special Budget Meeting
January 7, 2013**

Members Present: Buddy Howard, Clinton Boddicker, Barb Smidt, Linda Sue Mullen, Martha Marsot, Jane Abell and Ed Bazow

The meeting was called to order at 4:30 pm by board President Linda Sue Mullen. There were no public comments.

Emily handed out copies of the proposed FY 13-14 city budget. She explained that while the city has asked for a zero percent increase to the bottom line, we needed to increase our Acquisitions budget due to our upcoming Accreditation renewal application: Accreditation requires that at least 10% of total expenditures goes toward the collection, and we have been spending about 7% the last few years. The State accepts 10% as an average of the last three years, or just for the last year before reaccreditation.

Her proposed budget comes in at \$454,715.00, an increase of \$18,603.00. This amount is actually about \$10,000 less than our total budget from two years ago. She also pointed out that the library does not ask for capital improvements from the city budget like the other departments.

Linda Sue asked if the State counts any other funds, like the Gray Memorial, if they are used to purchase items for the collection. Emily responded that yes, it is counted.

The board discussed at length this proposal. They felt it was important to have an audience with the council this year and remind them how hard it was to get our accreditation back and the cuts we have made in previous years to keep it. The board would also like to bring up the things we have done in regards to energy-efficiency and the savings that has brought about.

A motion to send the proposed budget to the city was made by Barb Smidt. Martha Marsot seconded the motion and it was unanimously approved.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
January 21, 2013**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:00 p.m. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Sue Olson. Barb Smidt seconded the motion and it was unanimously approved. A motion to accept the minutes of the special budget meeting from January 7th was made by Barb Smidt. Sue Olson seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

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

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection this month by Peter Egley, Jr., Paul Marshall, and Barb Smidt along with many anonymous donors.

The 3rd annual Adult Winter Reading Program will begin on February 4 and run through March 15th. This year's theme is "Get Puzzled @ Your Library" and includes gift basket prizes as well as a Kindle Fire HD as the grand prize.

Other upcoming programs include a Photo Tour of Africa on January 21st; a Nalani Proctor musical performance on January 22nd and a photo tour of Italy on January 29th.

Tonya Boltz has booked Dave Ehlert for a Mark Twain and Abraham Lincoln program for May 29th. He also offered to do a fundraiser on May 28th for a portion of the ticket sales (not over \$500), performing as Elvis Presley. The Grace Bott-Millar Charitable trust is contributing \$300 towards the cost of renting the Grand Theatre and Sue Rogers has offered to donate her time as an event coordinator—usually \$100. The Foundation will discuss ticket prices and refreshments at their February meeting.

The Foundation voted to pay up to \$9,000 on the front lobby tile project. Adams Contracting has ordered the tile and will let us know when they are ready to set a date for the work so we can notify our patrons that the lobby will be closed while under repair.

Topics for the continuing education workshops are coming along. While no dates have been set yet, one-hour topics from SCC's Center for Business are under consideration as well as a presentation from two librarians at North Liberty to speak with us regarding subject-based cataloging.

A bid for the RFID security/self-checkout systems has been received from Bibliotheca. More discussion will follow under new business.

Geraldine Lawson, Senior Circulation clerk, has submitted her resignation effective March 4, 2013.

The city has informed us that our budget hearing will be held on Saturday, February 2nd at 8:30 am in the city council chambers.

January 22nd is the date for the Lee County Librarians to have their budget hearing in front of the Board of Supervisors. This will be at 9:30 am in Fort Madison.

The application for World Book Night has been filed and we are waiting to hear if it has been accepted.

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

(H) COMMITTEE REPORTS:

As reported by Emily in her report—the tile is on order for the front lobby.

In regards to the flagpole, Monica reported that Doug Shipman, from Shipshape Landscape, picked up the pole from Menards in Burlington for us. This will be an additional cost to the original estimate but since the pole did not come in sections there was no alternative. A motion to increase the amount of the bid by up to \$150 to cover this cost was made by Mike Woodring. Sue Olson seconded the motion and it was unanimously approved.

While there was no news to report regarding the geothermal bids, the board discussed setting a date by which those bids need to be turned in. It was agreed by the board

members that we need to have numbers by the next board meeting or we may be required to go elsewhere. Mike also requested that we get some kind of figures for replacing or updating what we currently have so that the board can look at both options and compare. He also suggested having Paul Townsend, a friend and former HVAC guy, come to talk to the board about the options available. The board agreed that they would like someone to come and explain things. Adam Kraus has also offered to talk to the board.

(I) UNFINISHED BUSINESS:

None.

(J) NEW BUSINESS:

Emily handed out the information she has received from Bibliotheca regarding the RFID system. She explained some of the options offered like software, self-checkout, mobile tagging stations, handheld inventory and media release stations. Discussion ensued over the cost and more answers are needed in regards to the numbers given. Barb also requested that a timeline for payback be presented. The possibility of doing it in stages was also brought up. More information will be brought to next month's meeting.

Emily reported that she has been talking to North Liberty in regards to having some of their people come to our library and talk to the staff about how they implemented subject-based cataloging and how it is working for them. Their director agreed to let two people come but no time/date has been set. Emily is also waiting on a return email from CBIZ about one-hour classes that they offer.

ADJOURNMENT:

The meeting was adjourned at 5:00 PM. The next meeting will be held on Monday, February 25th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
February 25, 2013**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:02 p.m. 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.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Problems with the public restrooms were revisited.

(D) TREASURER'S REPORT:

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

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection this month by Kirk Brandenberger, Joseph Condron, Angela Gates, Donna McVeigh, Kirk Rohlf, and Leah Williams, along with many anonymous donors.

Staff education days:

Friday, March 29th (Good Friday) – I would like to close for the half day we are normally open to discuss subject-based cataloging. Three librarians from North Liberty have volunteered to come to our library and share their experiences with the staff.

Friday, May 31st we would like to close for 2 hours in the morning for a staff meeting and a 1-hour workshop by the Center for Business from Southeastern Community College, entitled “Fundamentals of Supervisory Communication.”

