Hiawatha Public Library

Library Board of Trustees Meeting

Location: Glenn Schminke Community Room

Date: July 12, 2016

Call to Order: 7:05 pm

A. Call to Order – Roll Call

Present: Matt Dunbar, Brenda Powers, Anna Ronnenbaum, Janet Libe, Jerry Mohwinkle, Karlene Nesslage and Sue Halter. Also present: Jeaneal Weeks-HPL Director, Marty Bruns – City Council Member

B. Approval of Agenda

The Agenda was reviewed. Janet Libe made a motion to accept the agenda, Matt Dunbar seconded and the motion was carried.

C. Minutes of the Last Meeting

The minutes of the June 14, 2016 meeting were reviewed. Janet Libe made a motion to accept the minutes, Matt Dunbar seconded and the motion was carried.

D. Old Business

1. Summer reading progress update:

   Enrollment has been robust: 80 Babies, 1,200 Children and 400 young adults. Online Registration has been a huge success. The Summer Program will be finishing up at the end of July. Special events have been well attended and gone smoothly. On a side note Pokémon have been found at the Library.

2. Greater Cedar Rapids Community Foundation discussion:

   A few questions were raised, have we checked with City Hall? Are there other options for managing the receipt of funds as well as sending reminders and receipts? The 1% fee for this – where does it come from? Could we talk to others who are using the Foundation?

   Jeaneal, Marty, Brenda will talk with Cindy at City Hall.

   Jeaneal will ask the CR Library Foundation representative to come to one of our meetings.

E. New Business –

1. Election of Officers: Elections for President, Vice President and Secretary are held every other July (terms are for 2 years). Nominations were solicited for each position.

   President - Nomination: Brenda Powers
   Elected by Roll Call – unanimous in favor

   Vice President – Nomination: Janet Libe
   Elected by Roll Call – unanimous in favor

   Secretary – Nomination: Karlene Nesslage
   Elected by Roll Call – unanimous in favor

2. Discussion of Procedure for director's evaluation:
   An Ad Hoc Personnel committee was set up (Janet Libe, Matt Dunbar, and Anna Ronnebaum). They will meet to put together the evaluation for the past year. The committee is preferred over a closed session.

F. Librarian's Report

1. **Monthly Report –** Report is in process and will be made available when it is ready.
2. **Bills –** Janet Libe made a motion to pay the bills, Matt Dunbar seconded and the motion was carried.
3. **Anticipated Expenditures** –
   a. Moving Handicap spot from the side to the front with the other one. Will cost about $500.
   b. Remodel of office and workroom will also be in the fall
   c. Getting information on room darkening blinds for the community room.
   d. Blinds are needed for Jeaneal's office

4. **Library News –**
   1. The staff is short 2 people. There has been a job opening posted. Jeaneal will be getting the applications soon.
   2. Children's area is complete
   3. Mobile printing has been set up so patrons can print from laptops, cell phones, etc.
   4. The library staff has been helpful to people that are needing assistance, discussion about additional training to help with special situations.

G. **General Discussion – None**

H. **President's Report –** By-laws need some updated, Brenda and Jeaneal will be reviewing and will make recommendations at the next meeting.

I. **Adjournment –** Karlene Nesslage made a motion to adjourn the meeting, Matt Dunbar seconded and the motion was carried. Meeting adjourned at 8:28pm

_____

Brenda Powers, President

ATTEST:

_____

Karlene Nesslage, Secretary