

**MINUTES OF THE KEOKUK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
January 20, 2014**

**(A) ROLL CALL:**

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

**(B) MINUTES OF PREVIOUS MEETING:**

The meeting was called to order at 4:04 p.m. by Vice-President Martha Marsot. 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. A motion to accept the treasurer's report was made by Sue Olson. Jane Abell seconded the motion and it was unanimously approved. The investment policy from the city was reviewed. It was determined that the library's options for investments are checking, savings and certificates of deposit.

**(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:**

Due to weather, Becky Heil was not able to make the meeting to discuss "Planning for results." She cannot make our next board meeting date as she will be in Des Moines all day so she was open to alternative dates. After board discussion, it was determined to move February's meeting date to Tuesday, February 18 with an alternate date of Tuesday, February 25 if weather again plays a factor.

**LIBRARIAN'S REPORT:**

Donations were made to the collection this month by Elsie Richardson, Kirk and Emily Rohlfs, William Shirley, Southland Investigates LLC, Charles Williams, and many anonymous donors.

CCP Contract: The Keokuk Art Center agreed to renewing the 3-year contract with no changes. Upon board approval, this contract will run through 2016.

Grants & Projects: The library now has the iPad from IPTV's Ready to Read grant available for checkout to parents and their children. It is all ready loaded with educational game applications and can be checked out for up to 2 hours, for in-library use only.

The ledger-sized binders and page protectors have been received and volunteers will soon start putting the copies of Keokuk history news articles by Francis Helenthal together.

OCI has finished digitizing KPL yearbooks, including seven that were donated or loaned. We are missing only 3 KHS yearbooks now, and about 36 Catholic high school ones.

Pay equity study: The firm of Fox, Lawson and Associates has been contacted in regards to doing the study for the library and we are awaiting a reply.

City Budget 2014-2015: Our budget request has been submitted to the City Finance Manager. As requested, we kept our line item amounts the same with the only differences being the amounts filled in by the city for a cost-of-living wage increase and estimated changes to health insurance. This puts our bottom-line request at \$450,739.00—a difference of 1.04%.

**(G) COMMITTEE REPORTS:**

None.

**(H) UNFINISHED BUSINESS:**

None.

**(I) NEW BUSINESS:**

A motion to approve the new 3-year contract with the Keokuk Art Center was made by Barb Smidt. Sue Olson seconded the motion and it was unanimously approved.

**ADJOURNMENT:**

The meeting was adjourned at 4:30 PM. The next meeting will be held on Tuesday, February 18<sup>th</sup> at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
February 18, 2014**

**(A) ROLL CALL:**

Jane Abell	--	Absent	Sue Olson	--	Present
Ed Bazow	--	Present	Barb Smidt	--	Present
Clinton Boddicker	--	Absent	Anna Westermeyer	--	Present
Buddy Howard	--	Present	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. A motion to accept the treasurer's report was made by Sue Olson. Anna Westermeyer 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 has been in contact with the Iowa Department of Transportation in regards to getting the library directional signage put back up on Main Street. They have let her know that her request has been approved and the signs should be installed in the next few weeks.

**(G) LIBRARIAN'S REPORT:**

Donations were made to the collection this month by Prue Backlin (periodicals: *Chicago, Real Simple and The Catholic Messenger*), Chester and Helen Marsh and Family, Southland Investigates LLC, Jim Wells, and many anonymous donors.

Donations to the Winter Reading Program for Teens and Adults include: Anytime Fitness, Athletic Center, Briscoe Construction, Hy-Vee, Pilot Grove Savings Bank, Roquette America, Inc. and the Keokuk Public Library Foundation.

Grants & Projects: The binders and page protectors were ordered, with the help of the Lee County Iowa Historical Society, and the local history articles by Francis Helenthal are now ready to be cataloged for in-house use by researchers in the local history section.

The new digital microfilm scanner had been installed and is almost ready for public use.

The deweyless project continues with adult fiction almost complete as well as the juvenile fiction section and work is just beginning on the juvenile non-fiction.

Budget/Technology: You will notice several bills for two of our public computers that have been giving us problems. Computer repairmen have not been able to figure out the problem despite having been to the library several times. Rather than continue to pay for repairs that don't fix, it is time to replace them and get quotes for two computers. Money for this purchase will be requested from the Foundation at the March 3<sup>rd</sup> meeting.

Accreditation: The application for re-accreditation has been finished and was submitted with the supporting documentation. It appears that we will be able to keep our Tier 3 status—the highest level with the State Library.

Some things to think about after reviewing the requirements and suggestions from the application:

We need to check into “proper insulation around plumbing fixtures under the sink”—which was under the section on ADA-accessibility.

A “space needs assessment” would be another thing to look into after the deweyless project is complete. This is not a requirement, but it is referred to twice and may help us in the reorganization of the main floor. They suggest using “Public Library Space Needs: A Planning Outline, 2009” by Anders C. Dahlgren as a guideline.

The Accreditation application's suggestion of equitable county funding was discussed with the State Library and this will be brought up with the other Lee County Librarians in regards to fiscal year 2015-12016.

CCP Quarterly Meeting: Mike and Emily met with Tom and Lydia for the quarterly meeting on January 8<sup>th</sup>. The contract renewal was discussed as well as Round Room lighting and meeting room usage. Tom will be talking with another gallery about lighting suggestions. Emily voiced her concern with the hundreds of reservations being made for the lower-level meeting room, increasing their Open Studio from 1 to 2 mornings a week, which caused a scheduling conflict with another group. A mutual decision was made—they will keep their reservations and promote the open studio time so that the public is aware that anyone can use the space to work on projects during that time. Tom said he wouldn't mind cancelling an open studio here and there if another group needs to use the room.

Volunteer Center: Barb Casady has asked if the Volunteer Center can set up a table in the lobby on a monthly basis to display literature and answer any questions. If the board has no objections, this will be a great way for that group to get the word out and benefit the community as well.

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

**(H) COMMITTEE REPORTS:**

None.

**(I) UNFINISHED BUSINESS:**

None.

**(J) NEW BUSINESS:**

Becky Heil introduced her program “Planning for Results.” She gave an overview of what the program consisted of and went over what would be required of the board and community during this planning process.

The first step will be the Community-Based planning section—various community members will be asked to attend a meeting to give input as to where they would like to see the community in 5 years, 10 years, etc. At the first meeting, the library’s role will not even be mentioned; rather it will be what the attendees think the community needs as a whole. Certain areas (service responses) will be picked as the ones to concentrate on. The board decided that there should be no more than three areas chosen to focus on. The library director, one staff member and one board member will also be in attendance during this time. Ed Bazow was elected to be the board’s representative. The second meeting required of these invited people will be looking at how the library can fit into those needs chosen at the first meeting.

After the community meetings are finished, Becky will then come back to the board as a whole to present the needs—the board will then look at goals within those service responses based on what they think the library is capable of doing with space, resources and staff.

The first meeting will be held on Monday, April 7<sup>th</sup> at 5:15pm with the second to be held on Monday May 5<sup>th</sup> at 5:15pm. Becky will present the results at the board meeting on Monday, May 9<sup>th</sup> at 4:00pm.

Some reasons the board gave for why it is important to plan:

To stay ahead of the game—with the community in transition, we need to plan to meet changing needs of different demographics, workforce and financial decreases.

To keep a standard of literacy—informational, media, occupational, political, etc.

