

**Evansdale Public Library  
Monthly Board of Trustees Meeting  
Monday, October 20, 2014**

**Call to Order:** The meeting was called to order by President Rasanen at 6:04 p.m.

**Roll Call:**

Present: Borwig, Hansen, Kettwig, Pritchett and Rasanen

Absent: Burkett, Johnson, and Nichols

**Approval of September Minutes:** Kettwig moved and Borwig seconded to approve the minutes from the September meeting. Ayes-5. The motion carried.

**Approval of bills to be paid in October:** Borwig moved and Hansen seconded to approve the bills to be paid. Ayes-5. The motion carried.

**Treasurer's Report:** Pritchett gave the Treasurer's report in Nichols' absence, reviewing current budget figures.

**Circulation Report:** Director Jensen noted that the figures are definitely skewed as it was this month last year where we had the gigantic hit to our online database that was completely out of the norm. It affected the numbers this month by about 1200.

**Old Business:**

- a) Hansen said he'd met with Joyce Mott-Johnson at Evans Village and discussed the delivery program with her. He said they discussed having it as a "trial" program to see what kind of use it would get, and he also said that a number of four books would be guaranteed from the lists provided. He said from what he understood there was maybe a hardware problem that still needed to be resolved. Director Jensen said she had gone over to Evans Village and met with those interested. She signed up seven people with new library cards, returned to the library to input the info, and delivered the cards to them the same day. She said she gave them info pertaining to all of the services provided by the library, and then discussed with them the delivery program. The program will run November thru April on a trial basis. Joyce, the resident contact, will collect the wish lists and scan them to Director Jensen's email on the last Friday of the month. Director Jensen will then gather books, check them out to the patrons, and deliver them on the first Wednesday of the month. Books can be returned the regular way or patrons can wait until the next month's delivery. Director Jensen is looking forward to starting with the program.
- b) Nichols was going to bring more information about the Library Champion program. In her absence, this item will be tabled until a future meeting.

**New Business:**

- a) Director Jensen said that she felt the current look of the accordion window/wall area by the west door entrance was no longer went with the remodel of the library and she'd like to see it removed and walled over. She provided a photo of what the current wall with accordion window looks like and what she envisions, a monitor to announce upcoming events, new releases, anything that can be turned in to a slide. She said it could be library related, community related, whatever they wanted it to be. She noted that she'd been in contact with Emily Rohlf, director of the Keokuk Public Library, who has a similar monitor mounted to get information on what was required. She said she also got a quote from CDW-G for the monitor and wall mount that totaled \$435.07. She said they'd still need the work done on the wall to remove the window, drywall and paint new area. The company who laid the flooring was going to get us a quote but never did. Kettwig had called them several times with no response. Pritchett recommended Rick Marquette Sr. She said she'd contact him for

- a bid. We'll get bids and then look at whether a grant needs to be written or whether we need to request money in next year's budget as Hansen suggested. Kettwig said it'd be nice to get it done before next year.
- b) Mayor Faas was present to discuss the situation regarding the request to shut off our wireless access during non-business hours. He said that there was an incident in vandalism outside with an electrical box being broken so that someone could plug in their laptop. He said that it started with one homeless person using the wireless and then developed into two. He was afraid that it was going to become a bigger problem and thought that we might curb the problem by shutting the wireless signal off when we were not open. Director Jensen said that if the board decided to do this, they may need to consider moving all of the routers to a central and easier to access location. She said currently they are down on the floor under counters and if the staff had to crawl around to unplug them every night and every morning, it would get to be a problem. Rasanen said that most of the time, things had to be plugged in a certain order to communicate together correctly and wondered if that would be a problem. A daily password change was recommended. Hansen felt that maybe the routers should be moved to a central location anyways, for the convenience of library staff. Mayor Faas wondered if there was some sort of timer that they could be on. Director Jensen said she thought maybe there was something in the settings that could be set up to disallow the wireless signal to broadcast during certain hours, but that she'd have to check in to it. Mayor Faas said that with the change of the weather he didn't anticipate it being a problem right now or in the near future, but he needed the board to be aware of the problem. Hansen said he didn't necessarily agree with turning the wireless off. He feels it's a service we provide to the public and he can see people taking advantage of it before and after business hours. Director Jensen agreed. She said with the forty hour week, she sees it as an added benefit to the library. She will look into the router software options and report back to the board at the next meeting to see what they want to do at that time.

**Discussion:** Kathy Pritchett said they were running low with the Friends of the Library funds. She said that currently there is only \$1645.10 in the combined accounts and this was the lowest amount of balance to date.

Kettwig noted that the Evansdale Economic Development Corporation was pulling up the gym floor at Jewett School and making memorial signage with Jewett's name, years of operation, etc. as a fundraiser for the building plans. She said they were interested in having the library as a pick-up point only for these plaques. Nothing would be sold on site; plaques will be available to pick up by people who've already placed orders. Nobody at the table had a problem with this. Director Jensen said she had been contacted by the Gilbertville City Clerk regarding the current board determination and possibly changing it. Clerk Adamson said that if the board would get it changed from having a resident serve on the board to anyone that the Mayor appointed, then she personally would serve, since they've been unsuccessful finding someone to volunteer to serve on the library board. Director Jensen pointed out, that by law (Iowa Code 392.5), to alter the manner of selection or charge of a library board would require the issue to be put on a ballot and put before the residents of the city. If they were to do it, they would have to act fast as the next election is coming up quickly. Discussion was held about choices. Director Jensen said they could leave it as is with no changes, they could allow the changes to be made and put it on the ballot, or just make the changes themselves. The board members decided they definitely didn't want to do anything illegal, and time was short, so at this time, they'd keep the ordinance as is, and do nothing further with the issue. Director Jensen said she'd let Gilbertville know. Hansen asked Director Jensen if she was going to make the first delivery to Evans Village for the book delivery program and she said she was.

There being no further business the meeting was adjourned at 7:06.

Respectfully Submitted,  
Shannon Jensen, Library Director