

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
January 18, 2016**

1. ROLL CALL:

| | | | | | |
|-------------------|----|---------|------------------|----|---------|
| Ed Bazow | -- | Absent | Barb Smidt | -- | Absent |
| Clinton Boddicker | -- | Absent | Anna Westermeyer | -- | Present |
| Joseph Fierce | -- | Present | Mike Woodring | -- | Present |
| Martha Marsot | -- | Present | Kristal King | -- | Present |
| Sue Olson | -- | Present | | | |

2. MINUTES OF PREVIOUS MEETING:

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

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

4. BILLS AND SALARIES:

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

5. TREASURER'S REPORT:

The treasurer's report was handed out for review by Kristal in Barb's absence. She presented the rates for CDs for our upcoming renewal. After board discussion, a motion to place \$22,000 at First Community Bank for 17 months at .90% was made by Sue Olson. Joe Fierce seconded the motion and it was unanimously approved. A motion to accept the report was made by Sue Olson. Anna Westermeyer seconded the motion and it was unanimously approved.

6. COMMUNICATIONS AND PETITIONS:

None.

7. LIBRARIAN'S REPORT:

Donations: This month we received donations to the collection from Gregory Harris, April May, and many anonymous donors.

Upcoming Programs include: Movie Night: "A Walk to Remember," January 14; Family Lego Night, January 15; Classic Movie Night "Butch Cassidy and the Sundance Kid" January 22; Keokuk and the Civil War—January 23; Conservation Wednesday, January 27; Beekeeping with Bernie—February 9; February 11—Movie Night: "The Martin"; Fall in Love with E-Books, February 13; Recipe Swap series begins with Casseroles, February 20; and March 10—Movie Night: Man Up.

Our Winter Reading Program begins on January 18 and ends February 27. Registration begins on Monday, January 25. We have 13 sponsors for the program with donations totaling

\$850 in cash, \$35 in gift cards and assorted swag for the gift baskets. Most of the sponsorship money was locally on gift certificates to fill our gift baskets.

KPLF: The Foundation met on January 11th, and minutes will be attached. A meeting to discuss the By-Laws and necessary changes will be held on January 21st and another meeting is scheduled for February 29th. Things are progressing.

Betsy Gardner of the Art Center was informed that the Foundation is busy with reorganization right now and will be unavailable to discuss a fundraiser to take place this year. The Historical Society will be told as well. Emily did bring up a previously rejected idea, a Chair-ity silent auction, and Betsy seemed receptive to the idea, so the Emily will let the Foundation know.

Budget: The budget was submitted to the City on time, with the adjustments that were presented at the last meeting, plus our first ever capital improvement project—a high-efficiency boiler.

Emily reported that she had contacted Schumacher about our contract. A new contract was signed, which will save us about \$38 per month while maintaining the same monthly service.

Monica reported that the city has agreed to do the snow removal on the library sidewalks.

While not scheduled yet, Emily will be having back surgery in the near future.

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

Building and Grounds:

Although the committee did not meet, updates on several things were discussed:

RFID: Polaris has been working on a “bug”, and says they should be ready to install in two weeks. We have not been billed by Polaris yet and Emily will continue to ask for updates.

Paint: The quote has been received from Sam Strange for minor maintenance, painting portions of the lower level and the meeting room.

Woodwork: Nothing has moved forward with the end panel. There was board discussion about possibly taking it down and moving it to the backside if work could not be completed soon. Mike said he would contact Jim Brown and will have a report ready at the next board meeting. Emily stated that Jones Library Sales lowered their quote from \$850 to \$675 if the board is interested in using them for a total replacement. The board will wait to hear from Mike.

Carpet: Streeter's has still not stopped by to repair the carpet. Board discussion resulted in a request to call Floors, Décor & More in Fort Madison or Heartland Carpets in Hamilton. Board consensus was that Streeter's has taken too long to respond, so we have to move on.

8. UNFINISHED BUSINESS:

Two names have been added to the potential board member pool—Shannon Tackes and Rex Muston. Barb's term runs until February 29, so a new member will be decided on next month.

9. NEW BUSINESS:

A motion to allow Kristal King to be a signature authority was made by Sue Olson. Martha Marsot seconded the motion and it was unanimously approved.

ADJOURNMENT:

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

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
February 22, 2016**

1. ROLL CALL:

| | | | | | |
|-------------------|----|---------|------------------|----|---------|
| Ed Bazow | -- | Present | Barb Smidt | -- | Present |
| Clinton Boddicker | -- | Absent | Anna Westermeyer | -- | Absent |
| Joseph Fierce | -- | Present | Mike Woodring | -- | Present |
| Martha Marsot | -- | Present | Kristal King | -- | Absent |
| Sue Olson | -- | Present | | | |

2. MINUTES OF PREVIOUS MEETING:

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

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

4. BILLS AND SALARIES:

The bills and salaries were presented for payment. A question regarding the elevator contract was made and Monica will bring the answer to the next meeting. A motion to pay all bills and salaries was made by Sue Olson. Joe Fierce seconded the motion and it was unanimously approved.

5. TREASURER'S REPORT:

The treasurer's report will be presented at next month's meeting due to Kristal's absence.

6. COMMUNICATIONS AND PETITIONS:

Monica reported that Michael Jefferson came in to discuss being allowed to use the library computers to look for work. Michael is on the Sex Offender's registry, but our policy allows for the director to make an exception if the board approves. He is seeking that approval. After board discussion, it was decided that he will need to come in with someone each time and check in and out at the front desk. Monica will call and get the required information from him and present it at the next meeting, when it will then be voted on.

7. LIBRARIAN'S REPORT:

Donations: This month we received donations to the collection from Prue Backlin, Jeanne Caropreso, Shirley Hulboy, Shirley Lillard, Barb Smidt, and many anonymous donors. Pilot Grove Savings Bank also donated \$100 towards out June 4 Outdoor Movie to kick off the Summer Reading Program.

A portrait of R.F. Bower has been located by the Lee County Historical Society. The book, "The History of Lee County" says "To him more than any other man, is the city indebted for the founding and success of the Keokuk Library Association, which, under his Presidency and fostering care, has outgrown all others of its kind in our state." It is possible it will be

donated to the library, however the painting is very poor shape and will need extensive repair work done. The Historical Society does not have the funds to repair it but the Foundation may be approached in the future when the portrait's fate is decided. For now it is stored at the library, in the server room, which is a little more climate-controlled.

Upcoming Programs include: Open Mic Night, March 3; "Keokuk Churches" presentation by Tonya Boltz, March 8; Movie Night featuring *Man Up*, March 10; Classic Movie Night featuring *The African Queen* March 11 (rescheduled from March 18); Photo Tour of Switzerland, March 22.

Our Winter Reading Program will end on February 27th. We have 14 sponsors who have donated a total of \$875 in cash, \$35 in gift cards and other gift basket items. The latest sponsor is Cramer Real Estate.

KPLF: Foundation members met on January 21st and edited/re-wrote their by-laws. When the new by-laws are approved and in effect, Emily will function as a liaison and we'll have one liaison from the library board. Board terms are also being changed.

Budget: We have had no word from the city regarding our budget request.

Grants and Programming Funds: We have purchased most of the necessary equipment for outdoor movies and Open Mic nights with the grant money we were awarded. This includes a set of loudspeakers, a new projector, a PA, microphones, mic and a big screen. A table, 100' extension cord and reel and a cooler for concessions were purchased as well.

Thanks to donations and some leftover grant money, we purchased a new alphabet rug for story hour. We also have \$500 from the Wal-Mart Foundation to purchase books and movies for the children's section.

With the help of the KPL Foundation, we purchased an outdoor movie license for Kung Fu Panda 3 on June 4th, sponsored 4 advanced cake decorating classes, a history program with Trace's Bus-eum, and Duffy Hudson's "The Life and Work of Harry Houdini" is in the process of being planned for March.

Emily will be having surgery on February 17th. She is taking three weeks off, and returning on Wednesday, March 9.

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

Building and Grounds:

Although the committee did not meet, updates on several things were discussed:

RFID: Emily has contacted the site manager a few times, but she hasn't heard back from their software developers.

Woodwork: Mike reported that he has had a conversation with Jim Brown about the wooden end-panel. Jim feels that it cannot be repaired properly. His suggestion was an oak bulletin board that would cover the damage. Mike will call him on options and get a bid for next month's meeting.

Carpet: The carpet by the front security gates has been repaired by White's Floor Store.

Lights: Kramer Electric replaced light bulbs in the building and the parking lot. The art lighting upstairs around the perimeter frequently burns out, so he will be replacing those fixtures and getting longer-lasting LEDs.

Fire Inspection: Simplex Grinnell came in and did a fire inspection as required by the city each year. He noticed that 5 hardwired heat detectors were not functioning and they sent a quote of \$437.50 to replace them.

8. UNFINISHED BUSINESS:

Mike reported that along with the library board, the foundation board is very upset at the lack of progress on implementing the last stage of the RFID. He stated that they wondered why the money had to be spent and then seven months later we are still waiting on it. Both boards would like some answers. Mike requests that a week by week, phone call by phone call report on what is taking place with Polaris be given at next month's meeting.