Friday, August 30th I would like to close for a half day as we discuss disaster preparedness and practice fire drills and procedures, with the Fire Chief as a presenter.

Thursday, October 17th I would like to close the library for a full day so that staff can attend the Iowa Library Association conference in Coralville.

The World Book Night application has been submitted, requesting that the entire board be book givers on April 23rd. A variety of books have been requested, allowing all givers to mix the boxes up. Linda Sue is out of town and Sue is not available during the day so others may be asked to fill in. The board members requested a schedule, times and a listing of agencies so overlap can be avoided.

Two staff members applied for the Senior Circulation clerk position to replace Gerri Lawson and Teri Terford was selected. Her position, Circulation Clerk, will soon be advertised with a deadline of March 1st.

The week of February 25 is Gerri’s last week. We will be having a staff dinner at a later time to celebrate, per her request, and we will submit an article to the Daily Gate City about her years of service and last day. We will have a cake for visitors to celebrate on Friday March 1st.

At the next Foundation meeting, a request for funding to allow Mindi Davis to attend the Kids First conference in Des Moines will be made.

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

(H) COMMITTEE REPORTS:

Emily reports that the rug that used to be in the front lobby no longer fits due to the underlayment making the tile floor a little higher. She has contacted Streeter’s to see if they are interested in measuring for a new one but has heard nothing back. Oval rugs that fit in front of each of the outer entrances have been found in a catalog and are American made. Discussion ensued and it was decided to have Emily order two rugs from that catalog for the front lobby.

She also gave an update on the benches. Stan Pepple has given a rough estimate to build a new one like the old one for the other side at around \$1,000. It was decided to look at other options and bring possibilities to the committee and then report back to the full board.

(I) UNFINISHED BUSINESS:

Front lobby tile project: The tile is installed and looks great! The concrete subflooring was in great shape, so there were no worries there.

Flagpole: It is in storage in town, waiting for consecutive warm days so the cement can be poured.

Geothermal: Phone calls were made, asking for bids by today—Borders said they would try as they were waiting on a bid from the well drillers but it didn't happen. Kraus did not return call. On the matter of updating the current system, Monica spoke with Dan at Enderle's for a little more clarification on items previously reported. He is very knowledgeable about the system we have and would be of great use when it comes to decision making time. Mike suggested that he be asked to come and talk to the committee when the time comes. He would also like to gather all the info from whatever sources we have and then present a report to the board.

Radio Frequency ID Book Security & Self-Checkout: Two more quotes have been received and were handed out for review. The system costs more than anticipated and discussion ensued. The board would still like to have more information. Reports from other libraries, cost savings and/or payback are still needed.

(J) NEW BUSINESS:

FY 2013-2014 Budget revision: Emily reported that she had been speaking with John Russell in regards to adding/changing line item names for the coming fiscal year, and he was very receptive. With the changes the budget will better-reflect our spending in different categories and it will save us time in preparing annual reports.

As reported in the librarian's report, a schedule of staff education days has been made, with a request to close for all or part of some of these dates. A motion to approve the dates for staff education for March 29th, May 31st, August 30th and October 17th was made by Sue Olson. Mike Woodring seconded the motion and it was unanimously approved.

Linda Sue noted that one of the quarterly meetings with the Keokuk Art Center needs to be set up. She also noted that their current contract expires on December 31, 2013.

ADJOURNMENT:

The meeting was adjourned at 5:00 PM. The next meeting will be held on Monday, March 18th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
March 18, 2013**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:02 p.m. Linda Sue asked the board to look over the agenda and if there were any conflicts to let her know. There was none. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Sue Olson. Buddy Howard seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

An inquiry into the reasoning behind the library closing on March 5 was received, and the decision was discussed.

(D) TREASURER'S REPORT:

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

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection this month by Mindi Davis, Diane Kearns, and Jerre Vandenberg, along with many anonymous donors.

The group application for World Book night is still in process, and no communications have been received.

Emily has been back and forth with vendors concerning the RFID quotes without self-checkout and is awaiting more information.

Two new rugs for the lobby were ordered, repairs have been made to the public and staff restrooms, and research on benches for the front lobby is in progress. Findings will be reported to the B & G committee.

The position of Circulation Clerk was advertised for two days, resulting in 35 applications. Interviews with eight of those applicants took place and Tammy Phillips was chosen for the position. She will begin her duties on April 1st.

The Foundation voted to pay for Mindi Davis to attend the Kids First Conference in Des Moines on April 29th and 30th.

The Winter Reading Program wrapped up with 58 total participants with most of those hearing about the program at the library. Winners of the baskets were: Puzzles—Karen Ackerson; Scrapbooking—Martha Price; Coffee—Dawn Cunningham; Golf—Ann Pietscher. The Grand Prize Winner of a Kindle Fire was Joseph Condren. There were 634 total entries for the prizes which ends up being 1,268 hours of reading completed!

Linda Sue and Emily met with Tom Seabold and Jim Wells on March 12th for the quarterly CCP meeting. They were updated them on building projects and library news. With the contract set to expire at the end of December, both parties agreed to meet after a new board president has been elected. The fund raiser “A Moveable Feast” was also discussed for October with an Edgar Allen Poe/Halloween theme. Both groups will need to get together for a committee to work on selecting houses, menus, entertainment, etc. Jim Wells suggested we contact Duffy Hudson to perform as Poe during the event. Board discussion on this event ensued and it was agreed that all CCP members share equally in the work and profits from this event.

The e-rate paperwork has been completed for the telephone discount to continue in 2014.

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

(H) COMMITTEE REPORTS:

Nothing new from Buildings and Grounds - updates were covered in the Librarian’s report.

(I) UNFINISHED BUSINESS:

Radio Frequency ID Book Security & Self-Checkout: Still waiting on a quote from Polaris. At last month’s meeting, the board requested a per item checkout cost using salaries vs. checkouts, including wages, FICA/Medicare, and insurance. Emily figured that it costs close to \$2 per item to check out now. Without benefits, it is closer to .26 per item. The board would like to see some figures from Burlington Public Library, who has a similar system, at next month’s meeting. They would like to see salaries vs. checkouts two ways: with insurance and benefits included and with those items left out. Also requested was input on whether or not it makes sense to remove some things from the quotes at our library.