Help staff to see the big picture.

To use the library’s assets wisely to provide the best value for the dollars available.

**ADJOURNMENT:**

The meeting was adjourned at 6:00 PM. The next meeting will be held on Monday, March 17<sup>th</sup> at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
March 17, 2014**

**(A) ROLL CALL:**

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

**(B) MINUTES OF PREVIOUS MEETING:**

The meeting was called to order at 4:00 p.m. by Vice-President Martha Marsot. 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. Barb Smidt 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. 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. 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 Jack & Eileen Fader, Emily Rohlfs, Susie Waddell, the Reed family (in memory of Bill Reed), Neil McKee ( in memory of Bill Wright), and many anonymous donors.

The winter reading program wrapped up on March 14<sup>th</sup> with 73 adults and 31 teens participating. Keokuk Contractors came in as a donor and the teen winners were: Genevieve Schrader—School Pride Basket; Jamie Neff—Movie Night basket and Karston Cole—Grand prize winner of the Kindle Fire HDX. Adult winners were: Yvonne Derr—Kitchen basket; Donna McVeigh—Exercise basket and Prue Backlin as the grand prize winner of the Kindle Fire HDX. A total of 314 entries, or books read, were received.

Planning for results with Iowa Library Services: 30 invitations were mailed to community stakeholders about our meetings for Planning for Results on Monday, April 7<sup>th</sup> and Monday, May 5 at 5:15 in the Round Room. We have received 5 responses so far. Becky Heil will be leading the meetings, which will first discuss the needs of the community.

Upgrades and computer issues: IT staff has been helping to upgrade public and staff computers to Windows 7, because XP will no longer be supported. Because of that upgrade we also had to update Deep Freeze, software that is installed on all public computers to prevent changes and viruses, as well as Cassie, our PC and print management software.

There have been many bugs that have been needed to be worked out and over 140 upgrades to perform, causing the process to take much longer than anticipated. Two of the public computers are not even operational now and quotes have been received to replace them. The brand new genealogy computer is still not working and has errors that we think are related to a bad RAM. My laptop has a fried hard drive, which is being replaced.

Needless to say, it has been a very bad year for repairs—both building and computer-related. In discussing this with Monica, we would like to request that money saved be used to pay the latest computer bills. The Foundation has all ready agreed to put \$2,200 towards replacing the two bad computers.

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

**(H) COMMITTEE REPORTS:**

None.

**(I) UNFINISHED BUSINESS:**

Sue inquired as to having someone come and look at the tile floors in the bathroom to see if some type of steam cleaning or anything could be done to improve the looks of them. She realizes they are clean, they just look bad.

**(J) NEW BUSINESS:**

As previously mentioned in the librarian's report, Monica presented a request to use the materials funds to help pay for IT bills that have happened as a result of the Windows 7 upgrade. J&S has been to the library numerous times, and for many hours each time, resulting in large bills that will deplete the amount set aside for such things. Discussion of the implications of using the money in such a way resulted in the board deciding that all budgeted monies need to be spent down first; otherwise it is not a fair indication of the amounts we are using per category. If bills remain afterward, they can be brought back to the board for a decision then. It was pointed out that this is an extreme year for computer bills—not a normal reflection of how things usually go. We are hoping to use Windows 7 for as long as we did XP, thus not incurring these expenses again for quite some time. A request to the board for a plan in how to use the money in the future was made.

A reminder to make phone calls to those who have not returned RSVP cards for the strategic planning meeting was made.

**ADJOURNMENT:**

The meeting was adjourned at 4:34 PM. The next meeting will be held on Monday, April 21<sup>st</sup> at 4:00 pm in the Round Room.



**MINUTES OF THE KEOKUK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
April 21, 2014**

**(A) ROLL CALL:**

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

**(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. Ed pointed out that he was listed as absent but was present—the correction will be made. 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:**

None.

**(D) TREASURER'S REPORT:**

Barb Smidt presented her report. Discussion ensued regarding some of the accounts and why we were still listing them when they were no longer relevant. A motion to give the remaining monies in the Youth Services account to the Summer Reading program and thus remove that account from the report was made by Sue Olson. Jane Abell seconded the motion and it was unanimously approved. 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 discussion on the price of the Wall-Street Journal subscription renewal and its use was held. It was suggested by the board that the paper be moved up to the front desk—allowing staff to monitor how many people are actually reading it. This information would be used to decide if the subscription will continue next year. A motion to pay all bills and salaries was made by Clinton Boddicker. Buddy Howard seconded the motion and it was unanimously approved.

**(F) COMMUNICATIONS AND PETITIONS:**

A discussion concerning a patron complaint letter was held. Mike responded that he had written a letter to the writer on library letterhead and Buddy let everyone know that he had spoken with the person at church. Others were curious as to what had been done and wondered if they should also respond. A few board members who frequent the library reported that they had never seen any of the behavior listed in the complaint. Monica, in Emily's absence reported that the staff had all been spoken to and were aware of the complaint. Policies were explained and supervisors were reminded that exceptions can be made based on the circumstances. The board decided to have Emily send a letter as the director to let the patron know that the board met and discussed her concerns.

**(G) LIBRARIAN'S REPORT:**

Donations were made to the collection this month by IPTV (children's DVDs), the Engler family and G. Neill McKee (in memory of Bill Wright), Steve Dunn, Jerre Vandenberg, the Lee County Genealogical Society (CD), and many anonymous donors.

Planning for results with Iowa Library Services: 12 people attended the first meeting for community stakeholders, the first step in our goal of a strategic plan. Discussion was held regarding what the city needs and/or how they would like to see the city go forward. The next meeting will revolve around picking three goals for the library to work toward. Becky Heil will attend the May board meeting to assist us in the next steps of planning—this will most likely entail a longer meeting so food will be provided.

Upgrades and computer issues: The KPL Foundation paid to replace two of our public computers; the Windows 7 upgrades are finished for the most part—the public scanners need updated software to work now; the door counter software must be re-installed and the software for our older digital microfilm scanner will need to be re-installed along with the light bulb replacement. The Lee County Historical Society has agreed to pay one-half of the cost of the bulb—\$187.50. The new digital microfilm scanner is operational and very user friendly, which is just what we were hoping for.

KPL/Keokuk Art Center quarterly meeting: A meeting was held on April 9<sup>th</sup>. The lighting in the Round Room was again discussed, and it was decided to jointly apply for two grants to update the lighting—with the Lee County Charitable Trust and the Keokuk Area Community Foundation. Tom had spoken with another art curator to get his opinion and worked with Springfield Electric to come up with a quote of \$12,417.20 for materials, but they are still working on the labor costs. Once finished, the Building and Grounds committee will be able to review the plan before the grant is submitted. It was also decided to contact Sam Strange for a quote to repaint the Round Room. The board is in agreement with moving forward at this point.

Programming: National Library Week is always the third week in April. This year, the staff made an informational display about our databases, had a table in the lobby with morning refreshments, gave away candy, pencils, and magnets at the front desk and held a drawing for a free bookshelf made by library patron Tom McHugh.

Dreamcatcher Crafts in conjunction with our 2014 Big Read, will be held on Friday, April 25<sup>th</sup> for all ages.

Back Alley Bandfest will be on Friday, May 23<sup>rd</sup>—we will have the lobby open for restroom use and host a band in the side yard.

