

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
May 12, 2014**

Call to Order: The meeting was called to order at 6:00 pm.

Roll Call:

Present: Borwig, Burkett, Hansen, Johnson, Kettwig, Pritchett, Rasanen

Absent: Nichols

Director Jensen and was in attendance. Evansdale Citizen Loraine Atkins was also in attendance.

A quorum was present.

February Minutes:

Pritchett moved and Borwig seconded to approve the minutes. Ayes – 7. The motion carried.

Approval of December bills to be paid in January:

The bills were reviewed. Hansen moved to pay the bills and Kettwig seconded. Ayes – 7. The motion carried.

Treasurer's Report:

The Treasurer's report was given. It was noted that even though the current statement shows remaining balances in some line items, nearly all of this year's budget will be spent by June 30 (the end of the fiscal year) as soon as the remaining expected invoices come in.

Circulation Report:

The report was reviewed. Borwig asked how the April Food for Fines program went. Director Jensen said two large boxes of donated canned goods were received in exchange for fines being waived. She did not have the exact pounds yet.

Old Business:

- a. Carpet Squares for Program Room: Much discussion was held about flooring and it was decided that many carpet options were just too expensive. Pritchett suggested the board also considers laminate flooring. Kettwig mentioned that either Home Depot or Lowe's offers installation for only \$99. Kettwig, Johnson and Hansen will begin shopping for laminate flooring to cover the program room (approximately 16 x 16 ft.)
- b. New Computer for Director's Desk: Director Jensen had no luck getting comparable quotes from Best Buy but received one from CDGW with all specs for \$597. She found the same thing on Amazon.com (Lenovo Think Center Edge with Windows Pro 7) for \$509 and purchased it. It should arrive soon.
- c. Freegal Renewal: Tabled until later.

New Business:

- a. Plaque for FOL Recognition for Youth Department: Borwig moved and Hansen seconded that the board purchase a plaque that would match the others in the library stating "Children's Seating Provided by Friends of Library." Ayes – 7. The motion carried.
- b. Photocopier Purchase: The library purchased a Brother copier in July of 2005 and the

- duplex feature broke shortly after. With a budget of \$1000, Director Jensen received a quote for a Lexmark copier from Advanced Systems for \$925. Access Systems gave her a Myratec quote for \$1418. She found a Canon copier at Staples for \$399.99. Burkett asked how much cartridges were for each model. Others wanted to know the pages per minute and warranty guarantees. Borwig suggested looking at used or refurbished models. Kettwig moved and Burkett seconded to purchase the Canon copier plus an extended warranty and a toner cartridge or two as funds allow. Ayes – 7. The motion carried.
- c. Approve Director to submit bills for payment before next meeting if necessary: Hansen moved and Borwig seconded for Director Jensen to pay bills that come in before the end of the fiscal year before the next meeting. Ayes – 7. The motion carried.

Discussion:

- Burkett mentioned the upcoming book sale will be September 6-7. The sale will also include playing cards, craft supplies, teacher supplies, and magazines (up to two years old.) Unfortunately Jewett Elementary was vandalized and the books that were being stored there for the book sale were completely ruined. The estimated book damages are \$260 and \$75 for the book counter. Several thousand dollars in damages were done to the actual facility.
- Johnson noted that Jeff Burnham from State Ombudsman’s Office received a complaint about the library selling tickets for the EEDC. She gave him minutes from our previous meeting to help answer his questions. She said for now it is handled, and if she doesn’t hear anything further, than everything is fine and no action needs to be taken. Hansen asked about writing a policy with boundaries and parameters for how and to what extent the library is involved in community events. Kettwig suggested the library take things on a case by case basis. Pritchett wanted to know if other libraries sell tickets or have policies about such things. Director Jensen will consult with Eunice from Regional (NEILSA) and Mandy Easter from the State Law Library to see what other libraries in the state are doing or have done.

Adjournment: The date and time of the next meeting will be June 16, 2014 at 6:00 PM. With no further questions or comments, the meeting was officially adjourned at 6:59 PM.

Respectfully Submitted,

Melanie Rasanen, Board Secretary