9. NEW BUSINESS:

With this being Barb Smidt's last meeting, prospective board members were again discussed. A decision was not made as some members thought some more names were being sought by an absent board member. It was tabled until next month.

ADJOURNMENT:

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

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
March 21, 2016**

1. ROLL CALL:

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

2. MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:01 pm by President Mike Woodring. There were no conflicts with the agenda by board members. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Sue Olson. Ed Bazow seconded the motion and it was unanimously approved.

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None

4. BILLS AND SALARIES:

The bills and salaries were presented for payment. There was an inquiry about how many of the newspapers we subscribe to are read/used. Emily responded that they monitor periodical use and our current subscriptions are used daily. In response to a question on the Schumacher elevator bill from last month, Monica explained that the company had invoiced the library at the old rate and would re-issue a new invoice with the reduced amount plus a credit for over payment from overlap on the last billing. A motion to pay all bills and salaries was made by Sue Olson. Joe Fierce seconded the motion and it was unanimously approved.

5. TREASURER'S REPORT:

Kristal King presented the January and February reports for review. A motion to accept both was made by Sue Olson. Joe Fierce seconded the motion and it was unanimously approved.

6. COMMUNICATIONS AND PETITIONS:

None

7. LIBRARIAN'S REPORT:

Donations: This month we received donations to the collection from Dawna Gundy, Jerry Kearns, and many anonymous donors. Richard Larson also donated a picture of the Swedish Lutheran Church.

Upcoming Programs include: Kids' Crafternoon on Mondays; Story hour on Wednesdays; KPL Play on Thursdays; Knitting & Needlework group on Fridays; Lee County Conservation Recycling program for kids on March 23; Salad Recipe Swap on April 2; Evening story hour on April 5; Kids' afternoon movie on April 6 and 20th; Open Mic Night on April 7; Movie Night presents *Room* on April 14 (*Bridge of Spies* will be May 12th and *Brooklyn* will be June 9th); Traveling museum (bus-eum) "At home in the heartland" will be here from 5-8 on April

14th in front of the library—the staff of Traces will also present the program “Grinding Ol’ Bones” at 6 pm on the same night—these two programs are sponsored by the Keokuk Public Library Foundation and The Fine Arts Council; Angela Gates will present a program on the history of the KPL on April 16; photo tour of Austria with the Wolfmeyers on April 19; Classic movie night presents *To Kill a Mockingbird* on April 22; and upcoming on June 4th will be an outdoor movie *Kung Fu Panda 3* to kick off our Summer Reading Program.

Our Winter Reading Program statistics jumped greatly from last year with 35 more adults registering and 64 more teens registering. Most heard about the program in-house, but the Keokuk Middle School library staff and English teachers helped to spread the word among teens. Adult gift basket winners are Jill McGraw, Angie Courtney, Nicole Basford and Greg Gage; Teen gift basket winners are Kobe Marlin, Noah Gould and Logan Fraise. The grand prize winners were Kat Cook and Dylan Finch.

Since the black and white printer used by the public died, and parts to replace it are costly, we decided to lease a color copy machine from RICOH. The government contract is very reasonable and they take care of all toner, repair, and maintenance costs—we only pay a small fee for copies per month. Along with the affordable leasing plan, they were offering a rebate of \$1,700 which will pay for more than the first year of a 60 month lease. The public computers can print to it, you can make black/white and color copies and scans, and it accepts SD cards and flash drives.

Budget requests: The Lee County Board of Supervisors approved the budget requested by the Lee County Libraries—an almost \$5,000 increase! The City also approved our requested budget so there will be small increases to a few line item amounts along with wage/benefits.

Emily is currently working on form 470 for e-rate telephone discount. They have new software so it has been slow going due to glitches.

Three boxes of old Foundation and board files were received and they are being sorted through and Emily has caught up on Foundation checks, deposits and donor thank-yous.

The fiscal year is winding down and we are busy working on Collection Development (ordering items for the collection). Any suggestions or requests for books, movies, audio books, downloadable e-books and more—just let me or another staff member know.

A motion to accept the librarian’s report was made by Clinton Boddicker. Ed Bazow seconded the motion and it was unanimously approved.

Building and Grounds:

Although the committee did not meet, updates on several things were discussed:

RFID: When Emily returned to work she was informed that Polaris was finished with the RFID interface and it is finally ready to be tested. The next step is to install the latest check-in/out software from 3M to work with the interface, and to set up the Digital Library Assistant handheld device. After Emily’s initial emails and phone calls to 3M were unanswered, she received the news that 3M was purchased by Bibliotheca. After getting a call back from someone there—they went over our next steps and informed Emily that tech support should be able to help her set it up remotely, saving us the hassle of scheduling someone to travel to us. Emily installed the software from 3M/Bibliotheca and is now waiting on a return call from Polaris on the 23rd or the 24th to finish up the installation on that end. The board responded to this news positively but also wanted some reassurance that it would

happen as promised—if Polaris does not call before the end of March, the board will be writing a letter/and or seeking a lawsuit against them.

Woodwork: Mike reported that he had been doing some research on getting the end panel fixed. He had been to Hartrick's and McFarland's to price cork board to cover the whole end panel. After much discussion by the board, it was decided to just have Jim Brown come and exchange the damaged end panel with one from the back side where it won't be so noticeable. Mike will call him and tell him the board's decision.

Fire Inspection: Simplex Grinnell replaced the 5 hardwired heat detectors that were not functioning.

8. **UNFINISHED BUSINESS:**

None

9. **NEW BUSINESS:**

Prospective members: Rex Muston was approved to fill the board vacancy. City offices will be called to get him approved by the council.

Michael Jefferson: After board discussion and additional input on the charges that had been filed, it was agreed to let him use the library with the following stipulations:

- he must come in with one of the two people listed: Kim Harmon or Gail Blackwell
- he must check in and out with the staff at the front desk
- he may only be in the library on Mondays and Fridays from 9-11 am
- he can use the computers for employment-related reasons only
- no use of the library's public restrooms
- this approval is only in effect for 30 days, after which time the board can review

A motion to have Emily write a letter outlining these stipulations was made by Sue Olson. Joe Fierce seconded the motion and it was approved by Kristal King, Ed Bazow, and Mike Woodring. Clinton Boddicker abstained.

ADJOURNMENT:

The meeting was adjourned at 5:02 pm. The next meeting will be held on April 18th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
April 21, 2016**

1. ROLL CALL:

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

2. MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:00 pm by President Mike Woodring. There were no conflicts with the agenda by board members. Due to a soccer game, Rex was unable to attend. He will be welcomed at the next meeting. Emily is absent, because her daughter is having emergency surgery. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Ed Bazow. Sue Olson seconded the motion and it was unanimously approved.

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None

4. BILLS AND SALARIES:

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

5. TREASURER'S REPORT:

Kristal King presented the treasurer report for review. It was noted that a CD will be up for renewal next month. Kristal will bring rates to the next board meeting. A motion to accept the report was made by Sue Olson. Ed Bazow seconded the motion and it was unanimously approved.

6. COMMUNICATIONS AND PETITIONS:

The iPad discussion was tabled until next month, due to Emily's absence.

7. LIBRARIAN'S REPORT:

Donations: This month we received donations to the collection from Rex Muston, Bill Voorhies, and many anonymous donors. Keokuk Kiwanis donated \$100 towards the Summer Reading Program, which will go towards a co-sponsorship of the June 4th outdoor movie, and the Keokuk Community Fine Arts Council donated \$350 towards Traces Bus-eum and history programs.

Upcoming Programs include: Kids' Crafternoon on Mondays; Story hour on Wednesdays; KPL Play on Thursdays; Knitting & Needlework group on Fridays; Lee County Conservation Earth Day program for kids on March 23; Kids' afternoon movie on May 4th and 18th; Open

Mic Night on May 5; Movie Night presents *Bridge of Spies* on May 12; photo tour of Germany with the Wolfmeyers on May 16; Classic movie night presents *To Kill a Mockingbird* on April 22; and June 4th we will have show *Kung Fu Panda 3* outdoors to kick off our Summer Reading Program.

Winners of our National Library Week Bookmark Contest are: Abby Cole for ages 5-7; Malachi Harris for ages 8 -12; Nadia Schroeder for ages 13-17; and Cheryl Schroeder for the adult category. Winners received \$10 in “library cash” to use for library services, fees and book sales. Thanks to Teri Terford for putting this together.

Form 470 for e-rate telephone discount is complete and bids are now being collected for providers.

While presenting library information to Rex Muston’s freshman class, Emily purchased a year book ad for \$90 from a student.

Now that some projects have wrapped up, the library staff is working hard on the library’s goals and objectives. They’ve been using new software called Slack to collaborate online.

One of those goals is to create a Community Calendar for Keokuk. Emily has been investigating a program from Active Data, who quoted \$545 per year for unlimited events and users, with a one-time \$1,000 fee for training/setup. The most exciting feature is a community submission form, which goes through staff moderators for approval, saving us time.

