

**Evansdale Public Library  
Monthly Board of Trustees Meeting  
Monday February 16, 2015**

**Call to Order:** The meeting was called order by President Rasanen at 6:01 PM.

**Roll Call:** Present: Borwig, Johnson, Kettwig, Nichols and Rasanen  
Absent: Burkett, Hansen and Pritchett

**Approval of minutes:** Johnson moved and Borwig seconded to approve the minutes from the January 19, 2015 meeting. Ayes – 5. The motion carried.

**Approval of bills to be paid in March:** Borwig moved and Kettwig seconded to approve the February bills to be paid in March. Ayes – 5. The motion carried.

**Treasurer's Report:** Treasurer Nichols reviewed the budget balances indicating that we have less than 50% of our budget left with 4 month left in the year.

**Circulation Report:** The circulation report was reviewed with a clarification on the faxes and other. This includes fax fees and book replacement monies that go to the city.

**Old Business:**

- a. Library Champion program: Trustees Nichols shared the information she received from the Oelwein Public Library. Their program runs June, July and August. The participants sign up in the library and choose a reader level.  
Picture books: 15  
Easy reader books: 7  
J books and Chapter books: 4  
Young adult books: 2  
Adult books: 1  
Each participant keeps a log of the books read which is initialed by their parents. When they have reached their goal they get to pick up the Champion Reader sign which can be placed in their yard and kept.  
The Champion signs are not ordered until after registration is closed. There are a couple places we can get quotes for the signs: Shane Goings and Creative Impact.
- b. Accordion window remodel: The Director reported that the Mayor has spoken to the City Building Inspector, Rick Reuter, to see if he would be able to do the project. Rick stated that he would meet with the Director and look it over. He has not yet met with her.

***New Business:***

- a. Review and/or change of Sex Offender Policy: Board President Rasanen had received a phone call at home from someone who is on the Sex Offender Registry and had visited the library to use the restroom. This person was concerned that they were going to get into trouble for doing this. They stated that they were not sure if this was allowed. The Director stated she was told from the state level that each offender, when released, must sign a statement acknowledging that a library is one of the places they are not allowed; they know the rules. This person has since closed their library account and knows that they are not allowed near the library. No action was taken on the policy as all agreed that it is sufficient as is.
- b. Renewal of Encyclopedia Britannica Online: The Director pointed out that no one had used the online database, however they have used the hard copy that is in the library. No formal vote was taken, but all agreed not to renew and Director Jensen should look into pricing an update hard copy.
- c. Request by Director to work from home: Director Jensen stated that she had a family medical emergency and was out of the library for an extended period of time. This caused her to fall behind and was overwhelmed with e-mails and book reviews once she returned to work. After some discussion it was determined that in special circumstances, she could check emails and do some catching up from home. This does not include during vacation time. It was determined that we should write up a policy about split PTO and active work time. Also we should amend the sick time policy to be used for immediate family members. Trustee Nichols will draft a revised policy change to be review by the board at a future date.

***Discussion:*** Trustee Kettwig inquired about having tickets available at the library, for the upcoming dinner theater on April 17<sup>th</sup> and 18<sup>th</sup>. All board members at the table agreed that this would be okay.

***Adjourn:*** As there was no further business the meeting was adjourned at 7:09 PM.

Respectfully submitted,  
Kathleen Johnson, Board Secretary