

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Monday, December 19, 2016 – 6:00 PM**

Call to Order: The meeting was called to order by President Borwig at 6:11pm.

Roll Call: Present: Borwig, Clements, Hansen, Pritchett, and Rasanen
Absent: Johnson, Kettwig and Nichols
A quorum was present.

Approval of November 21, 2016 Monthly Meeting Minutes: Pritchett moved and Hansen seconded to approve the minutes from the November 21, 2016 meeting. Ayes – 5. The motion carried.

Approval of bills to be paid in December: Clements moved and Hansen seconded that we approve the November bills to be paid in December. Ayes - 5. The motion carried.

Treasurer's Report: The Treasurer report was read by Pritchett in Kettwig's absence. No questions.

Circulation Report: The circulation report was reviewed.

Old Business:

- Budget Committee – Director Jensen noted the typo on the agenda and that what says Policy Committee is supposed to say Budget Committee. She said they did meet and the budget is further down on the agenda.

New Business:

- Establishing wages for Library Director and Library Assistant for FY2018 were bundled together. Director Jensen informed the board that the budget committee suggested a 3%, or \$.53 increase for the Director, and a 2%, or \$.27 increase for the assistant. Pritchett asked what the city was doing and Jensen deferred to Mayor Faas in the audience. He said he was proposing a 3% for city employees and that the Bargaining Union employees were getting a flat rate of \$.65 across the board. Rasanen asked why the library assistant was getting a lower rate. Clements, who sat on the budget committee, said they decided on that number so the Director did not get a lesser amount as she had in previous years. Borwig noted that she hated to have people volunteer to sit on committee to determine these things and then have them questioned at the board meeting. She thinks the wages should be brought to the table every year so they can hash it out. Pritchett agreed. Rasanen threw out some numbers suggesting a 3% increase, or \$.40 for assistant and 3.1% or \$.55 for Director, to make things a little more equitable. Pritchett moved and Borwig seconded to accept the budget committee's proposed wage increases. Ayes – Borwig, Clements and Hansen. Nays – Pritchett and Rasanen. The motion carried.
- Approval of budget request to be submitted to the city for FY2018: The prepared worksheet was gone through line by line. Director Jensen did note that the City Clerk had contacted her regarding the second new phone system. The City Clerk said she thought we should add to our budget the service for a year of \$17.99/month or \$215.88. In addition, the City Clerk asked for a bi-annual HVAC maintenance charge of \$150 or \$300 for the year to be included as well. All would go in the -6310 Bldg/Grounds Maintenance Line item. Director Jensen noted that the \$10,000 asking for new LED lights and fixtures was the number supplied to her by Mayor Faas. It was also noted that the telephone figure was there, it was just on the wrong line. Borwig moved and Rasanen seconded to accept the budget figures with the addition of the \$300 to the -6310 line item, the addition of the new phone system service fee, moving the telephone figure down to its correct location, and the \$10,000 in Capital Improvements for new lighting fixtures in the library, and to submit them to the City. Ayes – 5. The motion carried.
- Review/Revision/Approval of Telephone Policy: Discussion was held on the wording of the telephone policy and Director Jensen noted that because of the new phone system, the cord is not long enough

to stretch outside of the desk area. Rasanen felt that a phone should be allowed for use in the case of an emergency. Director Jensen noted that she or the assistant is always able to make calls for any patron in the case of an emergency, but she did not think it was necessary to give unfettered access to the phone or allow patrons to come behind her work desk so that they could talk to somebody. The policy was shortened considerably to state only that the library director or assistant will place any necessary or emergency calls for the patron. Rasanen moved and Hansen seconded to amend the policy. Ayes – 5. The motion carried.

- Review/Revision/Approval of Video Policy: Once again the verbiage of the policy was updated and reviewed considerably. The word TAPE was dropped so that the policy included not only VHS but DVD and Blu-Ray videos as well. Loan period will remain one week. The limitation of three per family was dropped because without having family cards, there was no way of telling in the circulation system if members were in a family or not. Additions made were to state that videos not in circulation for three months could not be renewed and noting that videos more than three months old could be renewed for a week. The rewind fee of \$.50 was dropped and the replacement cost was changed from \$7.00 to \$10.00 for obvious damage. Rasanen moved and Borwig seconded to amend the policy with the new wording. Ayes – 5. The motion carried.

Discussion: No discussion.

Adjournment: There being no further business the meeting was adjourned at 7:21pm.

Respectfully submitted,
Shannon Jensen, Library Director