Another library goal is website reorganization. The State Library has a free website builder but it has very limited options. Emily has decided to purchase a website builder from Wix.com, which will cost \$13 per month and will be paid for by our technology fund with Lee County Libraries, which will see an increase next year. The end result will be a more attractive layout, a more user-friendly site, and the ability to incorporate the community calendar.

The library and TumbleBooks started a free trial partnership with local schools back in November. This allowed them to have access to kids’ eBooks for teaching and student purposes. The trial period is up at the end of April. The cost to continue is \$200 per school. Due to Emily’s unexpected absence, no data was available to discuss. This will be continued at next month’s meeting.

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

Building and Grounds:

Although the committee did not meet, updates on several things were discussed:

RFID: After much work, RFID is up and running. The gates are turned on and working. Staff is getting used to new library procedures for checking items in and out. We have discovered that a few items were missed during our massive tagging project, but those are quickly fixed at the front desk. We have discovered that a couple of tags were torn out of the books and left on the shelf. Although the books were taken, the tags allowed us to know which books were gone. There was board discussion about moving the placement of the tags to a more inconspicuous place. They would like us to start that as soon as possible. Mike also inquired as to when an inventory would take place with the new handheld device that

was purchased. The board discussed and decided that a complete inventory should be done by July 1st, the start of the new fiscal year.

8. UNFINISHED BUSINESS:

A discussion was held about Michael Jefferson. It was decided to let his use of the library expire. If he should inquire about it, the board will revisit it then.

9. NEW BUSINESS:

The board okayed payment of the yearbook fee to Emily as it had been previously approved at the beginning of the school year to purchase one.

For the TumbleBooks partnership, the board would like Emily to bring the following to the next board meeting: the number of schools involved, statistics on usage by those schools; and a whether the request is programming or operational, due to the way the Foundation views funding requests.

Library Objective – Community Calendar: the board would like to know what Emily meant by “rainy day” funds, and they were concerned about the amount of time involved.

Library Objective – Website Reorganization: the website reorganization was discussed by the board. It is a project that is already underway, and Emily’s intent was to inform the board of her progress.

A signature authority change is needed at First Community Bank. A motion to remove Linda Sue Mullen as a signature authority from all accounts was made by Sue Olson. Martha Marsot seconded the motion and it was unanimously approved.

ADJOURNMENT:

The meeting was adjourned at 4:40 pm. The next meeting will be held on May 16th at 4:00 pm in the Round Room.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
May 16, 2016**

1. ROLL CALL:

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

2. MINUTES OF PREVIOUS MEETING:

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

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None

4. BILLS AND SALARIES:

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

5. TREASURER'S REPORT:

Kristal King presented the treasurer report for review. She presented the rates that are available for CD renewal. A motion to place \$7,000 in a CD at Pilot Grove Savings Bank for 18 months at .60% was made by Sue Olson. Anna Westermeyer seconded the motion and it was unanimously approved. A motion to accept the treasurer's report was made by Sue Olson. Ed Bazow seconded the motion and it was unanimously approved.

6. COMMUNICATIONS AND PETITIONS:

Emily reported that she had been to a meeting with other city department heads concerning an upcoming new policy regarding random drug testing for city employees.

7. LIBRARIAN'S REPORT:

Donations: This month we received donations to the collection from Carolos Falcon, Nicole James, and many anonymous donors.

Upcoming Programs include: Kids' Crafternoon (May) and Game On (June and July) on Mondays; Story hour on Wednesdays; Knitting & Needlework group on Fridays; Kids' afternoon movies on May 4th and 18th and then every Wednesday afternoon in June and July; Open Mic Night on June 2; Movie Night presents *Brooklyn* on June 9; Photo tour of Germany with the Wolfmeyers on May 16; Classic movie night presents *Meet Me in St. Louis* on May

20; Adult Coloring Night on May 26; Back Alley Band Fest on May 27; and June 4th we will show *Kung Fu Panda 3* outdoors to kick off the Summer Reading Program. Throughout June and July we have many special programs for kids planned – calendars are available.

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

8. **COMMITTEE REPORTS:**

Building & Grounds Committee:

Ed presented a report on last week's meeting:

The committee did a walk-through of the library's needed projects. The wall in the kids' section and the downstairs walls and meeting room were examined. A bid from Sam Strange has been received for the meeting room and Stan Pepple will be submitting a bid for a chair rail in that room. New areas of concern were noted—drywall tape is showing in the lower level entry way and will need to be fixed and painted; ceiling tiles in the addition that were ruined due to a water leak need to be replaced. After noticing this, it was decided to look at painting the whole addition after repairs are made.

Policy Committee: The policy committee met to discuss a community calendar policy. Martha gave an overview of the discussion held and recommended the policy. Sue seconded the recommendation and it was unanimously approved.

9. **UNFINISHED BUSINESS:**

RFID: The Digital Library Assistant (DLA) is fully operational. There have been some hiccups in the process, and we're still working on some shelf-reading issues on the Polaris end, but inventory is underway as requested by the board and the tags are now being placed inside the jacket, which is more hidden from the patron.

iPad Donation: A family is interested in donating iPads to the library for children to use. After much input and research, we have decided not to loan out the iPads, but rather find a way to mount them for display in the Children's area for use. The donors are very receptive to this idea.

Website reorganization: The top five layouts were chosen and work will begin soon on trying out the different layouts.

Community Calendar software: The library Foundation board voted on May 9th to pay \$1,545 towards the first year's maintenance and one-time setup fees for Active Data calendar.

The next day Mary Dennis had some concerns about the motion – that we would be duplicating information from other online calendars, and that the policy proposed would exclude commercial events. Emily said that the software chosen has more features than other calendars out there, and if we can unify the information from those calendars we would create an easier way for the public to find, search, and submit events online. The policy is not set in stone, and will be reviewed – the committee can discuss events that were denied. Also, the new website software does not have a great calendar option. While this goal of a community calendar may not prove successful for the whole community, we'll give it our best try—and it will still be a huge improvement over our current library calendar.

10. NEW BUSINESS:

TumbleBooks joint partnership: The e-book company had a free pilot program from 11/2015 – 4/2016—a joint partnership with local schools, where schools were given a unique login for students and staff to use in the classroom and download free teaching materials. The cost to continue is \$200 per school, but the schools have not expressed an interest in continuing. Emily ran some statistics and discovered that while the number of school logins was small, our TumbleBook usage overall increased dramatically. With school usage not justifying the cost per school, she recommends not continuing; we still have the regular subscription, and the program seems to have helped with promotion. The board agreed.

Keokuk Coin Club Auctions: A staff member noticed the Keokuk Coin Club auctioning off coins at their April meeting at the library. Emily was not aware of this going on and it is a violation of meeting room policies. She sent Tom Gardner, the president of the club, an email explaining our policy. He stated that he was not aware that it was against library policy and that the previous director was aware of the auctions. He stated that the club had donated its chairs and tables to other local organizations and stressed their charitable works. When she informed him that the board would be meeting to decide whether or not to make an exception, she was informed that the club would no longer be meeting at the library and all reserved dates could be cancelled.

Michael Jefferson: He has written a letter to the board, asking to consider allowing him to come to the library to use the computers for job searching and to meet with Vicky Riniker, Young House Family Services, twice a month for half an hour. The previous decision to allow him to come on the property with stipulations expired on April 27. Ms. Riniker also contacted the library on his behalf, explaining that he is participating in their Iowa AfterCare Services program. Emily stated that he owes \$25 and that will need to be paid before he can use the computers. Board discussion ensued and it was decided to allow him back to the library with the same restrictions as before and to add Vicky Riniker as one of his people allowed to monitor him. This will be in force until the end of June. A motion to allow this action was made by Anna Westermeyer. Sue Olson seconded the motion and it was unanimously approved.

1902 Knight Auto - Antique Car Museum of Iowa: A letter was received from Dean Oakes, president of the museum that is housing the 1902 Knight Auto owned by the library. He states that the Iowa Transportation Museum, who was originally chosen to display the car, is officially bankrupt. They claim ownership of the car in their listed assets and Mr. Oakes would like the library to step in and clear up any confusion so they can continue to display the car without worry, as they have since 2008.

Emily was given the name of a person at Midwest One Bank, who requested documentation; she sent a 2005 letter that stated it was a permanent loan agreement. Mr. Oakes would like a letter from the library on file, giving them permission to display the vehicle in case someone would try to take it. Emily will draft a letter and have it approved by the City Attorney.

Nominating Committee: Emily pointed out that a nominating committee needs to be formed. Ed Bazow volunteered to serve and will bring a slate of officers to the June meeting.

ADJOURNMENT:

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

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
June 20, 2016**

1. ROLL CALL:

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

2. MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:00 pm by President Mike Woodring. There were no conflicts with the agenda by board members. The board welcomed Rex Muston and introductions were made. The minutes of the previous meeting were presented for review. We need to change who presented the Building and Grounds report from Mike to Ed. A motion to accept the minutes with the change was made by Martha Marsot. Ed Bazow seconded the motion and it was unanimously approved.