Patron Complaint: The library received letters addressed to all board members. They were from an upset patron and Mike shared the letter with Emily, since she did not receive one.

The patron complained that she had received poor service from the staff that day, as well as every time she has been in the library. She was not allowed access to the computers as she had to fill out a new registration card, changing from juvenile to adult, and she did not have an ID with her.

There is no excuse for poor customer service and library staff have been informed of the complaint and been reminded that customers always come first.

We know that one bad experience can be worse for the library's image, overriding the three thank you letters that we received last week. The policies and procedures in place also hindered her access to the Internet and those could be discussed at the next policy committee meeting if necessary. Supervisors have been reminded that exceptions can be made based on the situation and when they feel it is necessary.

County budget: We have been informed that the actual budget from the county to the five Lee County Libraries is \$71,000—an increase of \$6,000, or \$3,500 more than our request. The library directors voted to add another \$1,000 towards the new DVD rotation and another \$2,500 towards technology for the five libraries.

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

**(H) COMMITTEE REPORTS:**

Budget & Finance Committee: Barb reported on the meeting which Mike, Emily and herself attended. As for the request to pay bills out of the monies on hand rather than the actual city budget, she raised the concern that this would not reflect our actual spending if this was done and Mike was in agreement. Discussion over the issue ensued. Line item amounts can be adjusted, but only within the scope of the current budget. So if actual expenses exceed that dollar amount—they cannot be reflected accurately. No decisions were made at this time and the issue will need to be revisited in the future. Another concern raised was the Gray spendable income and exactly how this is able to be used. After looking over the paperwork, Clinton reflected that we had been receiving income on this for 20 years and had always stuck to the intended use. However, technology has changed the face of libraries and it may be possible to expand the original definitions of "books" and other items to include electronic resources and by default the computers needed for such items. Barb also pointed out accounts that were no longer useful to the library and there was discussion over how to eliminate them. A motion to take the memorial book fund balance and put towards a book bill from Baker & Taylor, thus eliminating that account, was made by Sue Olson. Anna Westermeyer seconded the motion and it was unanimously approved.

**(I) UNFINISHED BUSINESS:**

None.

**(J) NEW BUSINESS:**

None.

**ADJOURNMENT:**

The meeting was adjourned at 5:10 PM. The next meeting will be held on Monday, May 19<sup>th</sup> at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
May 19, 2014**

**(A) ROLL CALL:**

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

**(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. Barb pointed out a typo—the correction will be made. A motion to accept the minutes was made by Jane Abell. Barb Smidt 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 the Youth Services and Memorial accounts would not appear on the next report – she wrote a check to Baker & Taylor for memorial books. Clinton Boddicker made a motion that we accept the treasurer's report. Jane Abell seconded the motion and it was unanimously approved.

**(E) BILLS AND SALARIES:**

The bills and salaries were presented for payment. Mike asked if this is the last of the J&S bills, and Emily stated that they were fixing up some odds and ends today, relating to scanners and the door counter. Mike mentioned the gas bill, and said that it would be good to look at and compare the last five years of usage, to see what effect, if any, can be seen in the cost of utilities. Barb commented that the use of Mango Languages database has been poor. A motion to pay all bills and salaries was made by Clinton Boddicker. Buddy Howard seconded the motion and it was unanimously approved.

**(F) COMMUNICATIONS AND PETITIONS:**

Emily announced that we have been re-accredited for another 3 years with the State Library, once again at the highest level of service – Tier 3. Mike asked if we could put something in the newspaper, and Emily said that she will. Barb requested that we send a copy to Mayor Tom Marion.

**(G) LIBRARIAN'S REPORT:**

Donations were made to the collection this month by Laura Speidel (in memory of Donna Coffield), the Keokuk Coin Club, Donna Holman, and many anonymous donors.

Strategic Planning: Eight people attended the Community Stakeholder meeting on Monday, May 5th in the Round Room. Becky Heil, Iowa Library Services, discussed the process and Emily gave a PowerPoint presentation, showing statistics and trends in library funding and services. She plans on updating the presentation with our latest statistics after the end of the fiscal year and presenting it to the board and other groups. Barb requested that she also give the presentation to the City Council.

Stakeholders reviewed lists made in the first meeting and discussed service points to choose their three favorites to meet the needs of the community. There was a tie, so four service points were selected: Visit a Comfortable Place: Physical and Virtual Spaces; Know Your Community: Community Resources and Services; Satisfy Curiosity: Lifelong Learning; and Build Successful Enterprises: Business and Non-profit Support. The board can eliminate one or combine two of these service points at the next meeting.

The library board will discuss strategic planning on June 16th, 4:00 – 7:00 PM, with a light dinner provided. Before the June meeting the library staff will have the opportunity to review the service points and give feedback and ideas for the board. Then the board will review the mission and sets achievable goals and objectives for the library.

Barb expressed displeasure with the small attendance for the second planning meeting, and said that she plans to ask our facilitator if this is typical. She suggested that the strategic planning process chosen by the State Library may be flawed. Emily reported that she mailed invitations and left voice mail messages for the 30 people selected by the library board. Much was accomplished in the meeting, and everyone had the opportunity to voice their opinions – all seemed pleased with the service points selected and the work accomplished in service to the library.

Technology: Both digital microfilm scanners are up-and-running, with bulbs replaced with the help of the Lee County Historical Society. Two flat bed scanners still require installation.

Emily previewed new software by Evanced – an upgrade for room reservations (Spaces) and a new calendar of events software (Signup). The improvements over our current setup will save hours of staff time by simplifying tasks, and provide an easier interface with more options for the public.

Deweyless: We just finished reclassifying the kids and young adult non-fiction. Now all non-fiction books are shelved by subject categories and subcategories. All that is left is media and the Local History collection in the safe room. These sections should be finished by 2015.

With the project almost completed and weeding finished, Emily thinks we are almost ready for another building project – rearranging the stacks and furniture on the main level (first discussed around 2001/2002) to give staff and public a clear view of, and easy path to, the back entrance. We have a few options in furniture arrangements, created by OPN Architects in 2002. The library may have to close for a period while the furniture and books are relocated. She also mentioned working on the State Library's Space Needs Assessment which, for example, gives you an idea of how many seats should be available for a certain population. Barb asked Emily more about this and about the possibility of closing the library – Emily stated that OPN gave three different plans, and the disruption to library services

would depend on which plan is chosen and how many bookshelves and books are moved. When the carpet was replaced in the 90s, patrons were able to check out books from the Round Room for a time, so there are many options to consider.

Bathroom Tile: Emily reported that Wells-Way quoted \$300 to clean and wax the upstairs bathroom floors. There was discussion regarding whether to clean the old tile or replace. Several members stated that we could put that \$300 towards a new tile that will not require regular waxing. Mike asked Emily and Building & Grounds to pursue a quote for new tile. He commented that it could be the same tile that was used in the lobby – Emily said that she would like to see something lighter in color.

Continuing Education: Emily said that next month she will ask the board to consider closing for a half day on Columbus Day, October 13<sup>th</sup>. Lee County Librarians are asking the State Library to provide a free class on customer service. Fort Madison and Donnellson are interested in joining with Keokuk, and we are waiting to hear from West Point and Montrose.

**(H) OLD BUSINESS:**

Ed Bazow asked if Mike or Emily had heard any more from the patron that complained about customer service last month – they both said no.

