

EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
January 27, 2014
(Rescheduled from 1/20/14)

Call to Order: The meeting was called to order at 6:19 pm. (Borwig was called to have a voting quorum.)

Roll Call:

Present: Borwig, Hansen, Johnson, Pritchett, Rasanen

Absent: Nichols, Burkett, Kettwig

Director Jensen was in attendance.

A quorum was present.

December Minutes:

Pritchett moved and Borwig seconded to approve the minutes. Ayes – 5. The motion carried.

Approval of December bills to be paid in January:

The bills were reviewed. Borwig moved to pay the bills and Hansen seconded. Ayes – 5. The motion carried.

Treasurer's Report:

Pritchett gave the Treasurer's report.

Circulation Report:

The report was reviewed. Rasanen questioned and Director Jensen confirmed that there was no way to distinguish the number of patrons from each city versus the number of items checked out from each city on the circulation report.

Old Business:

- a. Carpet Squares for Program Room: Samples were passed around and discussed. Most board members wanted a few more options before choosing the carpet.
- b. Youth Department Seating: Corinna from Millbridge designed shelving and seating to consider for the youth department (without a price yet.) Hansen was concerned the design might be too big and wanted to see the measurements laid out on the library floor. Director Jensen placed a call to OSHA but did not receive a reply back.
- c. Letterhead: Several letterhead designs were presented and discussed, but none were chosen. Suggestions for a few modifications were made.

New Business:

- a. City Contracts – Pritchett moved to offer the contracting cities another three years at the same rate they have been paying for the last three years with an annual renewal. Hansen seconded. Ayes – 2, Nays – 3 (Rasanen, Hansen, Borwig). The motion failed.

Hansen moved to keep the same rate with contracting cities with a firm three year contract. Borwig seconded. Ayes – 3, Nays – 2 (Pritchett, Johnson). The motion carried. The current rate is \$9.54 per capita which is \$6792.48 for Gilbertville and \$10,656.18 for Elk Run Heights.

- b. The board reviewed the annual budget at length. A few line items were changed including: minor equipment, office supplies, software support, furniture and fixtures. These few changes brought the basic library budget to \$35,000. The line items that the city controls (ie: Rent, bldg/ground repairs, utilities, janitor wages) were not changed and totaled \$16,470. Director Jensen was asked to step out of the room while wage rates were discussed. To calculate a wage budget for the upcoming year, the board worked from a base assuming a \$0.25 increase for the director's position and a \$0.20 raise for the part time position. The calculations used were as follows: The director's current wage of \$16.55 + \$0.25 raise, times an average of 34 hours per week for 52 weeks per year = \$29,702.40. The part time staff's current wage of \$12.46 + \$0.20 raise times an average of 26 hours per week for 52 weeks per year = \$17,116.32. The wages and rate increases were not officially approved, just used as guidelines to set the budget. The total budget that was calculated did NOT include any of the paid time off line items or the 112- benefit line items. It was assumed these amounts would be allocated from the total wages as needed.

Actual Library Budget:	\$35,000
Directors Estimated Wages:	\$29,702
Part Time Employee Estimated Wages:	\$17,116
<u>City Costs:</u>	<u>\$16,470</u>
Total	\$98,288

Rasanen moved to accept a yearly budget for the 2014-2015 fiscal year of \$98,288.00. Borwig seconded. Ayes – 5. The motion carried.

Discussion:

Director Jensen was invited to come back in the meeting and she was given the wage figures so that she could deliver a complete budget proposal to the city tomorrow.

Adjournment: The date and time of the next meeting will be February 17, 2014 at 6:00 PM.

With no further questions or comments, the meeting was officially adjourned at 9:22 PM.

Respectfully Submitted,

Melanie Rasanen, Board Secretary