

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
February 28, 2022**

1. **ROLL CALL:**

Ed Bazow	— Present	Marsha Kirk	--- Present
Joe Fierce	— Present	Mike Marsden	— Present
Nancy Graham	— Present	Robin McKray	— Present
Kristal King	— Present	Rex Muston	— Present

2. **AGENDA/CONFLICTS OF INTEREST:**

President King called the meeting to order at 4:33 pm. A motion to approve the agenda and motions from January 17, 2022 was made by Bazow. Muston seconded the motion. All were in favor and the motion passed. There were no conflicts of interest.

3. **MINUTES OF THE PREVIOUS MEETING:**

The minutes of the December 20, 2021 and January 17, 2022 meetings were presented for review. A motion to approve the minutes was made by Graham. King seconded the motion. All were in favor and the motion passed.

4. **PUBLIC PRESENTATION OR DISCUSSION WITH THE BOARD:**

None.

5. **APPROVAL OF FISCAL RESPONSIBILITIES:**

Bills were presented to the board for review. A motion to pay all bills and salaries from December 20, 2021 and January 17, 2022 was made by Fierce. Kirk seconded the motion. All were in favor and the motion passed.

6. **COMMUNICATIONS AND PETITIONS:**

Access managed IT Proposal: Sean presented the plan to the board, explaining the highlights of the power point that was previously sent to all board members. Their plan focuses on security—he pointed out that our current system is missing patches and upgrades; our firewall is close to aging out and password policies are non-existent—they would fix all of that to get us to a good place. He pointed out that our infrastructure has single point failures and capacity concerns and our current support is a “something is broken; it needs fixed” model. By going with this program it, relieves the staff of all IT responsibilities and security concerns. They will offer remote support and online support; remote monitoring and preventative maintenance as well as account reviews and feedback. They offer an advanced cybersecurity protection program that is active 24x7x365 with a network operations system that can spot a problem and fix it very quickly. He explained the costs of the program would cover 33 workstations, one server and one firewall and all service needed for those. It includes the cybersecurity protection and a unified backup service. The cost would run \$2,428.50 per month, with a one-time onboarding fee to bring things up to date of \$3,401.79. Bazow pointed out that the library had been a long time J&S customer and wondered if that counted for anything, but unfortunately it does not. Marsden asked if there were any local places that they served and the city of Mt. Pleasant is one of their customers. With the board having no further questions, they thanked Sean for his time and presentation.

7. **REPORTS:**

a. **LIBRARIAN'S REPORT:**

Winkler reported on the following items:

- Tuesday, January 25, the budget was presented to the City Council, the Mayor and the City Administrator. There were some questions in regards to the full-time salaries line, which is filled in by the city, not the library. I contacted the City clerk and she adjusted the lines as needed.
- Gregg Swan from McFarland-Swan came to assess the staff work room to make room for another desk on Monday, January 31. I contacted him today and he is waiting on some new software that will work better in getting a proper layout of our odd shaped room.
- Friday, February 4, I met with Sean Jellema and two others for an hour and a half presentation on the Managed IT Plan they are offering.
- The library joined the Scholastic Literacy Partnership to begin work on getting books into the hands of those who might not have any at home. They offer \$1 books and book packs with a focus on PreK school readiness. We would like to plan some kind of program to hand these out at the summer lunch sites. I have contacted the lunch coordinator at the high school to see whether or not they are doing sites again or one lunch at the middle school. I am still waiting to hear back.
- In December I enrolled for the Director Certification Course through the State Library. My transcripts and Bachelor's degree were accepted and I have begun work on the 38 courses in the program, completing two so far.
- Merissa is working on her garden plan for this year. Her plan is to have the high school trades class build two more raised beds from donated pallets to add to our area. On the design I handed out, you will see those added and the types of things she will be planting this year.
- We closed early (at 2pm) on Thursday, February 10 due to snow.
- Tammy Phillips submitted her resignation on February 1 and her last day was February 15. I had three applicants for the job opening and have hired Lori Hunter to fill it. She began work today.
- Trisha has begun posting previews of her Wednesday story time theme with a picture of the books and craft to be offered in hopes of drawing more participants in. She was also asked to be included in the Rotary Early Literacy Project, presenting what we are already doing, allowing them to build on that, adding to the 1000 Book Before Kindergarten by providing a book for each participant at each of the 100 book levels, allowing each finisher of 1000 books the opportunity to receive 11 free books for the home libraries. They are also investigating providing the Raising School-Ready Reader program through the ISU Extension office—that will be developed for late summer or early fall for children 0-5 years old.