**(I) NEW BUSINESS:**

Mike Woodring said that a sugar maple looks half dead in the yard outside – it could be in danger of falling. Emily said that she would get it checked out by a landscape company.

**ADJOURNMENT:**

The meeting was adjourned at 4:30 PM. The next meeting will be held on Monday, June 16<sup>th</sup> at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
June 16, 2014**

**(A) ROLL CALL:**

Jane Abell	--	Present	Sue Olson	--	Present
Ed Bazow	--	Present	Barb Smidt	--	Present
Clinton Boddicker	--	Absent	Anna Westermeyer	--	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 Barb Smidt. 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 on July 3<sup>rd</sup> and would like direction from the board on how to proceed. After some discussion, it was decided to not renew the CD and to put the money into the checking account until the next board meeting. Jane Abell made a motion to accept the treasurer's report. Anna Westermeyer 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 Carlos Falcon (Air & Space magazine), Margaret Schilling, Jewell Wright and the Engler Family (in memory of Bill Wright), and many anonymous donors. First Community Bank (via Barb Smidt) donated a cake for Keokuk Library week.

Keokuk Library Week: Angela Gates was researching the Keokuk Public Library for the vertical file and discovered that on June 1, 1864, the library opened for delivery of books as a subscription library and then thirty years later the citizens voted to create a free public library, making this year our 150<sup>th</sup> and 120<sup>th</sup> anniversary.

She wrote a wonderful article with the library's history and current services that was printed in two parts by the Daily Gate City, as well as a proclamation for the mayor, proclaiming the

week of June 2, 2014 as Keokuk Library Week. The board commented that the article was very nice and appreciated her efforts.

First Community Bank donated a sheet cake that was served to the public in the lobby. Tonya Boltz kept us supplied with candy for the patrons throughout the week. She and Teri Terford decorated and Teri created a display. There were many comments from library patrons as well as likes on social media. We are up to 784 followers on Facebook.

Programming: Teri Terford has started an “Open Mic Night” that will run throughout the summer months. Everyone that signs up will be guaranteed time to perform and there has been some positive feedback about this new program.

Tonya booked the “How Iowa Met Baseball” program that was presented by John Liepa on June 10<sup>th</sup> and the program was well attended. He also gave a talk in Montrose the next evening that also went over well.

Emily has scheduled two upcoming programs: Jessica Michna will be performing as Goode Rebecka in November to talk about the Salem Witch trials and will return in April to portray Mary Todd Lincoln.

Continuing Education: Due to a scheduling conflict with the State library, we will not be able to hold out staff in-service on October 13<sup>th</sup>. However—the state would like to use Lee County to train all of their district staff in the program so that they could learn at ours and then be able to give the program in their own districts. We do not have a definite date from the State Library yet due to a staff member’s illness but hope to set it up in the near future.

**(H) OLD BUSINESS:**

Emily presented quotes from two different companies regarding the pay equity study that the library would like to see completed. The first company bid \$12,000 - \$15,000. The second company bid \$7,500 for one encompassing wages, benefits etc. and \$6,750 for wages only. Due to the costs, the board has decided not to complete the study at this time.

Emily has requested a quote from Adams Contracting for the bathroom tile, but is still awaiting a response.

Emily presented the board with charts showing utility costs and usage from 2008 to the present as requested last month by Mike Woodring. Board discussion ensued.

**(I) NEW BUSINESS:**

Mike Woodring reported that he had spoken with Buddy Howard and Anna Westermeyer and they both agreed to serve on the nominating committee. They will present a slate of nominations at next month’s meeting.

Strategic Planning for Results: We talked with our facilitator from Iowa Library Services, Becky Heil, about the process and how to write objectives. The board can write objectives for each of the four “service points” selected by the community stakeholder committee:

- Visit a Comfortable Place: Physical and Virtual Spaces
- Know Your Community: Community Resources and Services



- Satisfy Curiosity: Lifelong Learning
- Build Successful Enterprises: Business and Non-Profit Support

Progress was made on “Satisfy Curiosity,” and we will work on it more at future meetings. Then library staff can set measureable objectives to meet those goals.

**ADJOURNMENT:**

The regular meeting was adjourned at 4:30 PM. Becky Heil began her program shortly after, adjourning at 7:00 pm. The next meeting will be held on Monday, July 21<sup>st</sup> at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
July 21, 2014**

**(A) ROLL CALL:**

Jane Abell	-- Present	Sue Olson	-- Present
Ed Bazow	-- Absent	Barb Smidt	-- Present
Clinton Boddicker	-- Present	Anna Westermeyer	-- 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 called notice to the fact that the CD discussed last month had been cashed out and deposited into the checking account. She presented the current rates at each bank in town. Discussion was held on how much to re-invest and for how long. Sue Olson made a motion to put \$20,000 into a CD for 18 months at .70%. Buddy Howard seconded the motion and it was unanimously approved. Barb also presented the end-of-year report that she had given John Russell as required each year by the city. Jane Abell made a motion to accept the treasurer's report. Sue Olson seconded the motion and it was unanimously approved.

**(E) BILLS AND SALARIES:**

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

**(F) COMMUNICATIONS AND PETITIONS:**

None.

**(G) LIBRARIAN'S REPORT:**

Donations were made to the collection this month by Cheryl Beelendorf, Enderle Heating and A/C, Juanita James, Tammy Phillips, Elsie Richardson, and many anonymous donors.

Planning for results: A good start was made towards our goals last month for one of our four service points—Satisfy Curiosity. We will need to continue work on the remaining points which includes "Visit a comfortable place," "Know your community," and "Build successful enterprises."

After goals are written for each service point, Becky Heil will come down to talk to library staff about setting measurable objectives to meet those goals. This will involve closing the library for a portion of a Friday and if good progress is made, October 31<sup>st</sup> will be the date.

There was a patron complaint when we were not able to put out brochures for a business. Our space limitations and policy of limiting posters to non-profits was explained. Emily promised to relay the comments and informed the patron that it could be helpful during the strategic planning process as we reevaluate policies.

Programming: We are working with Lights, Camera, Action!, a Fort Madison non-profit, to plan an outdoor movie as a back-to-school event. *The Lego Movie* will play in the library yard on Saturday, August 23<sup>rd</sup>, thanks to the LCA and the KPL Foundation. Volunteers are needed—their usual crowds run from 150-300 people.

Tonya Boltz applied for and was selected for the Iowa Library Services Advisory Panel. The panel is made up of librarians across the State, working together on a variety of issues for the betterment of Iowa libraries. She will travel to Des Moines a few times a year for meetings and the State Library will reimburse her for travel and hotel stay.

Community Cultural Partnership/KAC Meeting: Mike and Emily met with Tom Seabold and Lydia O’Neal for the quarterly meeting. They discussed the grant for Round Room lighting – a \$4,600 project to rewire existing fixtures, replace can lights, replace bulbs with LEDs, and repaint the room. This will provide a brighter room with more natural light, with more energy-efficient bulbs lasting for 7 years. After the meeting was over, Tom heard back from the Lee County Charitable Fund—they are granting us \$1,500 of the project. The Keokuk Community Foundation is another possible source for the remainder - the grant application is due August 31<sup>st</sup>.

The meeting also involved discussion about the linoleum in the lower-level meeting room and staff area, which has a dull and scratched finish. Midwest Janitorial quoted \$525 to strip and refinish the floor.

