

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Monday, February 15, 2016 – 6:00 PM**

Call to Order: The meeting was called to order by President Borwig at 6:01pm.

Roll Call: Present: Borwig, Clements, Hansen, Johnson, Kettwig, Nichols, and Rasanen
Absent: Miller and Pritchett

Approval of December 21, 2015 Monthly Meeting Minutes: Kettwig moved and Clements seconded to approve the minutes from the December 21, 2015 meeting. Ayes – 7. The motion carried.

Approval of January 18, 2016 Monthly Meeting Minutes: Rasanen moved and Hansen seconded to approve the minutes from the January 18, 2016 meeting. Ayes – 7. The motion carried.

Approval of bills to be paid in January: Johnson moved and Nichols seconded that we approve the December bills to be paid in January. Ayes -7. The motions carried.

Approval of bills to be paid in February: Johnson moved and Nichols seconded that we approve the January bills to be paid in February. Ayes -7. The motion carried.

Treasurer's Report: Kettwig read the treasurer's report. Director Jensen shared it now matches the City's, except we have an \$8,500 approximate balance in Open Access monies, in which \$2,500 is budgeted and some of which needs to be spent this fiscal year.

Circulation Report: Hansen asked what monies go to the City and why? Director Jensen shared fines computer copies, duplicate cards, faxes and refunds go to the City. Money that goes to the Friends of the Library is photocopies, book/magazine sales, donations, ink recycling, and book consignment funds.

Old Business:

- Axis 360 Program – Director Jensen shared it is a work in progress. Subscription will start when the site is up and running at full capacity. We have not been invoiced for anything yet for startup. The library will be billed as she makes purchases, and after the site is up and running.
- Transparent Language Update – The database is up and live and has been running since February 1, 2016. Director Jensen has bookmarks in the library to advertise the site. Nichols will notify ELL interpreters dept. with Waterloo School district of the service. The invoice has been processed for payment.
- Lego Grant update – Hansen attended the Community Foundation Community award ceremony to receive the grant monies for the library. Director Jensen is in the process of buying Legos and setting up the program. She will write a report by June 30th on the program and send to the Community Foundation on the program. Rasanen shared what she has experienced at the La Porte City Library in regard to their Lego Program. Great ideas were shared.
- Budget Update – The budget is still being worked on by the City Council. Director Jensen shared there is one council member that continues to question the amount of money in the Books & Subscription line item. Director Jensen shared she does not think he understands what the \$10,000 that looks like extra monies is monies that she has already “spent” on other programs. Additionally she needs money throughout the year to buy new books as they are published, not just buying what's available at the beginning of the fiscal year. Director Jensen will attend the Council Workshops on the budget items. Hansen asked Director Jensen if she had a spreadsheet to share with the Council of what our budget is for our town, compared to other libraries our size. Director Jensen thought she had something that would suffice if needed and would get it to the City Clerk for inclusion at the table.

New Business:

- Policy Review Schedule – Director Jensen noticed the Policy Review policy was old and had not been updated since November 2009. The policy states it is to be reviewed every three years. The policy was changed to read:
 - *Policy review is an ongoing process, therefore:*
 - *After all policies are brought up to date they shall be reviewed every five years and/or revised as needed.*
 - *All Library Board of Trustees members, library personnel and the library shall be supplied with a copy of all approved policies.*

Director Jensen will monitor what needs reviewed/updated and place copies in the Board's monthly packets for review and discussion. We will do this each month until all policies are current.

Discussion:

- Hansen shared he has had to wait up to 16 weeks for some of the audiobooks he has on hold.
- Rasanen shared the La Porte Library did a "Blind date w/books" explaining the concept. Director Jensen shared we had done this in the past and some years it went over well, others not so well.
- Rasanen also talked about the story hour time done at the La Porte City Library. Nichols asked if we do a Pre-school story hour and Director Jensen shared we did not. Discussion took place and it was decided it would be something to look at to try, provided we find a volunteer or two. Logistics will be looked at. Jensen will begin informally polling patrons with young kids to see if they'd come and when would work best for them.

Adjournment: There being no further business the meeting was adjourned at 7:17pm.

Respectfully submitted,

Jan Nichols, Board Secretary