Geothermal: Kraus has completed their quote. The B & G Committee has not met since receiving this, but will review it at their next meeting and report back. Borders has not turned in theirs.

Flagpole: Nothing new to report. Shipshape is just waiting on a few good days of nice weather before it can be installed.

(J) NEW BUSINESS:

FY 2013-2014 Budget revision: Copies of the revised budget were handed out to the board for review. This includes new line items to better reflect our spending amounts in those categories. A motion to accept the revised budget proposal was made by Sue Olson. Mike Woodring seconded the motion and it was unanimously approved.

A fundraiser for the Foundation is being held on Tuesday, May 28th at the Grand Theatre, featuring Dave Ehlert from Branson, MO. Tickets will be \$8 in advance and \$10 at the door. Since this is a Tuesday night and the library is open, Tonya has expressed interest in closing the library that day at 5 pm so that the staff may attend the event. After much discussion, the board decided that it would be better to have staff that is not interested in attending the event work that night so the library can remain open.

Mr. Ehlert will be doing free program the following evening at the library, in the Round Room, performing as Mark Twain and Abraham Lincoln.

Linda Sue notes that the terms for two board members will expire in June: Buddy Howard and herself. Buddy has agreed to serve another term, while Linda Sue will be completing her second term and as such cannot serve again. She has asked Barb Smidt to serve as chair for the nominating committee and Ed Bazow agreed to be on the committee as well. Since Barb has agreed to continue as treasurer, they will need to find candidates for the offices of president and vice president and bring that slate to the board meeting in June.

She also noted that Emily's evaluation is due in June, and forms will be distributed in April.

ADJOURNMENT:

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

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
April 15, 2013**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:07 p.m. by Vice President Martha Marsot. Linda Sue arrived shortly thereafter and continued the meeting. There were no conflicts with the agenda by any board members. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Sue Olson. Jane Abell seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Barb presented the treasurer's report. She also reported on new rates available for a CD that is coming up for renewal. She recommends that the board just let it roll over at 0.07% for 24 months. Her recommendation was accepted. A motion to accept the treasurer's report was made by Mike Woodring. Martha Marsot seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

Emily reported that she had two requests to use footage from the security cameras this past month. Discussion over the cameras and areas covered ensued.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection this month by Juliene Anne (author), Carlos Falcon, Barb Johnston, Diane Kearns, John Speights (author), Jerre Vandenberg, and Terry Walker along with many anonymous donors.

The books requested for World Book Night will be shipped next week. Emily is working on contacting the organizations the board members will be visiting and will

call board members to pick up their supply of books when they arrive. A sign-up sheet for board members to pick donation locations was passed around.

A new database, *Mango Languages*, was set up for the library this week. This was purchased with our increased collection budget for next year, but the company has given us three months free! Mango has more than 40 languages to choose from for English speakers, and ESL courses in 15 languages. PR materials are on their way so we can start promoting it as soon as they arrive.

The most recent quotes for RFID were handed out. The cost per circulation that was requested by the board—total staff expenditures divided by circulation of physical materials—was handed out to board members. Discussion over these figures ensued with the board requesting a summary of exactly what the system would do for us and why we want it at the next board meeting.

Tammy Phillips recently started as our new Circulation clerk and is taking to the position quite well.

A genealogy conference was attended by Angela Gates and Mindi Davis will be attending the Kid's First Conference in Des Moines on April 29 and 30.

There are a lot of programs and events coming up at the library including; "Service Dogs" on April 16; "The Life of a Young Keokuk Soldier" on April 26; Library book Club "Dishing about books" on May 1; "Photo Tour of Hungary" on May 2; "Japanese Papermaking" on May 6; "Adapting Bradbury with Dennis Lynch" on May 18; The History of the National Cemetery" on May 21; Elvis Fundraiser on May 28 at the Grand; "Abe Lincoln, Mark Twain and the Civil War" on May 29; and "Meth in the Neighborhood" on May 30.

The director evaluation packet was given to each board member. These are due to Linda Sue before the May board meeting.

A flyer explaining the *Early Literacy Station* that was purchased with Memorial donations was handed out. This will replace the current kid's computer and offer more choices for our young patrons. A second one may be added as the remaining funds are almost enough.

A summary of the continuing ed. class with North Liberty librarians on March 29 was given to the board members. "Subject-based cataloging" was explained to those present and much discussion followed. Emily agreed to give more information in a power-point to the board at its next meeting.

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

(H) COMMITTEE REPORTS:

Mike reported for the Building and Grounds committee—the committee recommends ordering two of the “Boulevard Wood Benches” in White Oak as pictured in the handout. There would be one bench on each side of the front entrances. A motion to pay the remaining balance from unallocated dividends was made by Mike Woodring. Buddy Howard seconded the motion and it was unanimously approved.

A bulletin board replacement for the front lobby is in the beginning stages of research. Updates will follow.

(I) UNFINISHED BUSINESS:

Geothermal: Still waiting on the bid from Borders.

Flagpole: Still waiting.

(J) NEW BUSINESS:

None.

ADJOURNMENT:

The meeting was adjourned at 5:10 PM. The next meeting will be held on Monday, May 20th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
May 21, 2013**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:02 p.m. Linda Sue thanked everyone for changing the date of the meeting so she could attend. There were no conflicts with the agenda by any board members. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Martha Marsot. Jane Abell seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Emily handed out the treasurer's report in Barb's absence. The CD was rolled over and the lobby benches were paid for. A motion to accept the treasurer's report was made by Clinton Boddicker. Jane Abell seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection this month by Prue Backlin, Casey Claiborne, Joseph Condren, Walt Cross, Alex Steele, and (in memory of) Elaine Woodring along with many anonymous donors.

220 books were given away by Keokuk Public Library trustees, staff, and a foundation member to individuals at several local organizations. Several people inquired as to how to be a giver next year.

The library has a new student worker—Nathan Londrie. Marc Wharton will be leaving at the end of May.