KPL Foundation: The library Foundation met last month. The decision was made to purchase a new donor management software, and to also lower the price of the Snodgrass book to \$25.00 from \$49.95. The printer returned the 350 unbound copies, not collated, and no decision was made for those. The Foundation is also anticipating a large bequest from the Donald Pancrazio estate.

KPL Budget 2014-2015: We began a new budget year on July 1<sup>st</sup> and news about an unexpected cost was received. A staff member is switching to family coverage from single coverage, resulting in an additional \$6,180 in expense. A proposal to adjust line items will be presented under New Business. Emily also proposes that the board set aside an amount to use for the collection budget so that there is no drop in the quality of our selection and we don’t fall under the requirements for accreditation.

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

**(H) BUILDING & GROUNDS COMMITTEE REPORT:**

The Building and Grounds report from Ed Bazow was presented for review. Emily, Mike and Ed made a tour of the building and grounds on Wednesday, July 9<sup>th</sup>. Several issues were reviewed:

- The hand dryers in the upstairs public bathrooms are in need of replacement and a list of models and prices was given to the committee. An electrician will need to look at wiring to determine which dryers are suitable.
- The tile in both bathrooms needs attention and a quote from Adams Contracting has been received. If selected, it would be late fall or winter before they could get to the project. Painting of the bathroom doors was also discussed.
- The landscaping around the building needs weeding, new mulch added, and dead plantings need removed or replaced. The Japanese maple in the front needs its branches trimmed. Some grasses need to be added near the Art Center along Concert Street to fill in empty spots and possibly connect with the front landscaping. Update since the walk through: community service workers have been working on the weeding and the dead shrubs and tree have been removed by Shipshape Landscaping.
- Emily pointed out that it would really help to have electricity in the side yard. Currently extension cords are run from the library building across the alley when events are held there.
- The sidewalk on the Concert Street side is raised in two sections, causing a safety issue. Emily will be checking with Mark in Public Works about the sidewalk and some of the metal strips that are at the edge of it.
- The outside book drop has scratches and paint chipping off. It was purchased in 2010 and is under warranty. Emily will contact Brodart and Kingsley about this issue.

A meeting will need to be held before the board meeting in August to discuss the bathroom tile, hand dryers and rearranging the bookshelves.

**(I) OLD BUSINESS:**

None.

**(J) NEW BUSINESS:**

Officer Elections: The nominating committee presented the slate of officers as follows: Mike Woodring, President; Martha Marsot, Vice-President; Barb Smidt, Treasurer. A motion to accept the slate as presented was made by Jane Abell. Sue Olson seconded the motion and it was unanimously approved.

Budget: Major discussion was held regarding giving money for the collection at this time. Emily stated that along with the tightening of the city budget, we would not be receiving the funds we did last year from the Foundation, resulting in the loss of \$8,600 that we would need if we were to stay within accreditation guidelines. She would like the board to commit \$5,000 of Gray money for this fiscal year to the collection. The board agreed that monies would most likely be needed, but would like to wait at least six months to see where we stand with the budget at that time. They stated that Emily should go ahead and order as usual so that the collection does not suffer.

Food for Fines: Teri Terford has put together a Food for Fines/fine amnesty program that she would like to implement. This would give patrons a chance to resolve fines on their accounts with donations of food items for the Salvation Army over the course of a month. A motion to approve this program was made by Anna Westermeyer. Buddy Howard seconded the notion and it was unanimously approved.

Strategic Planning for Results—writing goals: Although it was originally planned to work on writing goals after regular meetings, Emily read in the Strategic Planning guide that one or two people are recommended to do the rough draft. The Policy committee agreed to fill this function and bring their recommendations on goals back to the board for further discussion.

Library director evaluation: Mike handed out the director evaluations and stated that they will be due two weeks from today.

**ADJOURNMENT:**

The meeting was adjourned at 5:10 pm. The next meeting will be held on Monday, August 18<sup>th</sup> at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
August 18, 2014**

**(A) ROLL CALL:**

Jane Abell	--	Present	Sue Olson	--	Present
Ed Bazow	--	Present	Barb Smidt	--	Present
Clinton Boddicker	--	Absent	Anna Westermeyer	--	Absent
Buddy Howard	--	Present	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. 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 reported that she had purchased the CD as discussed last month and that the book sale funds had been added. Upon review, she noticed an error in addition. She will adjust that, email a new report to all board members and then bring for approval next month.

**(E) BILLS AND SALARIES:**

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

**(F) COMMUNICATIONS AND PETITIONS:**

None.

**(G) LIBRARIAN'S REPORT:**

Donations were made to the collection this month by Dr. M.A. Salloomi (author) and many anonymous donors.

Food for Fines: Our fine Amnesty month will begin September 2 and end on the 30<sup>th</sup>. Teri Terford has been working with the Salvation Army and has drawn up a list of the most needed items by the food pantry—those items will receive \$2 off a patron's fines, while all others will take \$1 off. A press release will appear in the newspaper as well as on social media and radio. Teri has also been including a flier in the overdue notices.

Programming: The outdoor movie is quickly approaching and we would still accept volunteers to help with this event. There are two-hour time slots available—6:30-8:30 and

8:30-10:30. We posted a request for volunteers on the Volunteer Center's website as well as Facebook but have received no responses from either site.

Round room lighting: After conferring with Tom Seabold, we decided to apply with the Grace Bott-Millar Foundation for the remainder of the lighting and painting project. They did grant our request and will be giving \$2,800 towards the project. Alliant will be giving us a \$300 rebate for the bulbs. Kramer Electric and Sam Strange painting have been contacted to set up dates for the project but we are still awaiting replies. The lower ceiling was not included in the original paint quote so we will be asking the Foundation to cover that cost. Meetings will have to be rescheduled and the Art Center will take down their display during this time. Sue Olson inquired as to the specs for the project and if the board had actually given the okay for paint colors and new fixtures. It was decided that in the past it had been approved to apply for the grants in order to move forward on the project. She would like to get all of the information on colors, bulbs and fixtures from the Art Center to give to the Building and Grounds committee. She would then like for them to bring their recommendation to the board meeting in September. The board concurred with the request.

KPL Staff: Angela Gates is expecting her second child around September 4<sup>th</sup>. She plans on returning 6-10 weeks after the baby is born.

Staff development: The County-wide customer service training has been scheduled for Friday, October 3<sup>rd</sup>, with all participants meeting at the Fort Madison library. As previously discussed, the library will close on this day.

Staff members have inquired about attending the Iowa Library Association Conference, scheduled this year in Cedar Rapids for October 23<sup>rd</sup>. This would require another day of being closed for the library in the same month. After discussing the options, it was decided that while the board is supportive of continuing education, it is just not feasible for the whole staff to attend this year. As director and in order to meet re-certification requirements for continuing education, Emily will be attending the whole conference, asking the Foundation for assistance with travel costs.

Lee County Budget 2014-2015: A miscommunication on the amount of our budget from the County resulted in our request coming in at \$67,500 rather than the \$71,000 that we thought. This is still an increase of \$2,500 over last year's budget and will still provide more money for shared rotations, joint programs and technology.

Schumacher Elevator Company will be in contact with City offices in order to bring them on board and combine our contracts in order to save both parties money. City offices' contract with their current provider expires in October.

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

Mike Woodring reported that Emily's evaluation has been completed and he has met with her to discuss the results. He would also like to propose changing the form in order for the board to be able to better answer the questions asked.