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Duane Taylor was in attendance representing the Keokuk Library Foundation Board. Martha Marsot has been designated as the Library board's liaison to the Foundation.

4. BILLS AND SALARIES:

The bills and salaries were presented for payment. Sue Olson wanted to know how much the Mango Language database was used. Emily did not have stats available but will bring exact ones to the next meeting. She did explain that the database has over 50 languages and replaces books on each language that she would have to buy. The board suggested that posters be put up at Keokuk High School and Keokuk Christian Academy when school resumes, helping to promote it. Emily can get promotional materials from the company with points we have earned. Ed mentioned that we have gone over on several line items and wondered about that. Emily and Monica responded that they have been working towards getting line items closer to what we actually spend and the numbers will reflect that in the new fiscal year budget. A motion to pay all bills and salaries was made by Sue Olson. Kristal King seconded the motion and it was unanimously approved.

5. TREASURER'S REPORT:

Kristal King presented the treasurer report for review. She has added a new line item for programs that will be funded by the Foundation. There was some discussion on another line item for Foundation property to be added, but that one is still in question; a line for State Aid had all ready been added. A motion to accept the treasurer's report was made by Sue Olson. Joe Fierce seconded the motion and it was unanimously approved.

6. **COMMUNICATIONS AND PETITIONS:**

Emily reported that she has been made aware of some possible issues with our Juvenile Internet approval policy and would like the Policy committee to schedule a meeting.

7. **LIBRARIAN'S REPORT:**

Donations: This month we received donations to the collection from Tom and Betsy Gardner, Keokuk School District, Gary and Sandy Johnson, Amber Leinhart, Arnt–Erik Selliaas, Carl Ivar Storoy, and many anonymous donors. Stating that she wanted to see it used instead of leaving it to us in her will, Mona Hibbert donated \$1,000 to the KPL Foundation and requested that it be used for Large Print books and the children's section.

Upcoming Programs include: Game On (June and July) on Mondays; Kids' afternoon movies every Wednesday afternoon in June and July; Open Mic Night on June 2 and July 7; Movie Night presents *Spotlight* on July 14; Classic movie night presents *Hoosiers* on June 24; Throughout June and July we have many special programs for kids planned – calendars are available.

Teri Terford, Senior Circulation Clerk, implemented a new program called “Read Down Your Fines” and it is off to a great start. Kids can sign up in June and July and for every 15 minutes participants read in the library \$1 in fines is waived. One child has completed a small fine amount and others have signed up for larger ones. People have been very receptive to the program and the library would like the board to consider continuing the program throughout the year. Martha Marsot stated that she thought it was a great idea and might implement it herself at the high school! This will be on the July agenda for a vote.

With all the hail damage around town, the Foundation suggested Emily have the roof inspected for damage. KSB Insurance was called and they will send an adjuster soon. Our deductible is \$5,000.

The Foundation met and it was the last meeting for Mike, Martha and Emily as members. President Duane Taylor provided refreshments and all were given framed certificates and gifts. New members were added to the board and elections were held. They also revised their by-laws.

The library director will be on future agendas to give a report and present board requests.

They approved giving the library an increased programming budget, which will now be handled by the library board treasurer.

Discussion of helping the City improve its lot across the street continued with City Administrator Aaron Burnett present. He stated that the project is coming up soon, in August, and the money previously suggested by Boussetot is unnecessary—the whole project is now backed by grants. They talked about helping to beautify the parking lot, tying it to the library with literary themed pavers or using quotes. They also revisited the safety concerns of people getting across the street and some members talked about the parking in front of the library building, possibly making it no-parking on both sides, or loading and unloading only in front of the building. Aaron informed them that they need to come up with a proposal to present to the City Council with all of these wishes sooner rather than later, due to the August timeline. The Foundation's Executive committee agreed to meet and work out the details.

After the meeting, Emily spoke with Aaron about her concern that the library board had not actively discussed parking in front of the library, which they are responsible for. He agreed that both boards should sign the proposal. Mike spoke with Duane and it was added to the library board agenda for discussion.

Emily also brought up with Aaron the sidewalk on the corner of 5th and Concert and along Concert, which is uneven and presenting tripping hazards. He said he would include the repair of the sidewalk in the parking lot project as it presents a liability to the City in its present condition.

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

8. COMMITTEE REPORTS:

Building & Grounds Committee:

Ed presented a report on last week's meeting:

The committee met downstairs to discuss the issues in that area. Keokuk Contractors submitted a bill for painting and repairing the drywall in the addition and replacing ceiling tiles that were water damaged. After some discussion, the board would like for them to re-bid the painting, including 2 coats this time and adding the downstairs area to the bid since Sam Strange painting has backed out of the project as well as include replacement of all of the ceiling tiles, rather than just the damaged ones.

There was discussion on the book cart in the lower level meeting room that holds quilting books. It has been moved in and out to get access to the books and is causing the wall to be badly scratched. Tom will speak to the Quilter's Club about the cart to determine whose cart it is as well as an alternate location for the books. He will also speak with Stan Weiderspan about what to do with the artwork during the repair process. If there will be an additional cost, which will have to be added into the cost estimate.

Mike has some info about corner guards, where the voting equipment has caused damage, as well as information from Stan Pepple about a composite chair rail for the meeting room.

9. UNFINISHED BUSINESS:

iPad Donation: The search continues for some type of mounting hardware.

Website reorganization: Angela and Emily have been working on the library's new website and have completed 50 pages, almost halfway done. Emily will send a link to all board members for a preview before we go "live" to help us test it.

Community Calendar: Emily would like to publish the calendar and the website at the same time, since they will be linked. While the board and staff test the site, work will begin on the calendar.

10. NEW BUSINESS:

Michael Jefferson: Vicky Riniker of Young House Family Services asked if the library board would consider allowing her to escort Michael at different times than indicated because of her schedule, and extend the exception to 6 months. Mike suggested that Emily look up public details and seek the advice of the City attorney. After reviewing the facts, the City Attorney

strongly suggests that the board does not grant Michael any more exceptions to allow him on the property, as it is a concern for the public and would open the City up to major liability. After board discussion and under the advice of the City Attorney, the board will not renew the allowance granted previously. Emily will inform Michael and Vicky of the decision.

Pedestrian Safety: Emily handed out a letter to the City Council, drafted by Duane Taylor on behalf of both boards. The library board discussed the letter and Duane added comments as needed for clarification. Mike reported on parking habits he observed earlier in the day. Mike agrees that some kind of change needs to occur in the front. Sue suggested only handicap in front and no parking on the other side of the street (Concert to the alley), which many agreed is a good compromise. After considering all input received today, the board agreed that the front of the library is a safety issue, but would like a new letter drafted to reflect more along the lines of: “in the interest of safety, we are considering investigating the traffic patterns and safety in front of the library building”—a more general approach rather than specifics, which could be addressed later. The board decided to have Emily, Duane and Mike draft a new letter reflecting the thoughts expressed today. It was noted that there is a limited window for requests concerning this project as the City will re-bid the project in August.

City drug testing policy proposal: Emily reminded the board of the meeting she attended last month at the request of the City on a new random drug testing policy. The presentation was given by Alcohol and Drug Dependency Services. Emily stated that she felt there was a lot of conflicting and confusing information presented. She was informed by Mark Boussetot that the library staff would be put into a lottery and negative results would result in automatic termination by the City, but the presentation also mentioned continued monitoring and rehab.

Emily stated that she was uncomfortable with this issue. How does random testing make the library safer? How is it better than a suspicion-based policy? How would it affect morale? And how does this interfere with the library board and director’s powers as defined in the City Code? She sent a request for more information and is waiting for an update. She did post some questions to our regional State Library consultant and the State Law Librarian. They were unaware of any other Iowa city that randomly tests all employees other than those associated with safety-sensitive occupations. She also was informed that the Iowa Attorney General’s Office has made it clear that the city’s library ordinance makes boards’ decisions regarding library staff superior to cities’, because the ordinances grant that power exclusively to the trustees.

The board heard a real-life scenario from Mike and discussion ensued. As there is no policy written yet, the board chose to take no action and Emily will talk with the City Attorney to see where they are on the policy and bring more information back next month.

Nominating Committee: Ed presented the slate of officers for the upcoming year: Mike Woodring, President; Martha Marsot, Vice- President; Kristal King, Treasurer. Hearing no nominations from the floor, the nominations were accepted.

ADJOURNMENT:

The meeting was adjourned at 5:10. The next meeting will be held on July 18th at 4 pm.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
July 18, 2016**

1. ROLL CALL:

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

2. MINUTES OF PREVIOUS MEETING:

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

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Duane Taylor was in attendance representing the Keokuk Library Foundation Board.

4. BILLS AND SALARIES:

The bills and salaries were presented for payment. There were questions on the Polaris and J&S bills. A motion to pay all bills and salaries was made by Ed Bazow. Martha Marsot seconded the motion and it was unanimously approved.