Two new computers for the children's area, called Early Literacy Stations, have been purchased with memorial donations through the library Foundation. These computers come pre-loaded with dozens of games in subjects like math, reading, geography, science and more. Donations in memory of the following were used with permission: Anna Smith; Marian Schwarz, John Martin, Susan M. Hall; Robert Fox and in honor of Earl and Judy Walrath.

The benches for the front lobby were received and installed by Stan Pepple.

Emily presented a PowerPoint to the board on "Going Deweyless"—a program that she will also present to the public, giving more information on the process and inspiration. The genealogy section is completed, paperbacks and biographies are almost finished, and volunteers are helping to re-label the romance section. Non-fiction has also been started with the first section being Antiques.

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

A motion to table the RFID research until further notice was made by Buddy Howard. Martha Marsot seconded the motion and it was unanimously approved.

(H) COMMITTEE REPORTS:

None.

(I) UNFINISHED BUSINESS:

The board decided as a whole to move the research on geothermal to committee.

Some progress has been made on the flagpole installation—the cement has been poured and the landscaping bricks are in place—flagpole should be in by Memorial Day!

Linda Sue reminded board members that evaluations for Emily are due to her—only five out of nine have been turned in.

(J) NEW BUSINESS:

Martha presented the Policy committee's recommendations for the changes to fees, ILL, scanning and a new section on research. The board accepted the recommendations as presented and the motion passed.

ADJOURNMENT:

The meeting was adjourned at 4:55 PM. The next meeting will be held on Monday, June 17th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
June 17, 2013**

(A) ROLL CALL:

Jane Abell -- Present
Ed Bazow -- Present
Clinton Boddicker -- Absent
Martha Marsot -- Present
Buddy Howard -- Present

Linda Sue Mullen -- Present
Sue Olson -- Present
Barb Smidt -- Present
Mike Woodring -- Present

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:02 p.m. There were no conflicts with the agenda by any board members. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Sue Olson. Jane Abell seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Barb distributed the report. A motion to accept the treasurer's report was made by Sue Olson. Jane Abell seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

Emily brought to the board's attention that the library has not received any meeting minutes from the Art Center since October. She emailed Tom Seabold about this on May 22 and has not received a response. She will send another reminder email regarding compliance with the lease agreement/

(G) LIBRARIAN'S REPORT:

Donations were made to the collection this month by Jerry and Donna Price, Dr. Gerald Schleier, Austin Shaffer and family, Pat Zastrow, and many anonymous donors.

The Deweyless progress is going well with collections like DVDs, Romance, Science Fiction and Cake Pans being reworded and sometimes reclassified, and then labeled and

ordered. In the Non-Fiction section we have completed Antiques, Art, Biographies and Business and are currently working on History, Transportation and Travel. A program to inform the public about the change and our progress is set for Thursday, June 20th at 6 PM in the lower-level meeting room.

KPL Board Minutes, p. 2

The Summer Reading program is here and in full swing! The theme is "Dig Into

Reading.”

This summer is full of programming opportunities like movie nights, Game-On, Preschool story hours, afternoon movies, learning to talk like a pirate, magician Rick Eugene, the Grout Museum, Blank Park Zoo and Victory Kids with Victor Henigan. Grant applications are being accepted around the Tri-states and the library will be writing one for part of a new microfilm scanner/reader to replace one of our old ones. A motion to accept the librarian’s report was made by Sue Olson. Martha Marsot seconded the motion and it was unanimously approved.

(H) COMMITTEE REPORTS:

Mike stated that while there is no real report, he is working on talking with Enderle’s regarding the existing system and will try to bring a report to the next meeting on the results of that talk, if schedules can be worked out. Emily also reported that we have accepted a proposal from Enderle’s to replace two condenser fan motors and install five programmable thermostats.

(I) UNFINISHED BUSINESS:

The flagpole has been installed and all agree the landscaping around it looks great. Elvis fundraiser—discussion about the fundraiser ensued—for the most part people were pleased with his performance and it raised a fair amount for the Foundation. There were some problem areas—specifically that the time written on the Grand Theatre contract stated 7:00pm while the tickets and flyers stated 7:30pm. This resulted in people trying to get in earlier than they would have normally been allowed and the Theatre commission workers having to deal with that as the library representative was not there.

The director’s evaluation results were handed out to each board member and some discussion followed.

(J) NEW BUSINESS:

The nominating committee of Barb and Ed presented the following slate of officers for the next year:

President: Mike Woodring
Vice-President: Martha Marsot
Treasurer: Barb Smidt

Linda Sue called for nominations from the floor. Hearing none, Jane Abell moved that nominations cease. The slate of officers presented was duly elected by the board’s vote.

Since this was Linda Sue Mullen’s last meeting after serving for twelve years, she read a letter to the board expressing her feelings about her time on the board and the things that she saw accomplished during her tenure. The board thanked her for her years of service and then had cake and lemonade in her honor.

ADJOURNMENT:

The meeting was adjourned at 4:45 PM. The next meeting will be held on Monday, July 15th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
July 15, 2013**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:05 p.m. by President Mike Woodring. There were no conflicts with the agenda by any board members. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Barb Smidt. Clinton Boddicker seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Barb distributed the report. She informed the board that Emily had requested a change to a line item on the report—"TACK" will now be known as "Youth Services" to better reflect what it is intended for, as well as a new bequest by Anna Smith whose interest is designated for the children's area. A motion to accept the treasurer's report was made by Sue Olson. Buddy Howard seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

Emily informed the board that Linda Sue had sent a thank you card for the board.

(G) LIBRARIAN'S REPORT:

Anonymous donations were made to the collection this month.

With July comes a new budget year, so you will notice our new and revised line items—Databases, AV-Audio, and AV-Video, which will help with the annual reports to the State Library. With the increase of \$10,000 to our budget by the City and the pledge by the KPL Foundation for up to \$8,600, we have more money to put towards the collection this fiscal year, helping us to continue being accredited at the highest level by the State Library – Tier 3. The state defines "collection" as print books, downloadable books, periodicals, audio/visual materials and online reference databases. So far, the library has purchased one new database (EBSCO Hobbies) as well as purchasing downloadable titles for our library in OverDrive Advantage.