**(H) BUILDING & GROUNDS COMMITTEE REPORT:**

The Building and Grounds committee met on Friday August 14<sup>th</sup>. They present the following recommendations:

- Midwest Janitorial Service's proposal of \$525 to strip and seal the floors in the lower level meeting room as well as the downstairs staff area.
- Wells-Way's proposal of \$300 to strip and wax both floors of the upstairs public restrooms.
- the purchase of two Exceleator hand dryers for the upstairs public bathrooms for \$800 plus the price of the electric work required to install them.
- Emily will contact a library moving company to get further input on the shelf rearrangement project.

A motion to accept the recommendation as presented and to pay for the work from the Art Center rent line item was made by Sue Olson. Jane Abell seconded the motion and it was unanimously approved.

**POLICY COMMITTEE:** Martha reported that the policy committee met two times and has established goals for each of the service points as follows:

- ✓ VISIT A COMFORTABLE PLACE:
  - Patrons may better navigate through an aesthetically pleasing library
  - Website users may better navigate through an intuitive library website
  - Patrons may have better access to technological resources and connectivity
- ✓ SATISFY CURIOSITY:
  - Adults may explore interests and hobbies and enjoy a wide variety of materials and programming.
  - Children may discover the joy of reading and become lifelong learners
  - Teens may find materials, programs, and interactive experiences to enhance their current interests
- ✓ KNOW YOUR COMMUNITY:
  - The unemployed and underemployed may find materials and programs to help them in their job search
  - Seniors may learn more about pertinent lifestyle interests
  - Residents and visitors may find information about area places, events, goods, and services
  - Residents and visitors may find information about area business and non-profit organizations
- ✓ BUILD SUCCESSFUL ENTERPRISES:
  - We decided not to write goals for this service point, but to write a business- friendly goal under "Know Your Community"



The KPL mission committee met to re-work the mission statement to read as follows:

“The Keokuk Public Library enriches lives by providing resources and technology and creating a safe and comfortable space in which to satisfy curiosity, inspire lifelong learning and celebrate the area’s past, present and future.”

The board as a whole voted to accept the recommendations as presented.

**(I) OLD BUSINESS:**

None.

**(J) NEW BUSINESS:**

A motion to approve closing the library on October 3<sup>rd</sup> in order for staff to attend the county-wide customer service workshop in Fort Madison was made by Sue Olson. Buddy Howard seconded the motion and it was unanimously approved.

The board watched a video on Iowa Open Meetings law.

**ADJOURNMENT:**

The meeting was adjourned at 5:02 pm. The next meeting will be held on Monday, September 15th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
September 15, 2014**

**(A) ROLL CALL:**

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

**(B) MINUTES OF PREVIOUS MEETING:**

The meeting was called to order at 4:07 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 Martha Marsot. Jane Abell seconded the motion and it was unanimously approved.

**(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:**

Mike reported to the board that he had received a note from a patron who had slipped on the front lobby tiles due to rain. The patron would like the library to look into making the entryway safer. Emily will send her a letter stating that the board appreciated her comments and will take the issue to a Building and Grounds meeting to find a solution.

**(D) TREASURER'S REPORT:**

Emily handed out Barb's report. A motion to accept the July and August reports 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. Martha Marsot seconded the motion and it was unanimously approved.

**(F) COMMUNICATIONS AND PETITIONS:**

None.

**(G) LIBRARIAN'S REPORT:**

This month we received donations to the collection by many anonymous donors.

Food for fines: The program has been going very well. Donations can be viewed out just inside the library entrance.

KPL Foundation meeting: The Foundation met on August 25<sup>th</sup>. New members Veronica Kearns and Lisa Twitchell were welcomed as well as returning member Mary Dennis. Duane Taylor was elected president, Mary Dennis vice-president and Josh Kirchner treasurer,

The Foundation was brought up to speed on the lighting project and was very supportive. They are expecting an email vote once we get a quote for painting the ceiling. The Foundation voted to pay for me to attend the 2014 ILA conference.

Mike and I will be attending the Annual Advisory Board Meeting at the Montrose Public Library on Wednesday, September 24, where we will vote on a budget request for next fiscal year.

As a reminder—we will be closed on Friday October 3<sup>rd</sup> for Customer Service Training.

Town Meeting: I attended the biannual town meeting in Coralville. A discussion came up about border towns that sell cards to residents out-of-state. I was the only one to bring up a reciprocal borrowing agreement—ours with both Clark County in Missouri and Hancock County in Illinois.

As a result of the discussion, I have decided to send a letter to those counties to ask how much our residents have used their libraries in the past year. This information would be helpful if the agreement is revisited, to decide if the agreement is benefiting our patrons/taxpayers as much as it is benefiting non taxpayers. When compiled, I will bring the results back to the board.

The State of Iowa has a new State Librarian—Michael Scott. He will fill the position upon the retirement of Mary Wegner, current State Librarian.

The annual report due to the State Library has been completed and submitted.

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

**(H) BUILDING & GROUNDS COMMITTEE REPORT:**

Ed reported for the Building and Grounds committee. They met and discussed the quotes from Springfield and Sam Strange Painting. The committee went with the color chosen by the Art Center, *Grayish*, for the Round Room walls. The ceiling will be white. The board accepted the recommendation from the committee and the motion was approved.

Representatives from Jones Library Sales came to the library and they are working on a quote for moving the books and furniture. OPN's plan involves shortening many shelving units which will require more wooden end panels and supports to make the shortened stacks stable. Staff has been discussing where the collections should go and measurements will be taken to help with those decisions.

The hand dryers have been installed and the floors in both public restrooms have been stripped and re-waxed and they look great. There is also a new toilet seat in the women's handicap stall and small waste cans in both stalls.

The Lower Level Meeting Room and part of the staff area floors will be waxed on Saturday, September 27.

(I) **OLD BUSINESS:**

None.

(J) **NEW BUSINESS:**

A motion to approve closing the library for one-half day On Friday, December 5 in order to meet with Becky Heil and formulate the objectives for the goals in our ongoing Strategic Planning process was made by Anna Westermeyer. Martha Marsot seconded the motion and it was unanimously approved. The library will open to the public at 1:00 pm on that day.

**ADJOURNMENT:**

The meeting was adjourned at 4:35 pm. The next meeting will be held on Monday, October 20th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
October 20, 2014**

**(A) ROLL CALL:**

Jane Abell	--	Present	Sue Olson	--	Present
Ed Bazow	--	Present	Barb Smidt	--	Absent
Clinton Boddicker	--	Absent	Anna Westermeyer	--	Absent
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 Martha Marsot. Jane Abell seconded the motion and it was unanimously approved.

**(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:**

None.

**(D) TREASURER'S REPORT:**

Barb handed out the treasurer's report. She noted that bills had been paid from Art Center rent as directed last month. A motion to accept the report was made by Jane Abell. Sue Olson seconded the motion and it was unanimously approved.

**(E) BILLS AND SALARIES:**

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

**(F) COMMUNICATIONS AND PETITIONS:**

None.

**(G) LIBRARIAN'S REPORT:**

This month we received donations to the collection by Barbara Altgilbers, Kirk Brandenberger, John K. Burchill, Edwards Family, Suzie Flockhart, Ellen Norman Family, Susan Wiggs and many anonymous donors.

Food for fines: Around \$500 in fines were cleared up during the fine amnesty program. Over 600 food and personal care items were collected and donated to the Salvation Army, who was most appreciative of the donation.

