

**EVANSDALE PUBLIC LIBRARY**  
**MONTHLY BOARD OF TRUSTEES MEETING**  
**Monday, February 20, 2017 – 6:00 PM**

**Call to Order:** The meeting was called to order by President Borwig at 6:04pm.

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

**Approval of December 19, 2016 Monthly Meeting Minutes:** Nichols moved and Johnson seconded to approve the minutes from the December 19, 2016 meeting. Ayes – 6. The motion carried.

**Approval of January 16, 2017 Monthly Meeting Minutes:** Nichols moved and Hansen seconded to approve the minutes from the January 16, 2017 meeting. Ayes – 6. The motion carried.

**Approval of bills to be paid in January:** Hansen moved and Clements seconded that we approve the December bills to be paid in January. Ayes -6. The motion carried.

**Approval of bills to be paid in February:** Hansen moved and Clements seconded that we approve the January bills to be paid in February. Ayes -6. The motion carried.

**Treasurer's Report:** Kettwig read the Treasurer's report. There were no questions.

**Circulation Report:** Director Jensen shared that library usage is down. She has checked and trending across the state library usage is down, but computer usage is up.

**Old Business:** No old business to discuss.

**New Business:**

- a) Establish contract for Elk Run Heights for next 3 year term beginning 7/01/17
- b) Establish contract for Gilbertville for next 3 year term beginning 7/01/17 – Both a) and b) fell under the same discussion. Director Jensen shared in 2011 the rate was \$9.54/capita. In 2014 we gave the same rate, with annual renewal for a firm 3 year contract. Both Gilbertville and Elk Run Heights had accepted the contract terms in the past. Discussion held about Dunkerton having lower rates, but locking in for a ten year commitment. Nichols made the motion and Johnson seconded that Evansdale offer contracted library services with both Gilbertville and Elk Run Heights at the rate of \$9.54/capita with a three year firm contract. Ayes-6. The motion carried.
- c) Axis 360 discussion/renewal – Hansen made the motion and Kettwig seconded to renew the contract with Axis 360 for the annual platform fee in the amount of \$500. Ayes – 6. The motion carried.
- d) Transparent Languages discussion/renewal - Director Jensen shared there had been some usage of the program: 54 sessions total. Database opportunities were discussed. Hansen made the motion, Clements seconded that we renew the Transparent Language database. Next year there should be a 30% increase in total hour's usage to continue with the subscriptions. Ayes – 6. The motion carried.
- e) Review/Revision/Approval of Dress Code Policy – A lot of discussion was held on current policy. It was decided to change the policy to include T-shirts/crew sweatshirts may be worn if library related. Also business casual would include dress jeans. Borwig suggested Director Jensen take a look at some local businesses to see about having some “uniform” shirts made with the Evansdale Public Library name on them. Nichols gave her a website to look at as well. Hansen made the motion and Johnson seconded to approve policy with changes. Aye – 6. The motion carried.
- f) Review/Revision/Approval of Photocopy Machine Policy – Little discussion. Hansen made the motion and Kettwig seconded to leave the policy as is. Aye – 6. The motion carried.

***Discussion:***

- Director Jensen shared there was a patron that was making threats on the computer to police departments and others. Director Jensen was uncomfortable with the patron's actions, so she called the Chief of Police. An officer were dispatched. The patron was not compliant with the officer and was arrested. Director Jensen believes the patron was charged with harassment. A no contact order was placed by the courts. The patron should not return to the library. Hansen commended Director Jensen on how she handled the situation.
- Director Jensen also shared that she was told by another patron that a current patron had quite a criminal history. From what Director Jensen can tell, there is nothing in this history that prohibits this patron from using the library services. She will continue to monitor this patron and bring concerns to the Board, or call police if necessary.

***Adjournment:*** There being no further business the meeting was adjourned at 7:12pm.

Respectfully submitted,

Jan Nichols, Board Secretary