

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
MONDAY, September 26, 2016 – 6:00 PM**

Call to Order: The meeting was called to order by President Borwig at 6:03pm.

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

Approval of July 18, 2016 Monthly Meeting Minutes: Pritchett moved and Hansen seconded to approve the minutes from the July 18, 2016 meeting. Ayes – 6. The motion carried.

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

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

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

Treasurer's Report: Nichols read the treasurer's report. It was noted that the balance for the Travel/Conferences line item did not have the expenditure of \$50.07 deducted. Director Jensen will correct the report.

Circulation Report: Director Jensen shared it was a quiet month which is traditional when children return to school.

Old Business:

- Carpet Cleaning Discussion – Carpets are cleaned. The City opted to go with Stanley Steamer. Libraries portion was \$165.00. Carpet was dried within two days.

New Business:

- Review/Revise/Approval of Library Mission and Goal Statement Policy – Pritchett moved and Nichols seconded that we approve the policy as written. Ayes – 6. The motion carried.
- Review/Revise/Approval of Confidentiality Policy - Nichols moved and Pritchett seconded that we approve the policy as written. Ayes – 6. The motion carried.
- Review/Revision/Approval of Policy Review Schedule Policy – Revise item (1) to be 5 years, instead of (3) years. Revise item (2) to Read “The board members shall review and/or revise all policies as needed.” Item (3) stays as written. Borwig moved and Hansen seconded that we review updated changes at next board meeting. Ayes – 6. The motion carried.
- Freegal database up for renewal in September – Discussion about usage dropping. Borwig moved and Johnson seconded that we renew for one more year and monitor the usage. If it continues to decline then next year we will not renew. Ayes – 6. The motion carried.
- Book sale – splitting proceeds between Friends and EEDC – Director Jensen shared that in the past the EEDC offered the Jewett School building as a place for the annual book sale. Much of the work was done by Deb Burkett. All funds were given to the Friends of the Library. Now that Jewett is no long there, a resident (Dottie Wear) has offered her home/garage for the sale, with all proceeds split between EEDC and the Friends of the Library. Discussion was held on how residents would perceive this. It was noted that if we open the book event to be split with another group, that we must do this each and every year. It was also noted that other groups may want to participate as well. Nichols was persistent that she did not want individuals to feel they were donating just to the library

when in fact 50% was going to the EEDC. Nichols moved and Borwig second that we would agree to the sale taking place at the resident's home, with book drop off at the library as long as all advertising says that the proceeds are split equally between EEDC and the Friends of the Library. Also, that annually we approve the sale, in case other outside groups wish to partake. Ayes- 5, No – 1 (Hansen). The motion carried.

Discussion:

- A resignation letter was received from Linda Miller as she has moved from Gilbertville to La Porte City.
- Director Jensen shared an article from the Des Moines register published August 13, 2016 where libraries are becoming a social gathering place as provided by Board member Kettwig.
- Hansen shared he is having problems with downloading books from Neighbors. Sometimes it takes three times because of loss of connection. Director Jensen noted that she had not had any other complaints, but would look into the situation.
- Pritchett shared that Director Jensen does not have insurance coverage and in the future, if her husband was to retire, the Library Board will need to review this. Because both Library employees are part time they have not been covered. Mayor Faas said it would be simple to add Director Jensen to the City's policy, just as Water Board members are covered. The Library is an entity of the City, so therefore coverage would be available if the Board so chose.

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

Respectfully submitted,

Jan Nichols, Board Secretary