Staff development: All of the staff attended the customer service workshop "Front Line Staff and the Issue of Civility" presented by the State Library on October 3 at the Fort Madison library. It was a very good workshop and all who attended enjoyed learning new things as well as talking with the staff from other libraries on common issues.

KAC/CCP Meeting: Mike and I attended this meeting with Tom Seabold and Betsy Gardner.

The wheeled meeting room chairs were discussed as well as the Round Room lighting project. The electrician is very busy and has not had time to schedule the work. A ribboncutting for the project was discussed, inviting those involved with the grants from Lee County Charitable Fund and the Grace Bott Millar Charitable Foundation. We tentatively set a date of Friday, December 5th from 5-7pm which coincides with their December reception. I also informed them that the movie screen in the Round Room had been moved up by more than a foot, which they requested and will also make movie night viewers happy.

Lee County Libraries Annual Advisory Board Meeting: Mike attended the annual meeting while I was home sick. The board voted to increase the County budget request by \$4250 as follows:

- \$200 more for Librarian's Meetings to cover mileage
- \$1,250 more for Public Relations to help with ads and flyers for programs
- \$500 more for the shared DVD rotation to add more titles
- \$1,300 more for Special Projects which would cover 2 programs county-wide
- \$1,000 more for Technology to help with repair/replacement costs

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

**(H) BUILDING & GROUNDS COMMITTEE REPORT:**

None.

**(I) OLD BUSINESS:**

None.

**(J) NEW BUSINESS:**

Annual Fine Amnesty program: A motion to conduct up to two fine amnesty programs on a yearly basis with the timing of the event to be determined by staff was made by Barb Smidt. Jane Abell seconded the motion and it was unanimously approved.

Reciprocal Borrowing Agreements: Emily handed out statistics on how many patrons from other areas use our library as well as how many of our own patrons use other libraries in Clark County and Hancock County. KPL checked out 5,993 items to Hancock County residents while their libraries checked out 675 items to our patrons. For Clark County, KPL checked out 1,076 items to Missouri residents while their library checked out 491 items to our patrons. After much discussion on this issue, it was decided to have the Policy committee meet to further explore options in this matter.

Meeting room chairs: While at the quarterly meeting with CCP, Tom expressed his concerns about the wheeled meeting room chairs. He has known of 5 people who have either almost fallen or fallen at KAC receptions due to the chairs. In the past, one of our story hour mothers fell but at that time City Attorney Steve Swan did not recommend replacing the chairs. However, at the last art exhibit reception, our new City attorney, Audrey Alexander, almost fell. Emily received a call from Audrey after that incident, asking us to replace the chairs to avoid possible lawsuits in the future. She asked to be informed after the board's decision.

Emily presented a quote from Piggot, Inc., whom we originally purchased the chairs from, to replace the wheels on all the chairs with caps called slides. The cost is \$26.32 per chair plus \$495 for the person to travel and do the work. This totals \$1,995.24. Also listed on the quote is pricing for their cheapest stackable chairs at \$63.70 each. After much discussion on its necessity and if there was anyone local that could do the work to save money, a motion to accept the quote for replacing the wheels with sliders and to ask the Foundation to cover the full cost was made by Barb Smidt. Jane Abell seconded the motion. Martha Marsot and Jane Abell voted to approve. Sue Olson voted nay. The motion carried.

Fire Department Inspection: Ed Love, on behalf of the Keokuk Fire Department, inspected the library recently. We had several items that need to be addressed and he has extended our deadline to get these done to October 31st from the 17th. Address numbers have been added to front of the building; Downey's Fire equipment moved a fire extinguisher from the staff coat area to the staff work area; emergency lights were located in the lower level staff area—they are present in the current lighting fixtures on each end; and items in front of an extinguisher downstairs have been moved. Still to be done are an emergency light check and for a certified inspector to check the fire alarm system. The emergency lights can be checked by an electrician, but a certified inspector must do the fire alarm system. A quote for this annual inspection from SimplexGrinnell, who installed our alarm and services it as needed, was received at a cost of \$472. Much discussion ensued on this topic, mostly regarding the issue of an out-of-town company being the only ones able to do it. It was suggested that we contact the city to inquire as to whether or not they had a "master contract" with someone that covered city entities. Emily was concerned with the deadline from the fire department if we were to wait and contact other companies. A motion to recommend researching a citywide contract as well as local providers of this service and then, if there are no viable options, to accept the contract from SimplexGrinnell in the amount of \$472 was made by Barb Smidt. Ed Bazow seconded the motion and it was unanimously approved.

Resizing inner automatic door for rug: Marvin from Double A Glass responded to our inquiry as to whether or not the door can be cut down to accommodate a rug runner to help with the slippery floor issue in the front lobby. He thinks he can chop ½" off the bottom of the door at a cost of \$75. Emily spoke with Streeter's about making a custom rug but since Greg was on vacation, measuring would have to wait until after October 28. After discussion, the board would like to wait to cut the door down until a sample of the rug can be acquired. That would tell us exactly how much to cut off the door. The quote from Double A will be revisited after we know the exact measurements.

**ADJOURNMENT:**

The meeting was adjourned at 5:06 pm. The next meeting will be held on Monday, November 17th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
November 17, 2014**

**(A) ROLL CALL:**

Jane Abell	-- Present	Sue Olson	-- Present
Ed Bazow	-- Present	Barb Smidt	-- Present
Clinton Boddicker	-- Present	Anna Westermeyer	-- 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. Barb Smidt seconded the motion and it was unanimously approved.

**(C) PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:**

Martha brought a request from the yearbook staff at Keokuk High School. They would like to know if the library would be interested in purchasing an ad that would run in the yearbook. Cost is \$90 for a business card ad and \$50 to add the Keokuk Library name to the bottom of a sponsored page. The board inquired as to the possibility of getting a yearbook free of charge in exchange for one of the options. Martha will check and report back at next month's meeting.

**(D) TREASURER'S REPORT:**

Barb handed out the treasurer's report. A motion to accept the 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 Martha Marsot. Anna Westermeyer seconded the motion and it was unanimously approved.

**(F) COMMUNICATIONS AND PETITIONS:**

Emily reported that the library received our check for Direct State Aid.

**(G) LIBRARIAN'S REPORT:**

This month we received donations to the collection by Erma DeRosear, Mary Skinner Dresdan, Gregory Harris, Betty Peters memorial, Charles Philgren, Emily Rohlfs, and many anonymous donors.

ILA—She attended the ILA conference October 22-24 in Cedar Rapids, Iowa. The session were great and included a wide range of subjects including genealogy, reader's advisory, staff dysfunction, makerspaces, and All Iowa Reads.



Programming: A grant was filled out with the State Library for Lego kits to start a club, and around the same time, we were contacted by Dana Klesner from the Lee County Economic Development Group about starting a monthly Lego robotics class, using the library for space with the LCEDG providing everything else, including local people to teach the classes.

Monica and Teri are planning a series of youth craft programs and spoke with Tom Seabold to get names of local artists to help out. They also came up with the idea of having a children's book drive, inviting donations which will be given out at the library and Hope House. They will also set some books aside for children who come to the library and are not able to check out books due to large fines - so they won't have to leave the library empty-handed.

A reminder was made about the reception to show the new lighting and painting project, along with art by local residents. This will be held on Friday, December 5 from 5-7 in the Round Room. The Art Center will provide drinks and the library will provide snacks.