5. TREASURER'S REPORT:

Kristal King presented the treasurer report for review. Emily pointed out that the bill paid to Belson Outdoors needed to come out of State Aid monies. Sue asked what RICOH was. A motion to accept the treasurer's report was made by Sue Olson. Ed Bazow seconded the motion and it was unanimously approved.

6. COMMUNICATIONS AND PETITIONS:

None.

7. LIBRARIAN'S REPORT:

Donations: This month we received donations to the collection from Carole Betts, Glen and Kay Day, Gregory Harris, Quincy University-Brenner Library, Valeria Root, Carol Steingreaber, and many anonymous donors.

Upcoming Programs include: Game On every Monday (June and July); Kids' afternoon movies every Wednesday (June and July); Keokuk Churches July 23; Hanson Family Show at Hawthorne Elementary July 25; our annual book sale July 28-30; Open Mic Night on August 4; Movie Night presents *Learning to Drive* on August 11; Lego Club on August 20.

Teri Terford, Senior Circulation Clerk reports that *Read Down Your Fines* ends on July 30. 2 kids have completed the program and over \$21 in fines have been waived. 6 other kids have signed up and so far participants have read over 22 hours!

The collection inventory was completed before the July 1st deadline, as requested. At this time, there are 19 missing items since last year's inventory. Items may continue to trickle in.

Two student workers have left and one more will be leaving soon. Sami West moved on to another job and Kolton Marlin and Madeline Berner will be leaving for college. Allie Brookhart and Kara Kavanagh have already been hired and we will be hiring a third replacement next month.

We have received two copyright infringement notices since our last meeting—one illegal download in April after library hours and one on June 28 during library hours. Emily has spoken with the city attorney as well as Mediacom to let them know we are working towards a solution to stop this activity. J&S was called in and installed a program to help block file-sharing websites, which should curb this problem.

Emily handed out end-of-year statistics and reported that out-of-state card holders have increased since the policy change in January from 14 to 32. It was suggested to Emily that she get the promotional material from Mango to put up at SCC and the High School when school begins.

Mike and Emily met with Tom Seabold and the new KAC board president Ginger Swank on July 13. They did a walk-through, discussed painting and repair, light bulbs that need replacing, and looked at the lower-level meeting room. Tom mentioned a seam as a tripping hazard, but Mike and Emily could not identify it. Chair railing was also discussed.

They mentioned the board's concern that we were not made aware of a planned fundraiser in the Round Room during Band Fest. They said it was in their minutes, and that they saw it as no different from the library book sale. We asked that they give us a verbal heads-up if they're doing any fundraisers in the building. They said it was not a success and are not planning on having it next year. Emily suggested that we could have a combined book/art sale during the next Band Fest.

Emily stated that the Community Cultural Partnership contract expires at the end of this year and will bring copies of the current contract to next month's meeting for board discussion.

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

8. **COMMITTEE REPORTS:**

Building & Grounds Committee:

Ed presented a report on the meeting held on Friday, July 15:

The committee looked at a sample of a composite chair rail but would like to get some different options that might be a little thinner than the sample. Mike had some info about corner guards and we have been waiting on Sam Strange to quote the rest of the hall. Emily reported that when she contacted Sam Strange's partner - she was not very receptive to the idea of re-quoting and was upset with the time it was taking to work with the board. Board

discussion ensued and it was decided to have Keokuk Contractors re-bid the job to include all of the painting that Sam was going to do, plus the chair rail.

Discussion of the city's new parking lot was held during the meeting. Aaron Burnett should be sending some options for crosswalk lights and Duane believes the foundation is looking at a general ball park of \$10,000 to get it done. The board would like to see the plans for the new parking lot but none have yet been received – how many parking spaces will be added affects how they will proceed on the parking problem/solution in front of the building.

Martha would like to see the Building & Grounds committee work together with the Foundation on the crosswalk and safety issues in front of the building. Duane agreed.

With all the hail damage around town, Emily was asked by the Foundation to have the roof inspected. KSB Insurance was called and they will send an adjuster soon. Our deductible is \$5,000.

9. UNFINISHED BUSINESS:

iPad Donation: The search continues for some type of mounting hardware.

Website reorganization: The end of building a rough draft of the web-site is near! We hope to send it out 1-2 weeks after the board meeting. Suggestions are welcome.

Community Calendar: Emily would like to publish the calendar and the website at the same time, since they will be linked. While the board and staff test the site, work will begin on the calendar.

City drug-testing policy: no new information was available.

Pedestrian safety: Building & Grounds discussed, but no action taken until more information becomes available.

10. NEW BUSINESS:

Eric Suter of The Phone Booth was present to discuss his bid for a new phone system for the library. Our current system is over 10 years old and the nighttime answering machine as well as Angela's voicemail has quit working and cannot be repaired. He explained his bid, answering all of the board's questions. A motion to accept the bid and install the new phone system with monies from the Materials fund was made by Sue Olson. Joe Fierce seconded the motion and it was unanimously approved.

ADJOURNMENT:

The meeting was adjourned at 5:05. The next meeting will be held on August 15th at 4 pm.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
August 15, 2016**

1. ROLL CALL:

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

2. MINUTES OF PREVIOUS MEETING:

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

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Duane Taylor was in attendance representing the Keokuk Library Foundation Board.

4. BILLS AND SALARIES:

The bills and salaries were presented for payment. Ed had a question about the postage meter charges. A motion to pay all bills and salaries was made by Sue Olson. Ed Bazow seconded the motion and it was unanimously approved.

5. TREASURER'S REPORT:

Kristal King presented the treasurer report for review. A motion to accept the treasurer's report was made by Sue Olson. Ed Bazow seconded the motion and it was unanimously approved.

6. COMMUNICATIONS AND PETITIONS:

None.

7. LIBRARIAN'S REPORT:

Donations: This month we received donations to the collection from David Means, Riki Wrieden, and many anonymous donors.

Upcoming Programs include: Game On every Monday; Kids' afternoon movies every Wednesday through August; Movie Night presents *Learning to Drive* on August 11; Lego Club on August 20; Antique Appraisal with Mark Moran on August 23; Outdoor Movie *Star Wars-The Force Awakens* August 27; September Food for Fines returns; Movie Night presents *The Revenant* on September 8; Lego Club on September 10 and Classic Movie Matinee presents *Breakfast at Tiffany's* on September 24.

Teri Terford, Senior Circulation Clerk reported that *Read Down Your Fines* ended on July 30. 13 kids signed up and 7 completed their pledges allowing them to check out books again! The kids read for nearly 40 hours and over \$70 in fines were waived.

Teri also reminds the board that September=Food for Fines! The whole month of September we will be collecting food items. One unexpired canned or boxed item = \$1 in waived or replacement fees. All collected items will be taken to the Salvation Army.

Our book sale wrapped up with an increase in sales over last year, bringing in \$1551.55. Tonya reports that over 60 volunteers donated around 200 hours, including members of the Keokuk High School football team who did the heavy lifting of moving books up from the basement. Leftover books were taken for recycling and three boxes of paperbacks were delivered to the Lee County jail. The library provided soda, water and snacks to the volunteers.

The Summer Reading program ended on July 30. Mindi Davis reports that 314 kids registered, with 102 of them completing the program and earning passes to a pool party at the Keokuk Pool. Many special programs and outside speakers were offered over the two months and many area businesses and residents donated to help offset those costs and provide incentives to all the kids.

The CCP/KAC agreement ends on December 31st. Copies were handed out to board members to look over and bring back any comments/suggestions to next month's meeting. Representatives for the negotiation will also be chosen.

Emily has completed the paperwork for reimbursement for Open Access along with the report on how the State Aid money from FY 16 was spent. Items that were purchased include: a new outside trash receptacle with a "no Smoking" sign; a "smart chair" with USB port and an outlet for charging devices; a new portable projector screen; 2 new book carts and two new hand carts; cake pans, cookie cutters, and fondant tools for the cake pan collection; trash cans for outdoor events and a few hands tools for projects around the library.

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

8. COMMITTEE REPORTS:

Building & Grounds Committee:

Ed presented a report on the meeting held on Tuesday, August 8:

A quote was received from Keokuk Contractors for painting and repairing the drywall in the lower-level meeting room and downstairs hallway. The quote for this project was higher than the quote to paint the entire addition, so the committee discussed getting additional bids for that work and held off on the first bid—the painting/repairing of the addition and replacing the ceiling tiles. Emily has contacted Meyers and James and there was also a suggestion to get names from Sherwin-Williams for painters.

The City Administrator shared the plan for the parking lot with us—it has 28 spaces (2 handicap) and a game board! A copy of the plan was passed around during the meeting with some discussion. Again, Duane emphasized that the Foundation/board are holding off on addressing the front parking area until the lot is almost complete to see how it all plays out.

The roof was inspected and the only damage found was to the air conditioner—the insurance will pay \$140.60 to have the fins combed.

9. UNFINISHED BUSINESS:

iPad Donation: The search continues for some type of mounting hardware.