The end of the fiscal year brings reports to complete for the State Library—the annual report, Direct State Aid report and the Open Access Report. Farmington Public Library has opted out of the Open Access program which means their patrons can no longer check out at other Iowa libraries. If they wish to do so, they will have to purchase a card.

Although no one attended the program on Going Deweyless, staff members continue to work hard at re-cataloging and relabeling Mysteries, Science-Fiction, Cooking, Transportation and History. True Crime and Cake Pans have been completed.

Upcoming programs at the library include Blank Park Zoo, Dino O’Dell, Movie night, and the library book club discussion of *The Dovekeepers* by Alice Hoffman.

Emily gave an update on the Moveable Feast planning. Susan Storm, committee member and foundation member was on hand to give insight into the planning and upcoming pre-events. The Miller House will be the site of *The Purloined Letter* as well as Edgar Allen Poe for the Historical Society; Tom and Sandy Seabold will host the Art Center house with *The Raven*; John and Marsha Kirk will be the library house and present *The Masque of the Red Death*. The date is October 5, 2013.

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

(H) COMMITTEE REPORTS:

None.

(I) UNFINISHED BUSINESS:

None.

(J) NEW BUSINESS:

With Mike becoming president, Ed Bazow was asked and agreed to be the Chair for the Building and Grounds committee. Once a new board member is appointed, they will fill the other slot that Mike held.

Jane Abell made a suggestion that the library and foundation boards get together in order to meet and get prepared for the upcoming fundraiser. She is willing to host it at her house. Board members present agreed it was a good idea.

With the contract between the Art Center, Historical Society and the Library coming up for renewal, the board asked Emily to send out the current copy to all involved to ask for input on any changes that may need to be made. These suggestions will then be discussed at the next board meeting.

ADJOURNMENT:

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

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
August 19, 2013**

(A) ROLL CALL:

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

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:00 p.m. by President Mike Woodring. There were no conflicts with the agenda by any board members. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Sue Olson. Clinton Boddicker seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Barb distributed the report. She also handed out the year-end report that is given to the city for the board to review. A motion to accept the treasurer's report as well as the year-end report was made by Sue Olson. Buddy Howard seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

Emily reported that Farmington Public Library has rejoined the Open Access program.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection this month by Ruby Rossi, Jim Wells, Distribution to Underserved Communities Library Program (Art Resources Transfer), and many anonymous donors.

The Summer Reading Program wrapped up on July 31st. 322 kids signed up with 131 completing the program. Sign up for the program was down almost 10% from 2012 but we had 22% more complete the program!

We were recently informed that the Lee County Board of Supervisors is giving the Lee County Libraries a budget of \$65,000 for fiscal year 2013-2014. That is \$500 more than was requested and the extra amount will be put towards the County DVD Rotation.

Tuesday, September 24th the Lee County Libraries advisory board will be meeting in the Round Room at 7:00pm. This is an annual meeting that takes place with representatives from all five libraries. We will be looking at last year's statistics and how they compared to the previous year, deciding on a budget request for the next Board of Supervisors budget hearing this winter and talking about any other business that affects the five libraries.

Oklahoma Corrections Industries has a project in which they will digitize yearbooks for libraries at no charge. They pay shipping both ways and the turnaround is usually a few weeks. We will be boxing up our collection in the next month and shipping it out. Board members suggested submitted a press release asking for missing copies to be donated or lent.

The Moveable Feast committee got together on July 20th to talk about the event. At our next meeting on August 24th we will be stuffing envelopes and addressing invitations to donors and supporters of the three organizations.

Dr, Jeff Hancks (WIU) will be presenting a free program "After the Saints: Nauvoo's Icarian History" on Thursday, August 29th at 6:00 PM in the Round Room.

The next Big Read is coming up in March 2014 and the book chosen is *Love Medicine* by Louise Erdrich. A kick-off program with Rudy Vallejo is scheduled in the Round Room on March 11th.

Emily reported that she has banned a patron for three months following a confrontation with another patron, which she called the n-word, and two library staff members, which she called b*****. She was told to leave the library for the rest of the day. She called the library several more times that day and screamed profanity at two other staff members. When she spoke with Emily she said that she wanted to come to the library and tell her side of the story. Emily informed her that she was not to return to the library for a period of three months and that she would be talking to the board about extending that period. She asked that she put her side of the story in writing, which she would present to the board. She ended the conversation with "You will regret this, you stupid b*****"

A few days later, the city attorney called and said she had been given a typed statement that basically stated that the patron wanted to appeal Emily's decision and listed her contact information.

Due to the fact that this is not the first time library staff has had to deal with her outbursts, Emily advised a permanent ban, as she feels that the staff should not have to endure harassment.

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

(H) COMMITTEE REPORTS:

None, but Ed will compile a Building's & Grounds report and have it ready for the next board meeting.

(I) UNFINISHED BUSINESS:

A discussion of the upcoming contract with the Art Center and the Historical society ensued. Statistics on utility bills were handed out for review, as was requested. The board agreed that the length of the contract was good and that there are no major changes that they see.

(J) NEW BUSINESS:

Anna Westermeyer was appointed to the Building & Grounds committee as well as Budget & Finance.

The board then discussed the situation of the banned patron. A motion to ban her for one year, giving her the opportunity to ask for a review of that ban pursuant to the policy and to inform her of that decision with a letter was made by Clinton Boddicker. Further discussion allowed that it will be included in the letter that she will be given the chance to appear at a future board meeting. Sue Olson seconded the motion and it was unanimously approved.

ADJOURNMENT:

The meeting was adjourned at 5:00 PM. The next meeting will be held on Monday, September 16th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
September 16, 2013**

(A) ROLL CALL:

Jane Abell	--	Present	Sue Olson	--	Present
Ed Bazow	--	Present	Barb Smidt	--	Absent
Clinton Boddicker	--	Present	Anna Westermeyer-Minnis	--	Present
Martha Marsot	--	Present	Mike Woodring	--	Present
Buddy Howard	--	Present			

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:00 p.m. by President Mike Woodring. There were no conflicts with the agenda by any board members. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Clinton Boddicker. Sue Olson seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Due to her inability to attend the meeting, Mike Woodring presented a letter he received from Julianna Majorie stating her version of events that led to her ban from the library. She also made two phone calls to Mike. To summarize, she stated that she was unfairly accused, the ban was uncalled for, the incident did not happen as reported by library staff, and she left when asked without making a fuss. She did not recall making phone calls afterwards. She visited Audrey Alexander, city attorney, and also Mike Short, county attorney.

