EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Monday, October 16, 2017 – 6:00 PM

***Call to Order**:* The meeting was called to order by President Hansen at 6:01 p.m.

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

Approval of September 18, 2017 Monthly Meeting Minutes: Pritchett moved and Clements seconded to approve the minutes from the September 18, 2017 meeting. Ayes – 6. The motion carried.

Approval of bills to be paid in October: Clements moved and Johnson seconded that we approve the September bills to be paid in October. Ayes -6. The motion carried.

***Treasurer's Report**:* The treasurer's report was reviewed. There were no questions.

***Circulation Report**:* The circulation report was reviewed and discussed.

Old Business:

1. ***Continuing Education Opportunities for board members:*** The continuing education opportunities for board members were discussed again. Director Jensen provided the board members with a list of links to online webinars available. She noted that the online and DVDs are about 1 hour each. We are on track to begin training for the first quarter after the November meeting.

New Business:

1. ***Review/Revision/Approval of Interlibrary Loan Policy:*** Because the AEA van delivery that used to deliver the bags with the bulk of the interlibrary loans was stopped, the library now has to pay for postage for every transaction coming and the return of materials. This has put a strain on our postage allotment. Director Jensen said we are alright for now because we did ask for more in our budget line item for postage but she is watching it closely to see if we start going over. If we do, asking for more in the next fiscal year may be prudent. She informed the board that Waterloo Public Library has imposed a $2 per item transaction fee on loans and because of that, the requests we are receiving have increased, most likely from Waterloo users. Director Jensen also noted that Waterloo and Cedar Falls uses a courier service but the cost is about $2500 per year and completely cost prohibitive for our library. We will put this back on the agenda in January to see where we're at and to see if we need to make changes.
2. ***Review/Revision/Approval of Evansdale Public Library Bill of Rights –*** The policy was reviewed. Kettwig moved and Johnson seconded to approve the policy as-is with no changes. Ayes – 6. The motion carried.
3. ***Board member attendance –*** Director Jensen said that after doing some review, the attendance requirements are not in policy, but rather city ordinance. Discussion about Chapter 21 of the city ordinances pertaining to the Library Board of Trustees was held. This ordinance has section 21.04-2 that discusses a board member position being vacant if the member is absent from three consecutive meetings, except in the case of sickness or temporary absence from the city, or four unexcused absences in a 12-month period, and the definition of unexcused being if the member does not notify the board president or library director prior to a regular meeting of the board. Discussion ensued. Pritchett pointed out that because of her job she works nights and misses up to four meetings at the beginning of each year. Nichols noted why she had been absent but also said she always contacts Director Jensen which Jensen confirmed. It was noted that past members who were snowbirds had missed, as well as others who had property built and yet this was the first time

it was being brought forth. Mayor Faas, who was in attendance, said the city was in the process of recodification of the city code of ordinances, and if they were going to make changes, now would be a good time to do so. Hansen moved and Pritchett seconded to change the language to remove the 3 consecutive missed meetings and just leave it at the four total unexcused meetings as being the deciding factor. Ayes – 6. The motion carried. Director Jensen will prepare a request to present to the Mayor and City Council for the proposed change at the Board's request.

***Discussion**:*

- Director Jensen noted that we received a check from the State in the amount of $1510 for our direct state aid and said this is the money that needs to be spent by the end of the fiscal year. She said the board should be looking at their bucket list of needs to see best how to spend it. She also brought up that February 20th of 2018 will mark the 50th anniversary of the Library. She said she had been going back through old minutes to try to find more about and compile a history of the librarians before her and about the building it was in before city hall. She would like to find a picture if possible. A discussion was held about a celebration.

***Adjournment**:* There being no further business the meeting was adjourned at 7:11 p.m.

Respectfully submitted,

Kathy Pritchett, Board Secretary