Website reorganization: The rough draft has been completed and there are 88 pages to the website. Emily sent a link to all library and Foundation board members along with staff for input. Mike, Sue, Ed and Martha stated that they tried to access the link but could not get to it.

Community Calendar: Work has started on the this. Set-up of locations and categories was a little time-consuming, but now Emily is working on a manual to teach staff members how to input individual events and one to teach Angela and Teri how to bulk import events that they find in the community. We're trying to decide on a domain name and widgets have been created to add to the calendar, so that just library events will appear on the new website, along with children's events on the Youth services page, once published. There is a webinar scheduled for Tuesday. They will show how to set up the community submission form and anything else that we will need to do before we go "live"!

City drug-testing policy: no new information was available.

Pedestrian safety: Building & Grounds discussed, but no action taken until more information becomes available.

10. NEW BUSINESS:

With the success of the *Read Down your Fines* program, Teri is requesting that the board approve the program year round, starting October 1st. Youth under the age of 18 would have the opportunity to get rid of their fines by reading in the library—for every fifteen minutes read, \$1 in fines will be waived. Replacement fees could also be waived, but only once per year. Board members thought this was a great program and loved the idea. A motion to approve a year round *Read Down Your Fines* program for youth ages 17 and under, with one replacement cost a year was made by Joe Fierce. Kristal King seconded the motion and it was unanimously approved.

ADJOURNMENT:

The meeting was adjourned at 4:35. The next meeting will be held on September 19 at 4 pm.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
September 19, 2016**

1. ROLL CALL:

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

2. MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:04 pm by President Mike Woodring. There were no conflicts with the agenda by board members. The minutes of the previous meeting were presented for review. It was noted that the date was incorrect and will be adjusted to reflect August 15. A motion to accept the minutes was made by Ed Bazow. Anna Westermeyer seconded the motion and it was unanimously approved.

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Duane Taylor was in attendance representing the Keokuk Library Foundation Board.

4. BILLS AND SALARIES:

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

5. TREASURER'S REPORT:

Kristal King presented the treasurer report for review. One of the CDs will be up for renewal next month. Kristal will bring rates in order for the board to compare. A motion to accept the treasurer's report was made by Martha Marsot. Ed Bazow seconded the motion and it was unanimously approved.

6. COMMUNICATIONS AND PETITIONS:

Emily reported that the City Administrator had contacted her in regards to an event that was posted on the Community Calendar. It was described as as a "peaceful protest" but the City Attorney was concerned that the wording in the last line of the description was leaning towards inciting people to take things further. There was a discussion that included First Amendment rights. The City Attorney suggested wording to bar posts that include illegal activity and Emily will bring that to the Policy committee for their consideration.

7. LIBRARIAN'S REPORT:

Donations: This month we received donations to the collection from Bradley Shark, Duane Taylor (a framed Keokuk newspaper from 1855), and many anonymous donors.

Upcoming Programs include: “Game On” every Monday; Preschool Story Hour on Wednesdays and Thursdays; Early-Out After School Movies on the 1st and 3rd Wednesdays; Lee County Conservation on the last Wednesday of each month; Photo Tour of England with the Wolfmeyers on Sept. 20; Historical Keokuk Postcards on Sept. 22, Classic Movie Matinee presents *Breakfast at Tiffany’s* on Sept. 24 and *The Ghost and Mr. Chicken* on Oct. 15; “Out on a Limb” genealogy lock-in on Sept. 25; “On-Line Self-Publishing” with Russ Fry on Sept. 27; “Visiting the Beyond” with Curt Strutz on Oct. 4; Lego Club on Oct. 6; “Straight-Laced Girls, Uptight Ladies & Loose Women” on Oct. 11; Movie Night presents *Free State of Jones* on Oct. 13; “Laura Ingalls Wilder” on Oct. 18; and a Kids’ Halloween party on Oct. 24.

Food for Fines is in full-swing for the month of September, and *Read Down your Fines* will return in October.

The high attendance number for children’s programming is due to two events outside of the library - a Back to School event at Trinity Methodist and the PBIS School kick-off at Hawthorne Elementary. Mindi Davis promoted library programs and services to attendees at both events.

The Lee County Advisory Board will be meeting on Tuesday, September 27 at 7:00 pm at the Donnellson Public Library. Library board presidents will vote on next year’s budget request with library directors working in an advisory capacity. All interested library board members are welcome to attend. Emily is compiling the statistics for the year, allowing the directors to show the board members what Lee County Libraries did last year and how many rural residents were served. Discussion on a strategy for the upcoming budget meeting with the Lee County Board of Supervisors will also take place.

The Lee County Historical Society received a grant for technology to record and preserve programs. They’re planning to use a website to add programs online for worldwide students, teachers, researchers, and other history buffs. They would also like to have the programs available at the library for check out, probably on DVD. Emily gave the library’s consent to have programs presented at the library recorded and uploaded for educational purposes.

Mike and Emily attended the Foundation’s September meeting in the Connections Bank Board Room.

Duane Taylor shared that he attended a Keokuk Art Center meeting and invited their input on the landscaping project. In return the Art Center shared that they had received a grant for a sculpture commissioned by local artist & metal worker Mark Stanley, to be placed somewhere in town. The stone wall enclosure on library property was discussed, but it may be too early in the development phase for that to work, so Rand Park is being considered.

Duane also reported that the Art Center is interested in hosting another “Moveable Feast” with the library in the Fall of 2017. Mike brought up that the Lee County Historical Society is also a partner in such events.

The Foundation approved a “Great Ideas” dinner where KPL Foundation board members, library board members, and library staff are invited to discuss ideas for the space during a catered dinner. The dinner will take place in the Round Room on Friday, October 14, at 5pm.

A recap on what has transpired with the property so far:

The Library Foundation received grants to pay \$7,000 for a professional landscape architect's design. The initial drawings and cost estimates were completed in 2007, but before members could discuss details, settle on costs, and divide the work into phases, the church was burned by arson. The church then donated their land to the library Foundation and the drawings felt like half of a plan. The project has been on a sort of hiatus since then.

In her director's report to the foundation, Emily shared library statistics and news, a rough draft for the annual fund-raising letter and a grant proposal.

The grant proposal is for Lee County Youth Services, who only considers applications from 501(c)3 organizations, so a KPL request must come from the Foundation. In the application she requested \$825. \$600 would pay for a commercial cotton candy machine and a snow cone maker—the rest would pay for supplies. The KPL Foundation unanimously agreed to sign the grant application.

At Emily's request, a tree was trimmed on the Foundation property because it was in the way of the outdoor movie screen. The trimming was more severe than anticipated, but visibility was perfect for the movie. Duane said that the trimmed sections should've been sealed to prevent bugs and decay, and thankfully Mike Woodring volunteered for that job, and to remove vines from another tree. A Lee County Conservation tree expert was called in, and he said that the tree would survive with repairs.

Members asked if Emily would contact Mark Bousselot and see if he has options for the pedestrian walk-way. They also brought up the number of handicap spots, ADA accessibility, and van loading/unloading, so she will inquire about those items also.

Aaron Burnette has instituted City heads-of-staff meetings in an effort to improve communication and Emily attended. She reports that the City's drug policy is still being drafted and that the 5th street parking lot project will be completed in the Spring because the paving contractors are booked through Fall.

Emily reported that due to several factors, she regrettably missed the deadline for the 2nd form for the e-rate discount. The library will not be receiving the discount for this fiscal year, and we may go about \$500 over that line item. Since applying for the discount in 2011, the library has saved over \$10,600. She also notes that the e-rate discount for telephone dropped from 80% to 60% last year, and down to 40% for this year. Next fiscal year will be the final year for a telephone discount, with a maximum 20% discount.

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

8. COMMITTEE REPORTS:

Building & Grounds Committee:

No committee meeting was held.

9. UNFINISHED BUSINESS:

CCP/KAC contract: The contract expires December 31st of this year. Copies were handed out last month for review. Emily gave statistics on utilities. It was noted by board members that the downstairs presence aspect of the contract needs to be addressed, as well as the requirement of an agenda before the quarterly meetings. Sue Olson stated that we need to

have proof of insurance and an updated list of artwork to document who exactly owns what, especially the Wiederspan sculpture. The board agreed that we should renew the contract for three years. Emily said that she will ask Clinton if he will attend negotiations with her again, to represent the library board. A meeting will be scheduled with the Art Center to discuss the contract.

iPad Donation: The fundraiser for the iPads reportedly went very well. Emily has been in contact with the family about lockable iPad stands, which could be secured to a library table with a cord; she is waiting for more information.

Website reorganization: The new and improved keokuklibrary.org is complete! Over 90 pages were created for desktop and mobile. We're still working out a few glitches.

Community Calendar: The Community Calendar is also complete! The public has two ways to submit events—through a form on the website or by creating a log-in on the keokukevents.org website and filling in a form. Emily gave a couple of training sessions to City Hall and Affiliates staff and set them up with special privileges that will allow them to post events. The Chamber will plug the calendar training in their next newsletter.