Emily reported that city attorney Audrey Alexander spoke to her about her encounter with Ms. Majorie, and that she had wanted to attend herself but was unable to come. Ms. Majorie came to her office to talk, but she lost her temper and started screaming incoherently at Ms. Alexander in the city office building. She returned a couple more times to continue screaming at Ms. Alexander, which other city staff witnessed. Ms. Alexander suggested to Emily that staff receive training in handling these types of situations, the KPD offers ALICE training, and to call the police when a patron has an outburst like that. She also stated that the behavior she witnessed has no place in the library, and she believes the ban to be justified.

After some discussion, the board instructed Emily to write Ms. Marjorie a letter stating that the board reviewed her request for reconsideration, but sees no reason to change their previous decision, which means that the one-year ban is still in effect.

(D) TREASURER'S REPORT:

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

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

Emily reported that a local Pastor had requested use of our meeting rooms to hold weddings. Policy committee members pointed out that they reviewed the policy pretty recently and decided against private functions. The board decided to uphold the current policy, but suggestions for other locations were given, including the Labor Temple.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection this month by many anonymous donors.

The Moveable Feast planning is going well. The Foundation decided to encourage 100% participation from both boards and will be requesting food donations or monetary donations from each member. Susan Storm was present to give updates to the board: donations are coming in, everyone must push ticket sales, Mike Woodring is coordinating the food, and Lisa Riegel is heading the desserts at the library.

There will be a Mask Party at the library to decorate masks for the Feast on September 30th. Any donations for craft items for this event will be appreciated.

The Foundation agreed to pay for the library staff to attend the Iowa Library Association conference in Coralville. Emily will be attending the whole conference (Oct. 16-18) while the staff will be attending all day on Thursday, October 18th. The library will be closed that day as decided at a previous board meeting.

Seven boxes of yearbooks have been mailed to OCI for scanning/digitization. We have received a good response to the press release asking for the years that we were missing.

Our boiler failed inspection and could not be re-certified due to a small, but steady, leak. Mark Bousselot at Public Works suggested replacing it, but that would cost upwards of \$15,000. Before receiving a quote from Enderle's, Emily spoke with the Foundation about funds and was told that their mission is not to replace City funds for maintenance, but to enhance the library's facilities, programs, and collections.

Dan Otte came from Enderle's and he has the history of the boiler—it is 20 years old, but was converted from steam to hot water around the time of the renovation to the upper level. He stated that a lot of money was put into that conversion and he thinks we can repair it and get several more years out of it. He also stated that a new boiler could cost \$30,000, not including labor and other parts.

The quote from Enderle's was presented at this board meeting as we cannot turn on the heat until this is repaired. This discussion will be presented in new business.

We have received word that the Howard Jackson Family Trust approved our grant for \$5,000 towards a new microfilm scanner. We are now waiting to see if we will receive the balance from the Keokuk Area Community Foundation.

Mindi has received word that we were chosen for an IPTV grant "Ready for School." It will include three iPads, headphones, splitters, and educational apps.

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

(H) COMMITTEE REPORTS:

None, but Ed will compile a Building's & Grounds report and have it ready for the next board meeting.

(I) UNFINISHED BUSINESS:

It was agreed to not start discussing the KCC contracts until after the Moveable Feast.

(J) NEW BUSINESS:

The boiler failing inspection was discussed at length. It could be an easy fix, with only gaskets needing replaced, or it could be more involved, requiring replacing sections of the boiler itself. A bid outlining each of these scenarios was presented by Enderle's, not including labor. A motion to proceed with the boiler repair as proposed, as a short term fix, and to start discussion with the City in regards to replacement down the road was made by Ed Bazow. A letter to the city, outlining costs involved so far, was suggested by the board. Anna Westermeyer-Minnis seconded the motion and it was unanimously approved.

ADJOURNMENT:

The meeting was adjourned at 5:05 PM. The next meeting will be held on Monday, October 21st at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
October 21, 2013**

(A) ROLL CALL:

Jane Abell	--	Present	Sue Olson	--	Present
Ed Bazow	--	Present	Barb Smidt	--	Present
Clinton Boddicker	--	Present	Anna Westermeyer-Minnis	--	Present
Buddy Howard	--	Absent	Mike Woodring	--	Present
Martha Marsot	--	Present			

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:00 p.m. by President Mike Woodring. There were no conflicts with the agenda by any board members. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Jane Abell. Sue Olson seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Barb Smidt presented her report. Jane made a motion to accept the treasurer's report, which was seconded by Sue Olson and unanimously approved.

A CD is coming due at State Central Bank at 0.9% interest. Barb presented her research on the best rates for a new CD. Another CD is due in December. Sue discussed the terms of the CD and asked if rates could get better; Barb said that there have been some small and short improvements to rates, but she doesn't see it getting drastically better very soon.

Sue Olson made a motion that we go with State Central Bank for 24 months at 0.65%. Clinton Boddicker seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

None.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection this month by Roger Loring, Sherry Lozano-Dobbs, Susan Storm, and many anonymous donors.

The Community Cultural Partnership fundraiser was a great success. Thank-you letters were written to ticket buyers and volunteers at the Kirk home, with tax letters for those that donated. A full report was presented at the library board meeting, with comments and

suggestions. Almost 93 tickets were sold, with sales at \$3,710. Expenses were \$570.74, so the net profit was \$3,139.26. Divided by three, this is a profit of \$1,046.42 per organization.

