

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Monday, March 21, 2016 – 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, Kettwig, and Miller
Absent: Nichols, Pritchett, and Rasanen
A quorum was present.

Approval of February 15, 2016 Monthly Meeting Minutes: Johnson moved and Kettwig seconded to approve the minutes from the February 15, 2016 meeting. Ayes – 6. The motion carried.

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

Treasurer's Report: Kettwig read the treasurer's report.

Circulation Report: The report was reviewed.

Old Business:

- Axis 360 Program – Director Jensen shared it is still a work in progress. She said that some content has been purchased and with a few glitches that are still left to be worked out with the vendor, it will be ready to go live soon. She will be putting it up on the website in the next week but will provide board members with information prior to that so that they may take a look at it in advance.
- Lego Grant update – Director Jensen said Legos have been purchased and she is waiting for the arrival of everything. She noted that she purchased a good starting base, including storage containers, books, Legos, characters and bases, and still has more than half the money remaining. She said her plan is to get the program running and see what is needed or desired to spend the remaining money. She noted that she will be putting something in the Evansdale News to look for someone who might be interested in facilitating the program.
- Budget Update – Director Jensen noted that the budget requests passed and that the library will be receiving their full budget asking for FY17. There was brief discussion about how the e-book/audiobook money will be spent and whether or not she will be purchasing books that are single user or those with term stipulations. Jensen said she will purchase what is available, but will try to get those things that are forever items for the collection. She noted that some things, especially those by popular authors, just don't have that as an option. If you want them, you have to purchase the license year after year.

New Business:

- Code of behavior policy review: Amend/Approve – Director Jensen informed the board that she had been in touch with the city attorney because of a problem patron who has a mental condition. She said she did not want to break any laws with regards to the ADA, but also needed to make sure that all of the patrons were covered with this policy. She noted that the city attorney suggested wording or things to cover in the policy. After discussion, the library board came up with some wording changes and asked Director Jensen to submit it again to the city attorney for approval before finalizing it at the next meeting.
- Auditor's findings – Director Jensen provided the board members with copies of the schedule of findings from the auditor for the two things pertaining to the library: the petty cash fund and the stamp for checks received by the library which have already been taken care of by the city, and the report to the city of monies expended by the Friends of the Library. The city currently receives

information for monies received from the Friends of the Library group. When monies are expended, the city will receive a report.

- City's request to direct photocopy monies from the Friends of the Library to the City – Director Jensen noted that this was another auditor item but the request was made to her by City Clerk Kobliska. She said Kobliska asked her why the Friends received the money for photocopies when the photocopier was purchased by the city. Jensen told her that at one time the Friends of the Library had been responsible for the photocopier, contract and supplies, but when it broke and the contract was invalid, the board directed Jensen to go with a smaller tabletop copier purchased by the library. Hansen moved and Johnson seconded to start turning all photocopy monies received to the library over to the city rather than the Friends of the Library. Ayes – 6. The motion carried.

Discussion:

None.

Adjournment: There being no further business the meeting was adjourned at 7:34pm.

Respectfully submitted,

Shannon Jensen, Library Director