City drug-testing policy: City is still in their drafting phase.

Pedestrian safety: Foundation has asked Emily to inquire about options available.

10. NEW BUSINESS:

CPR training: as previously mentioned in the librarian's report, Emily would like to get approval to close for ½ day in order for the staff to receive CPR training. She is still working with KFD to schedule a date, but September and October will not work. The board tabled the request until a date is, but agreed with the idea.

ADJOURNMENT:

The meeting was adjourned at 5:00 pm. The next meeting will be held on October 17 at 4 pm.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
October 17, 2016**

1. ROLL CALL:

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

2. MINUTES OF PREVIOUS MEETING:

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

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Duane Taylor was in attendance representing the Keokuk Library Foundation Board.

4. BILLS AND SALARIES:

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

5. TREASURER'S REPORT:

Kristal King presented the treasurer report for review. Kristal presented the current rates for the CD that is up for renewal. After some discussion, a motion to cash in the CD to put into the checking account for future expenses was made by Sue Olson. Joe Fierce seconded the motion and it was unanimously approved. A motion to accept the treasurer's report was made by Martha Marsot. Ed Bazow seconded the motion and it was unanimously approved.

6. COMMUNICATIONS AND PETITIONS:

Mike reported on the "Great Ideas Dinner": projects for the area were discussed and it was decided that the three most important areas to start on were the stone wall, utilities and the landscaping. Forming committees for each of these areas was discussed as well. Duane noted that he would like a firm commitment from the board in going forward with this project and a decision on how we are approaching the project with choices between a professional architect design like OPN, going with someone local or doing it ourselves. The board was in total agreement that the project should be done and discussion was held on ways to contribute. It was decided that the Building and Grounds committee should meet and make some suggestions to bring back to the board.

7. LIBRARIAN'S REPORT:

Donations: This month we received donations to the collection from Jean Meyer, Steve Ponger, DAR: Jean Epsry chapter, and many anonymous donors.

Upcoming Programs include: “Game On” every Monday; Preschool Story Hour on Wednesdays and Thursdays; Early-Out After School Movies on the 1st and 3rd Wednesdays; Lee County Conservation on the last Wednesday of each month; Classic Movie Matinee presents *The Ghost and Mr. Chicken* on Oct. 15 and “*The Manchurian Candidate*” on Nov 13; Iowa Humanities presents “Laura Ingalls Wilder” on Oct. 18; Kids’ Halloween party on Oct. 24; History of Keokuk in pictures on Nov. 1; Open Mic Night on Nov. 3; Sign Language Class on Nov. 8; 2nd Thursday Movie Night presents “*Ithaca*” on Nov. 10; “How the American Indians Nearly Lost Iowa” on Nov. 14 and a book reading with Iowa author Carol Steingreaber on Nov. 15.

The Lee Count Libraries Advisory Board met on Tuesday, September 27th at the Donnellson Public Library. Statistics were shared and next year’s budget request was discussed. Library directors and board presidents were in attendance. The board voted to request a \$5,000 increase from the Supervisors for the 2017-2018 fiscal year. This would be split between the five libraries and used on collections and other needs.

The library (through the foundation) has applied to the Wal-Mart Foundation requesting \$500 for Mobile Story-time kits. If awarded, this grant would help us achieve one of the goals of our strategic planning and would allow daycare providers and others to check out the kits which will include: books, materials and instructions for a craft and other items that center around different themes.

On the evening of October 4th, a police officer came in to the library to inquire about a missing child. The staff knew the child, but had not seen her. The police officer then asked if the child had a library account. Acting according to our Confidentiality of Library Records policy, the staff said that they could not give out that information. KPD Captain Church called back to confirm this and was upset with the answer. He said he would come to the library on Saturday to talk to the director about it. Rest assured, the child was found safe.

The Confidentiality policy was created in accordance with Iowa law and professional standards, and based on a template created by the State Library. Library accounts for children are just as confidential as adult accounts with one exception: although we cannot tell a parent what titles the child has checked out, we can tell them due dates and replacement costs because the parent is financially responsible.

Emily reached out to the City Attorney, who was busy, but with a quick review of our policy, he believed that we followed it. He wanted to research the issue, though, to see if changes could be made. The State Law Library said perhaps a small change could be made, but in their words “federal court decisions have extended the application of states’ laws regarding the privacy of library circulation records to include all forms of library usage, so it’s questionable whether or not you can tell anyone, even law enforcement, that another person has used the library and in what way (as a request separate from whether or not someone holds a library card).”

Captain Church has not spoken with Emily, but he has been in touch with Mr. Dorando.

Emily reported that she will be having another back surgery with the date to be determined. She will be off for three weeks afterwards.

Emily attended the ILA conference and reported that the sessions were very informative. She also attended a yearly “town meeting” of librarians in Coralville and discovered that the

standards for accreditation are changing. They are removing the requirement that 10% of the budget be spent on collections; requiring that trustees have CE credits and that every library service be available at all times. The last one would require us to have more notaries on staff among other things.

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

8. COMMITTEE REPORTS:

Building & Grounds Committee:

The committee met and discussed the three quotes received for the addition and lower-level. It was decided to get another quote from Meyers and James for the addition, and ask that changes are made to the Twitchell quote. Emily has emailed and called these companies and is awaiting new quotes.

Policy Committee:

The policy committee met and presented their recommendations for changes to three policies: calendar postings and attachments; computer/internet policy; and circulation policy. Sue Olson seconded the recommendation and it was unanimously approved.

9. UNFINISHED BUSINESS:

CCP/KAC contract: A meeting with the KAC is scheduled for Wednesday, October 26 at 10am.

iPad Donation: The family has been contacted and we are still waiting to hear back from them.

City drug-testing policy: City is still in their drafting phase.

Pedestrian safety: It was decided to hold off on this until the parking lot is complete in the Spring of 2017 so we will be able to see exactly what we need.

CPR Training: Mike Winn of the KFD has said that he can teach the CPR class for the library staff on Friday, November 4th.

10. NEW BUSINESS:

CPR training: A motion to close the library for staff training on Friday, November 4th until 1 pm for staff training was made by Anna Westermeyer. Sue Olson seconded the motion and it was unanimously approved.

ADJOURNMENT:

The meeting was adjourned at 5:05 pm. The next meeting will be held on November 21st at 4.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
November 21, 2016**

1. ROLL CALL:

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

2. MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:04 pm by President Mike Woodring. There were no conflicts with the agenda by board members. The minutes of the previous meeting were presented for review. A motion to accept the minutes was made by Martha Marsot. Rex Muston seconded the motion and it was unanimously approved.

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Duane Taylor was in attendance representing the Keokuk Library Foundation Board.

4. 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.

5. TREASURER'S REPORT:

Kristal King presented the treasurer report for review. She reported that the CD had been deposited into the checking account 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.

6. COMMUNICATIONS AND PETITIONS:

Sue Olson brought to the board a request to compensate Monica Winkler for duties that she takes on during Emily's leave of absence. She would like to move that any time the director is gone for three (3) weeks or more, that Monica receive 10% of the difference between her salary and the director's salary. Joe Fierce seconded the motion and it was unanimously approved. However, this item was not on the agenda, so this motion is deferred pending obtaining more information on the legality of the motion next month.

7. LIBRARIAN'S REPORT:

Donations: This month we received donations to the collection from Doug Atterberg, Jan and Rae Zweerts, Dianna Burris-Woods, Mona Brant, Joni Crenshaw, Kevin Crenshaw, Per Malm, and many anonymous donors.

Upcoming Programs include: "Game On" every Monday; Preschool Story Hour on Wednesdays and Thursdays; Early-Out After School Movies on the 1st and 3rd Wednesdays;

Lee County Conservation on the last Wednesday of each month; Author Visit with Laura McHugh, Nov. 29; Phot Tour of England with Leroy Wolfmeyer, Nov. 29; Open Mic Night on Dec 1; Classic Movie Matinee presents *It's a Wonderful Life* Dec 3; 2nd Thursday Movie Night presents "*Ithaca*" Dec. 8 and Lego Club on Dec 17.

All full-time staff members went to the Keokuk Fire Department for CPR training with instructor and firefighter Mike Winn.

The Annual Survey for the State Library has been submitted. The biggest differences noticed were the number of people attending programs increased by just a bit more than 1,000 and an increase in circulation of young adult books by 200 and 3,000 for children's books. Not surprising was the increase to video circulation—up by 11,000. Volunteer hours rose by 170 hours and Wi-Fi sessions increased from 1,289 to 2,500.

At the Big Ideas meeting on October 14th, it was announced that library staff would be working with the library Foundation and library board on committees regarding the new landscaping plan. Through research into best practices for library foundations, library boards, and library staff, it was discovered that this is not a good idea. City attorney Douglas Dorando expressed his thoughts:

“No staffer can be paid by the city, or given comp time, or any benefits, to work for the library Foundation. There can be no public benefit for that operation. That is illegal and violates the Iowa Constitution, and has significant criminal penalties attached to it. As private citizens who volunteer...that is a fine line to walk, but I come back to the ethical issues: it can be made to appear as though they are forced to volunteer for work that they are paid to do during the week, which is a very fine line between merely unethical and outright illegal. Neither the director, or any other staffer, should be asked, and certainly not expected, to do anything for the benefit of the Foundation.”