Emily passed around a scrapbook created by Foundation member Susan Storm with photos from the Mask party and the fundraising event. Jane showed off the red, black, and white apron that was provided by Storm to volunteers. Comments around the room were that it was a very successful event for public relations, and that the joint committee should consider a lower ticket price next time, like \$30. There were compliments on the food, theme, and entertainment. Jane thanked Mike for his work on the food. Mike said that members should email him or Emily with suggestions for next time. He stated that the food pantry was very appreciative over the food donation – a leftover cheese tray. Members asked about the leftover alcohol and asked Emily to look into it. Sue said that the Historical Society would like a refund for the bottles of wine that weren't opened from the Miller House.

Emily spoke to OCI, where we mailed our yearbooks for digitization almost 6 weeks ago, and they have been a little backed up with orders. They promise to return our yearbooks in two weeks with the images.

The boiler was repaired by Enderle's, and only the gaskets had to be replaced, but it was very labor-intensive, so the \$3,389.77 bill was mostly for labor. The KPL Board already agreed to pay the bill out of rainy day funds using rent money from the Keokuk Art Center. The State Inspector said that we are fine to turn the boiler on when needed, and he will come to the library sometime in November for a follow-up inspection.

Emily spoke to John Russell, City Finance Manager, about the repairs and asked about making a plan for the eventual replacement of the boiler. Board members had previously mentioned bonding for it, but John said that they are almost bonded to capacity. He said that it should be presented to the City as a capital request during budget sessions for the year in which we think the repairs will be needed. If the boiler stops working sooner, the City will have to deal with it outside of the budget process, as they do with other departments.

After much discussion, Clinton suggested requesting the funds for a new boiler from the City as a capital request next winter during the budget working sessions for Fiscal Year 2015-2016. That way we'll get some use out of the repaired boiler. This was the consensus of opinion among members present. Sue suggested printing the emails and keeping them as documentation. Barb suggested that we give the City Council a heads-up at the next budget sessions that we will be asking for the funds next year, and all were in agreement.

Emily reported that word came from the Keokuk Area Community Foundation that we were awarded \$3,000 of our request for a new digital microfilm scanner. We are just awaiting the check. With the Jackson Family Trust grant of \$5,000, this makes \$8,000 toward the scanner. Our anticipated costs are closer to \$10,000, so I will have to request the remainder from the KPLF.

Emily added to her report that the Iowa Library Association conference was a wonderful opportunity and the staff had a very informative time at the sessions. She passed around a program with session titles and descriptions, and she mentioned a few. The police's ALICE training was mentioned as a future continuing education opportunity for staff.

(H) COMMITTEE REPORTS:

None.

(I) UNFINISHED BUSINESS:

None.

(J) NEW BUSINESS:

None.

ADJOURNMENT:

The meeting was adjourned at 4:50 PM. The next meeting will be held on Monday, November 18th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
November 18, 2013**

(A) ROLL CALL:

Jane Abell	--	Present	Sue Olson	--	Present
Ed Bazow	--	Present	Barb Smidt	--	Present
Clinton Boddicker	--	Absent	Anna Westermeyer-Minnis	--	Absent
Buddy Howard	--	Absent	Mike Woodring	--	Present
Martha Marsot	--	Present			

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:02 p.m. by President Mike Woodring. There were no conflicts with the agenda by any board members. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Barb Smidt. Sue Olson seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Barb Smidt presented her report. The CD that was up for renewal has been renewed as requested. A motion to accept the treasurer's report was made by Sue Olson. Martha Marsot seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

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

(F) COMMUNICATIONS AND PETITIONS:

A discussion concerning copies donated to the library by Terry Altheide of "Keys to Keokuk" was held. The Lee County Historical Society has donated \$300 to help cover costs for page protectors and binders. Sue Olson reported that she has been in talks with the Helenthals, who originally ran the paper, to get the originals. The project will be put on hold until more information is gathered.

(G) LIBRARIAN'S REPORT:

Donations were made to the collection this month by Dr. and Mrs. Yehawi, Gregory Harris, and many anonymous donors.

Burlington, Donnellson, Fort Madison, Keokuk, Mediapolis and West Point public libraries have joined together to apply for the State library's one-time Technology grant. Sarah Clendining in Fort Madison came up with the idea and completed the application. The project title is "All Southeast Iowa eReads" and it would give each library three different popular e-readers. Libraries would be able to use the devices to allow patrons some hands-on time, allowing them to choose which one works best for them before making that purchase.

The KPL Foundation voted to pay up to \$2,500 towards the purchase of a new digital microfilm scanner. With the \$5,000 grant from Howard Jackson Family Trust and \$3,000 from the Keokuk Area Community Foundation, the total amount exceeds the goal of \$10,000.

The Foundation previously voted to lower the cost of Mark Twain's "The Adventures of Thomas Jefferson Snodgrass" to \$29.95, which is just \$5.00 over cost. We will be advertising the sale for Christmas.

The annual solicitation letter will be mailed out in the next week. It will ask for donations and outline the projects that donations have helped fund over the last year.

Clinton and Emily met with Tom Seabold and Lydia O'Neal to start discussion of the upcoming CCP contract. Lighting in the Round room was discussed at this meeting as well as a previous Foundation meeting. Some of the fixtures are broken and need to be replaced, according to Kramer Electric. Tom suggested partnering on a local grant to update the lighting. He offered to contact someone at a gallery that has some experience in lighting artwork to lend their expertise. We would then take that information to an electrician and obtain a quote to bring back to the Buildings & Grounds committee for consideration.

Dewelyess conversion is moving along nicely. According to a report, we have completed 83% of the non-fiction and 54% of fiction so far.

Emily reported that she is a member of the Intellectual Freedom committee of the Iowa Library Association and is now the secretary. A meeting took place earlier this month and was very informative.

(H) COMMITTEE REPORTS:

Emily reported on the meeting with representatives from the KAC towards the renewal of their contract. There are no major issues to deal with at this time. As reported, the round room lighting was discussed. Electricity costs were also touched upon as they would like a five-year contract as opposed to the current three-year one. It was mentioned by Lydia that if the five-year contract was granted, perhaps a meeting could be held half way through to see what the electricity costs are doing and adjustments, if any were needed, could be made then. Discussion ensued on the length of the contract and the board was unanimous in stating that they want a three-year contract as discussed earlier.

