

**Evansdale Public Library  
Monthly Board of Trustees Meeting  
Monday, April 20, 2015**

**Call to Order:** The meeting was called order by President Rasanen at 6:00 PM.

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

**Approval of February 26, 2015 minutes:** Nichols moved and Kettwig seconded to approve the minutes from the February 26, 2015 meeting. Ayes – 5. The motion carried.

**Approval of March 16, 2015 minutes:** Nichols moved and Hansen seconded to approve the minutes from the March 16, 2015 meeting. Ayes – 5. The motion carried.

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

**Approval of bills to be paid in April:** Pritchett moved and Kettwig seconded to approve the March bills to be paid in April. Ayes – 5. The motion carried. Hansen questioned the Junior Library Guild bill. Jensen clarified that it is an annual cost for books received monthly from Junior Library Guild. Pritchett asked about the postage charge. Jensen stated that she purchased rolls of Forever stamps and 2<sup>nd</sup> ounce stamps.

**Treasurer's Report:** Treasurer Nichols reviewed the budget and balances.

**Circulation Report:** The circulation report was reviewed at the table.

**Old Business:**

- a. Library Champion program: Jensen gave information received about the Library Champion program signage. Creative Impact quoted a price for 18"x24" signs, one color, double sided of 25 signs for \$7.53/each plus shipping. If we went to 50 signs, the price would drop to \$4.33 each. Metal stakes were quoted at \$1.12 each. Shane Goings with Goings Graphics quoted a price for same size same specific signs for 50 at \$6.00 each with metal stakes at \$.80 per stake. He also told Jensen that she might be able to get the stakes from Regal Plastic for around \$.84. Jensen was given the go-ahead to order the signs from Creative Impact and to check with Regal Plastic about a donation for the stakes.
- b. Accordion window remodel: Jensen gave the information received about the accordion window remodel. For the drywall work, she received two quotes. The first was from Marquette Drywall for \$500 and the second from Mark Loftus was for \$750. Secondly, she received two quotes for the electrical outlet work. Sieben

- provided a quote of \$310 while Black Hawk Electrical provided a quote of \$338. Kettwig moved and Pritchett seconded to accept both the Marquette Drywall quote and the Sieben quote for work with the previous agreement with the Mayor that the city will pay for 75% and the library will cover 25%. Ayes – 5. The motion carried. Jensen will be in touch with both to get the work completed.
- c. Computer Router Cable Consolidation: Jensen received three quotes for the router move and cable consolidation: one from Black Hawk Electrical in the amount of \$573, one from Sieben in the amount of \$1930.00 and one from Hawkeye Alarm and Signal Company in the amount of \$1176.00. Jensen said she could not justify spending that amount of money for something that shouldn't be so difficult a task, and she'd rather leave it the way it is if that was the only option. Nichols said that she would get hold of a co-worker of hers, Al Yu, to have him come out and see what could be done.
  - d. Encyclopedias: Jensen provided information she'd received about the encyclopedic options for the library. The Britannica online version had been turned down at a previous meeting due to lack of usage. Jensen said she received quotes for print versions from both World Book and Britannica. An online version of World Book runs \$994. The current 2015 version of World Book runs \$1,049. The 2014 version of World Book in print could be purchased for \$699. She also received a quote for a set of Britannica Student Encyclopedias, a resource for students in grades 3-8, for \$449. Discussion was held and Nichols moved and Rasanen seconded to purchase the 2014 set of World Book encyclopedias for the \$699 with the consideration of adding a newer version every 5 years. Ayes – 5. The motion carried.

***New Business:***

- a. Review and/or change benefit policy to reflect allowance of sick time usage for family of employees: At a previous meeting it was noted that the library staff did not have this as an option in its policy. Rasanen, along with Nichols, submitted a proposed addendum to the policy allowing for the use of five (5) days of sick leave which could be converted for family illness per fiscal year. The addendum also allows for an employee to work from home during the illness of a family member with approval of the Board President, and with a limit of two consecutive days allowed. Mayor Faas noted that this is allowed to city employees as well as those covered by the bargaining unit. Hansen felt that sick time should just be used for sick time by the employee. Kettwig moved and Nichols seconded for the addendum to be added to the policy. Ayes – Kettwig, Nichols, Pritchett and Rasanen. Nays – Hansen. The motion carried.
- b. Review/Approval of current policies needed for accreditation report: Jensen noted that the following policies needed review and approval to be current for the accreditation report: Bylaws, Circulation, Personnel, Collection and Internet Usage. Hansen pointed out some changes that needed made to the Bylaws in Article II, #1,

- with regards to the wording for the Officers. He noted that a comma should be placed after Vice-president, that it should say appointed rather than elected, and that the Library Director appointment should be taken out completely. Rasanen moved and Nichols seconded to approve the said polices with the changes. Ayes – 5. The motion carried.
- c. City’s request to have library closed on Saturday, May 23<sup>rd</sup> for building wide carpet cleaning: A letter was submitted by Mayor Doug Faas asking the library be closed on Saturday, May 23<sup>rd</sup> as they are planning a building-wide carpet cleaning since the carpets have not been cleaned in four years. As it is the weekend of Memorial Day, this would allow for one extra day of dry time. Pritchett moved to approve the closing of the library on Saturday, May 23<sup>rd</sup> and Hansen seconded. Ayes – 5. The motion carried. Mayor Faas also noted that the city will be budgeting to replace the lighting fixtures and that the library board may consider thinking of doing the same thing. He said that would get some numbers to the library board and we could put it in our budget for next year.

**Discussion:** Trustee Pritchett noted that she is considering leaving the Board as well as the Friends of the Library. Nichols volunteered to take over the bookkeeping of the Friends of the Library group, if necessary. President Rasanen noted that that they are in the process of selling their house, although they still own property in Elk Run Heights and it should not affect her board participation.

**Adjourn:** As there was no further business the meeting was adjourned at 7:15 PM.

Respectfully submitted,  
Shannon Jensen, Library Director