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

**(H) BUILDING & GROUNDS COMMITTEE REPORT:**

As stated in the librarian's report:

- All work was completed in order for us to pass the 2<sup>nd</sup> fire inspection. Simplex performed the certified alarm test after Monica researched and found that no one local was certified to do the work and there was no city-wide contract for departments.
- All of the electrical work was finished in the Round Room. Sam Strange will be painting this weekend (November 22-23) so the room will be completed before the December 5<sup>th</sup> reception.
- Greg from Streeters has taken measurements and is working on a quote for the new rug in the front lobby.
- Stan Pepple is working on a quote for building the wooden end-of-range pieces for the new book stack relocation project.
- The KPL Foundation approved to pay for the "repair" of the meeting room chairs. The work was completed on November 12<sup>th</sup> by Pigott and Emily contacted City Attorney Audrey Alexander to let her know that it was done.

**(I) OLD BUSINESS:**

None.

**(J) NEW BUSINESS:**

None.

**ADJOURNMENT:** The meeting was adjourned at 4:40 pm.

The next meeting will be held on Monday, December 15th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
December 15, 2014**

**1. ROLL CALL:**

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

**2. MINUTES OF PREVIOUS MEETING:**

The meeting was called to order at 4:10 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. Martha Marsot seconded the motion and it was unanimously approved.

**3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:**

None.

**4. TREASURER'S REPORT:**

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

**5. 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.

**6. COMMUNICATIONS AND PETITIONS:**

None.

**7. LIBRARIAN'S REPORT:**

This month we received donations to the collection by Laura Conley, Patricia Kimbrel, Tammy Phillips, and many anonymous donors.

**Programming:**

- *The Poetry Games*, a youth poetry competition planned by Teri Terford, will be held the second Thursday starting in January and running through April from 6-7 pm. Hamilton teachers Anna Westermeyer and Kelsee Hoyt will teach it.
- *Open Mic Night* will be back in April and Teri Terford will be assisted by Nalani Proctor in this session. This will be held on the first Thursday of in March, April, and May.
- *Young Artists Studio*, an art program for youth ages 8-11 and planned by Monica Winkler will start with Tile Glazing on January 31<sup>st</sup>. Tom Seabold will be teaching the class and other classes in collaboration with the Art Center are being planned.

- Other upcoming programs include: A photo tour of Spain with Leroy Wolfmeyer; Black Hawk's Final Resting Place by Russ Fry; and a talk on the Kansas City Monarchs.
- B-Y-O-Book Club has selected the next three titles to be discussed: *Landline* by Rainbow Rowell in January; *Mr. Penumbra's 24-Hour Bookstore* by Robin Sloan in February, and *The Blackhouse* by Peter May for March.

*The Holiday Book Drive* was a great success, with over 400 books being donated and distributed during the Santa visit at the library and the remainders being given to Project Christmas, a program through Hope House. Monica and Teri are already planning for next year.

The State Library's "grant" for Legos was more of a random drawing and unfortunately we were not selected. Fortunately, however, Linda Sue Mullen called saying that Wal-Mart needed applicants and we were awarded \$500 for the Lego Club project—we will now need to price and purchase the Legos for the Club.

There was some confusion between this project and the LCEDG Lego Robotics classes. They are different projects and the Robotics program is still in the works. More information will follow as it becomes available.

**Round Room Open House:** A small group came to the art gallery reception and Open House where we showed off our new Round Room lights. Thanks to Barb, Buddy and Martha for representing the board at this event.

**City Budget for FY 2015-16:** The city has given the library worksheets for the new budget. They are again requesting a 0% increase to the bottom line from all departments but are granting a small cost-of-living wage increase. These are due on January 5<sup>th</sup> and Emily did not have time to complete it before this meeting. Certain line items will need to be increased as we have not requested any new amounts for a while. Emily is seeking permission to increase what is needed and present to the City before the next board meeting. After discussion on what line items would need to be increased, the board agreed to let Emily fill in the minimum needed on the increased line items according to what she feels is necessary and then submit the budget at the January meeting.

**Request for funds:** Bills from Enderle for recent work completed on heating units and the blower unit were given out to the board. These bills total \$5,289.56. We currently have \$2,113.49 in the repair line item. Emily is requesting the board pay for these recent bills in order for us to still have monies to cover what may pop up in the next six months. A lengthy discussion by the board ensued. In the end, the board decided that the library needs to show the actual amounts being spent in each category, excluding collections purchases, in order to justify any budget increase requests. As such, the library will pay for these repairs out of the current budget. In the coming months, in order to maintain the 10% expenditures on materials required for accreditation, bills may be submitted for those purchases to the Treasurer to be paid out of the materials fund.

**Staff:** The whole staff met with Becky Heil from the State Library to work on the final part of our Strategic Plan—writing 3-4 objectives for each of the 10 goals written by the library board. Although our time was limited, we made great progress. Becky explained the process and we worked as a group to brainstorm and write down our ideas. Becky will format what we did finish and send it to the library so that we can finish up the goals, fine-tune the wording and add projected dates for accomplishing the objectives. Becky is currently working with several libraries, so we haven't received the compilation of the day's work yet, but we hope to have it soon.

Tonya's certification through the State Library was completed and she is renewed through December 2017.

#### 8. **BUILDING & GROUNDS COMMITTEE REPORT:**

As stated in the librarian's report:

- Greg from Streeter's has given us quote of \$1,500 for a new rug for the front lobby, not including freight. He provided carpet samples which were shown to the board for selection of color and to give an idea of height so we might know much the inside door may would need to be cut down. Board discussion ensued regarding the kind of rug being offered and the color needed. The board decided to have Emily contact Greg and get some references from anyone who has the rug in place to see how it works for them and to also see if there was another option in the pile of the rug—something with a “flatter” pile and not the loops currently being offered. They would also like some information on the warranty provided by the manufacturer.
- Boiler—Dan from Enderle's is strongly advising against getting a new boiler. He feels that with the major work we did recently, this boiler will hold up for a long while. Emily handed out a list with what had recently been done by Enderle in regards to the heating units for the library and the Art Center. The board would still like to explore options for a new system should it be necessary in the near future.
- Book Stack relocation project—Stan Pepple is still working on a quote for building the end-of-range panels. He doesn't have the tools to make end panels that would match what is predominately in the adult area. He also will not be submitting a bid for cutting down the size of the magazine rack. He did, however, measure to quote the other style of end-panels in the juvenile section. Ed will need to decide if the committee would like to meet to discuss the quotes we have already received or if they would like to wait for more quotes to come in before meeting.
- Meeting room chairs—after complaining to Pigott about the metal glides that were installed, Emily was told that there is another option. They will replace the metal glides with straight nylon glides at no additional cost to the library. It will take about 4 weeks to get the new parts.

#### 9. **UNFINISHED BUSINESS:**

Martha reported back on the yearbook request. She stated that they will give us a yearbook free of charge for placing an advertisement. A motion to put an ad in the yearbook for the library at a cost of \$90 and to pay for that out of the Special Projects fund was made by Sue Olson. Ed Bazow seconded the motion and it was unanimously approved.

**10. NEW BUSINESS:**

None.

**ADJOURNMENT:**

The meeting was adjourned at 5:10 pm. The next meeting will be held on Monday, January 17th at 4:00 pm in the Round Room.