(I) UNFINISHED BUSINESS:

The Keokuk Art Center agreed to pay the Lee County Historical Society for the unused wine from the Moveable Feast.

(J) NEW BUSINESS:

While waiting for the grant monies to come in, it was suggested Emily make plans to dispose of the old microfilm reader, possibly offering it to Montrose Public Library, and find a table for the new one to sit on.

ADJOURNMENT:

The meeting was adjourned at 4:53 PM. The next meeting will be held on Monday, December 16th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
December 16, 2013**

(A) ROLL CALL:

Jane Abell	--	Present	Sue Olson	--	Present
Ed Bazow	--	Present	Barb Smidt	--	Present
Clinton Boddicker	--	Absent	Anna Westermeyer-Minnis	--	Present
Buddy Howard	--	Present	Mike Woodring	--	Present
Martha Marsot	--	Present			

(B) MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:00 p.m. by President Mike Woodring. There were no conflicts with the agenda by any board members. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Sue Olson. Jane Abell seconded the motion and it was unanimously approved.

(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

(D) TREASURER'S REPORT:

Barb Smidt presented her report. She pointed out that a CD is coming due at KSB. Discussion took place on whether we were tied into CDs or if we could look at investing in other things, like mutual funds. The board would like for Emily to contact John Russell at City offices to find out if the City has an investment policy and if they do, to find out if the library is required to follow that policy. Emily will report back at next month's board meeting. Barb Smidt recommended that we move the CD up for renewal to Pilot Grove Savings Bank for 6 months to allow the board time to examine investment options. Buddy Howard seconded the recommendation and it was unanimously approved. A motion to accept the treasurer's report was made by Sue Olson. Buddy Howard seconded the motion and it was unanimously approved.

(E) BILLS AND SALARIES:

The bills and salaries were presented for payment. There was discussion on the library's magazine subscriptions. A motion to pay all bills and salaries was made by Sue Olson. Martha Marsot seconded the motion and it was unanimously approved.

(F) COMMUNICATIONS AND PETITIONS:

Emily reported more on the "Planning for Results" that she mentioned in her report. She also stated that Mark Bousselot had spoken with her regarding our maintenance contract on our elevator. He suggested looking into combining the City office's contract with ours to get a better rate. It is something to investigate when our existing contract is due for renewal.

LIBRARIAN'S REPORT:

Donations were made to the collection this month by Leo Gredell via Shane Etter, Elizabeth Hingst, Nila Job, Brandy McGray, William Shirley, Calvin Stevens, and many anonymous donors.

The Keokuk Public Library will be one of 6 Southeast Iowa libraries to receive an iPad, Kindle, and Nook e-reader. They will be used to help staff familiarize themselves with the technology; develop regional experts for troubleshooting and possibly public programming.

As mentioned before, we will need to have a strategic plan in place in order to complete the Accreditation application this time around. Our Goals and Objectives need more community input than just the city-wide survey and they are encouraging us to participate in their program "Planning for Results." To start that process, Becky Heil will be attending our January 20th meeting to discuss the benefits of participating and let you know what we need to be doing to create that strategic plan over the next four months. This will add another 90 minutes to the meeting and you are asked to bring your calendars to coordinate future meeting dates.

The Keokuk Area Community Foundation grant reception was held on December 4th. Unfortunately, Emily's daughter was ill that day and she was required to stay home with her, thus forgetting about the reception. She did email Roger Ricketts, Executive Director, the next morning to apologize and called him later that day. While he was very understanding, it did not reflect well on the library to not have anyone present to accept the check. It was given to Barb after the meeting to give to the library. As soon as the check is received, it will be deposited and the new microfilm reader will be ordered.

We are 99% complete with Adult non-fiction in our Dewey-less conversion. All the non-fiction currently in the library is complete with just the items checked out left to complete. Volunteers are working on shifting the books and spacing them out, and new signage will then be made.

The 2014 Winter Reading Program will take place between February 3rd and March 14th and be aptly titled "Use Your Words" to tie in with the Dewey-less project. Patrons who register will receive a booklet with 7 chances to win one of two gift baskets or a Kindle Fire HDX. We have added a Teen aspect to the program this year due to numerous complaints from them in the last few years. For ages 13-18, they will be eligible to win two teen-friendly gift baskets as well as a Kindle Fire HDX

A couple of years ago, the State Library urged libraries to perform a pay equity study to ensure that library staff is paid as fairly and equitably as other City employees. Emily attempted to follow the advice but with very little guidance and the task proved overwhelming and out of her area of expertise. Talking to other library directors, it seems that others are hiring outside consultants to perform these wage surveys. It would look better to the City if an impartial 3rd party conducted this survey rather than one of its employees to eliminate the chance of it being viewed as bias.

The City budget sheets for FY 13-14 have been received and are due on January 9th. It has been suggested by John Russell that we consider a 0% increase in the total budget amounts

due to roll-backs on property taxes that the city usually receives and severe reductions in Local Option Sales Tax revenues that have all ready occurred. The City normally figures a small cost-of -living wage increase for City staff, unless it decides to do without, and we follow whatever the City does in that case.

(G) COMMITTEE REPORTS:

Emily has not been able to reach Clinton in regards to the Community Cultural Partnership contract with the Keokuk Art Center. She has met informally with Tom and Lydia and they were planning to call an executive meeting of their board to discuss the three-year proposal from the library board. Mike will meet with Tom tomorrow to see how things are going as the contract is up at the end of December.

(H) UNFINISHED BUSINESS:

None.

(I) NEW BUSINESS:

A pay equity study as outlined in the librarian's report was discussed. It was decided that having an outside group perform the study would come across better and the board would like to get some options and price quotes from several different companies. It was discovered that the county has hired P.J. Greuf to do theirs so it might be good to contact the Lee County Compensation Board to see how well they performed. The board would also like input from other places that have conducted a study to see how they handled an unequal scale with their respective cities. Emily would like to see this complete by next winter.

In regards to the KACF reception, the board requests that in the future there needs to be a plan in place to have more than one person attend and that the invitation needs to be forwarded to all board members and/or foundation members.

ADJOURNMENT:

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