After reading this, Emily agreed that the staff should not having been given comp time for attending the dinner and asking them to volunteer is questionable.

Staff input is important, and since the director serves as the library staff liaison—if there is ever a survey that the joint committees would like her to circulate to the staff, they need only ask. We all want a beautiful landscape for the library.

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

8. **COMMITTEE REPORTS:**

Building & Grounds Committee:

While no meeting was held, the lobby rug repair was again brought up. Monica will call Floors, Décor and more tomorrow.

9. **UNFINISHED BUSINESS:**

CCP/KAC contract: Sue inquired as to whether or not the inventories of the Art Center and the Library have been completed and if we have received a copy of their insurance coverage. There will be a meeting to discuss the contract in December.

iPad Donation: The family has been contacted and we are still waiting to hear back from them.

City drug-testing policy: City is still in their drafting phase.

Pedestrian safety: It was decided to hold off on this until the parking lot is complete in the Spring of 2017 so we will be able to see exactly what we need.

10. NEW BUSINESS:

Duane was present to represent the interests of the Foundation and to inquire of the board if there is a desire to see the property developed. A resolution was made by Sue Olson: “The library trustees wholly endorse the development of the property adjacent to the library and are willing to put forth the effort to move forward on this project.” The resolution was seconded by Ed Bazow and unanimously approved. The board then directed Duane to contact OPN to get an updated plan or another firm to get a new plan drawn up.

ADJOURNMENT:

The meeting was adjourned at 5:05 pm. The next meeting will be held on December 19th at 4.

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
December 19, 2016**

1. ROLL CALL:

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

2. MINUTES OF PREVIOUS MEETING:

The meeting was called to order at 4:01 pm by President Mike Woodring. A motion to adopt the agenda was made by Joe Fierce. Sue Olson seconded the motion and it was unanimously approved. There were no conflicts with the agenda by board members. The minutes of the previous meeting were presented for review. Sue pointed out that wording in the paragraph regarding her motion last month is wrong. After discussion, the wording will be changed to reflect that it was a motion, not a proposal and to change the last sentence to deferred from tabled. A motion to accept the minutes with the changes discussed was made by Sue Olson. Joe Fierce seconded the motion and it was unanimously approved.

3. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

None.

4. 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.

5. TREASURER'S REPORT:

Kristal King presented the treasurer report for review. A motion to accept the treasurer's report was made by Sue Olson. Anna Westermeyer seconded the motion and it was unanimously approved.

6. COMMUNICATIONS AND PETITIONS:

Emily reported that a man had come into the library to say he had fallen at the back entrance. She contacted the City and he is supposed to go to City Hall.

LIBRARIAN'S REPORT:

Donations: This month we received donations to the collection from Kevin Crenshaw, Richard Long, Tom and Sandy Seabold, and many anonymous donors.

Upcoming Programs include: "Game On" every Monday; Preschool Story Hour on Wednesdays and Thursdays through December 21st, resumes on January 18th; Early-Out After School Movies on the 1st and 3rd Wednesdays; Lee County Conservation on the last

Wednesday of each month; Open Mic Night on January 5; 2nd Thursday Movie Night presents “*The Legend of Tarzan*” January 12 and Lego Club on January 28.

The Winter Reading Program, sponsored this year by the Iowa Fertilizer Company, will begin on January 16th! If any board member would like a poster for their office or break room, just ask Emily.

The library will be receiving a \$500 Wal-Mart Foundation grant. This will go towards Mobile Story Time kits. Mindi has selected themes, books and videos to order. Crafts and supplies are next.

Emily represented the library and Foundation at a luncheon to accept a grant from Lee County Youth Services, Inc. The \$825 grant will be used to purchase a snow cone machine, cotton candy machine, and supplies. The library intends to use these at our Outdoor movies and other outdoor events.

A portion of the donation from Mona Hibbert has been spent on a Learning Car for the children’s area.

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

7. **COMMITTEE REPORTS:**

Building & Grounds:

The lobby rug has been bound and returned by Floors, Décor and More. Some miscommunication regarding what was being glued down was clarified for the board—Sandy at Floors, Décor and More thought that perhaps a rubber strip could be glued down to the area of the rug near the front entrances (not the whole rug) but she now fears that it would create a tripping hazard for people on the way out, so she is out of ideas. We put smaller rugs on top of the rug at the two outer doors to protect the binding and help the repair last longer.

Duane Taylor has contacted OPN Landscape Architects and Toby Olsen will be coming down to look at the property and discuss plans on January 4th at 1pm. Building and Grounds committee members have been invited to attend.

8. **UNFINISHED BUSINESS:**

CCP/KAC contract: Inventory of staff equipment was completed before Emily’s medical leave. She met with Tom Seabold and the KAC president before leaving and it was decided to formally meet to discuss the contract with Clinton or another library board representative in December. Clinton is busy, so Mike Woodring has agreed to represent the library and a meeting will be set up as soon as possible. Sue noted that she would like to have the inventory of the Art Center in hand before the meeting takes place, as well as their proof of insurance.

iPad Donation: The iPads and cases were purchased by Team Aidan for the children’s area. They will be installed soon.

City drug-testing policy: City is still in their drafting phase.

Pedestrian safety: At the City staff meeting, Jean said she knew who to contact to find out the cost of the pedestrian light outside of the high school. The Foundation would also like to

know how much a traffic signal would cost, but so far Emily has not been able to find someone at the City that can give her that information. The 5th street parking lot work is still on schedule to begin in the spring.

9. NEW BUSINESS:

Budget Request:

Emily presented the library's proposed FY 2017-2018 city budget to the board for approval. Outside of the required increase figured by the city for a 2% wage increase and anticipated insurance increases, the library is asking for a \$5,500 increase to cover costs on several line items in order for those to reflect actual expenditures. A motion to accept the budget request was made by Anna Westermeyer. Kristal King seconded the motion and it was unanimously approved.

Pay Increase:

Board members discussed a bonus for Monica for doing many of Emily's duties while she was off for three weeks, due to medical reasons.

Emily provided a copy of the 2009 minutes where the board discussed pay for Acting Director when she took maternity leave for nine weeks. The board had voted to give Monica a bonus of 10% of the difference of their annual salaries for that period – \$1,433 – to be divided between two pay periods.

She also provided their gross annual wages plus longevity, gross hourly wages, a list of Monica's hours worked in that 3 weeks plus holidays (122 hours total), and figures for different rates.

Sue thought the 2009 bonus was based on an hourly rate, and so did Mike and Emily. There were questions about the budget and where the money would come from. Emily said there is money in the budget at this time of year. It's hard to predict what the rest of the year will look like. We would go over in the personnel line items and under in another line item to keep the bottom line. Members discussed how the amount is gross – before taxes are taken out.

Everyone agreed that it should be based on hours worked plus holidays. Sue suggested 20% of Emily's hourly wage – a \$5.28 per hour increase. That brings Monica to \$23.29 per hour for those hours.

Rex said it was an appropriate amount – an incentive to do the job well. All agreed.

Emily said that Monica did an exemplary job. Everyone agreed that good help is hard to find and should be rewarded, and that Monica did a great job.

Sue made a motion that we pay Monica Winkler 20% of Emily's hourly wages for the 3-weeks that she assumed her duties, \$644.90 total. Kristal King seconded the motion and it was unanimously approved.

Agendas and Policies:

Emily did some research for the board about the discussion and motion that took place at the last meeting, and wasn't on the agenda. She found that an agenda must be formally adopted

at the beginning of a meeting. We have not been doing this, so she's added it to the agenda as a reminder.

The Iowa Library Trustees Handbook (pg. 13) states that all board members have a right to place items on an agenda by bringing them to the attention of the director or the board president in advance of a meeting. "Avoid placing issues on the agenda at the last minute because the rest of the board has not had time to consider the issue and will not be ready to discuss it. Equally important, placing an item on the agenda at the last minute does not give members of the public notice that the issue will be discussed." Iowa Open Meetings says that you can add an item to the agenda before it is adopted, but it is a recommended "best practice" in the Handbook to vote on items that are on the posted agenda.

Sue asked if our agenda is posted, and Emily said yes - it is posted outside of the door several days before each meeting, when it is emailed. Members agreed that it is good to follow "best practices."

Emily suggested that policy suggestions, like the suggestion last month, go to the Policy Committee where they can discuss and develop a recommendation. Policies, personnel policies in particular, should be reviewed by the City Attorney to avoid problems. Martha asked how many policies the City Attorney has reviewed; Emily said he reviewed all of the policies that the committee looked at this year.

The Policy Committee was asked to create a recommendation for an Acting Director. Martha and Emily will get together with committee members.

ADJOURNMENT:

The meeting adjourned at 5:20 pm. The next meeting will be held on January 16th at 4.