A motion to accept the librarian's report was made by King. Marsden seconded the motion. All were in favor and the motion passed.

- b. **KPL Board/Foundation Liaison report:** Bazow reported that the Foundation had met on February 15 and discussed the following:
- ✓ Brick Fundraiser in which they sold 168 bricks
 - ✓ They received bids from two local companies for the work in phase 2 of the Library Park. Bids were opened at the meeting and they then met last Tuesday to pick the company. Ed was unsure if that company had accepted the job at this time.

Building and Grounds: Winkler reported that on Tuesday, February 8, Corey from Meyers Plumbing came to look at a couple of issues and replaced the toilet seat in the staff restroom and two faucets in the women's public restroom.

She also told the board that the city is checking into solar for all city buildings.

UNFINISHED BUSINESS:

a) **Library Floor Plan:**

- i. Formal board approval: a motion to approve the floor plan rearrangement as presented by the space consultant was made by King. Graham seconded the motion. All were in favor and the motion passed.
- ii. Updates on progress: Winkler reported that the library had last rearranged on a smaller scale for better site lines to the back door in 2015. Dustin Walker-Woods from Library Furniture International visited the library on Wednesday, February 16. The new layout was discussed and we talked about what would be needed in regards to seating and shelving for the new plan. He was very knowledgeable about his products and what he felt would be right for our library. He pointed out some new ways that we could utilize the middle open floor space and use it to our advantage. He and I are emailing and calling back and forth, working out the details for a quote, but he did point out that lead time for new furniture is running 12-16 weeks so any pieces we order would not arrive until late summer or early fall.

I have also been in contact with Wes Ames and Zack Chase of AC Contracting about moving the desks and removing the curved wall. I received a quote of \$1,875 today. The actual amount may differ, depending on how long it takes them.
- iii. Dates for the project: I previously spoke with Robert Helenthal and Bob Weis about their employees moving the stacks. They wanted to try and get it done before mowing season began and we settled on the week of March 21 -26. If we do it then, we will not have the new pieces, but I feel that we can go ahead and get the majority of it moved and then fill in those pieces when they arrive. A motion approving the closure of the library from Monday, March 21 through

Saturday, March 26 was made by King. Marsden seconded the motion. All were in favor and the motion passed.

NEW BUSINESS:

- a) **Discuss Access System proposal:** Board discussion ensued in regards to the proposal presented. Bazow wondered if we would be able to afford the cost—Winkler stated possibly this year, but not in the ensuing years. She provided some details in regards to work that had been completed so far by the new company. She explained that there is another option using Excel IT out of Fort Madison. She had talked with him and he stated that he would not be charging mileage and his hourly fee was \$90, which is cheaper than what we have been paying. He felt confident that he could handle our computer issues. Bazow asked if Winkler could see what the city is going to do and get references from the new company. King asked Winkler to compile a report listing the expenditures with J&S. Bazow also wondered how long we would be able to continue to have them come and fix things before that option goes away. No action was taken on the Managed IT proposal.
- b) **FY 22-23 Budget Update:** Winkler reported that after she gotten the new figures on the wages adjustment, she spoke with Councilperson Marsden, who is also on the general fund committee and City Administrator O'Donnell about the new amounts. Both agreed that we would only need to cut the \$20,000 this year as requested. After more discussion with O'Donnell, Winkler took the difference in the full-time wages and settled on that for this year's cut--\$26, 981. That means for FY 23-24, we will only have to cut \$13,019. The board approved this change from the one presented in December.

ADJOURNMENT:

The meeting adjourned at 5:30 pm. The next meeting will be held on Monday, March 21 at 4:30 pm in the lower level meeting room.