Hiawatha Public Library

Library Board of Trustees Meeting

Location: Glenn Schminke Community Room

Date: November 14, 2017

Call to Order: 7:00 pm

A. Call to Order – Roll Call Present: Matt Dunbar, Brenda Powers, April Neuendorf, Jerry Mohwinkle, Karlene Nesslage and Sue Halter. Also present: Jeaneal Weeks-HPL Director, Marty Bruns – City Council member, Bill Bennett – Mayor, Kim Downs – City Administrator and Daniel Hoffmann – Hiawatha resident

B. Approval of Agenda

The Agenda was reviewed. Sue Halter 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 October 10, 2017 meeting were reviewed. Brenda Powers made a motion to accept the minutes, Sue Halter seconded and the motion was carried.

D. Old Business –

1. <u>Expansion/remodel update, next steps:</u>

   Referendum passed on 11/7/17.

   There was a design meeting with Storey Kenworthy to discuss style, materials, colors (earth tones).

   There was a meeting with the architects to look at tile and other samples.

   There were some minor changes made to the floor plans to improve workflow, add a small conference room on the 1st floor as well as a small conference room and a study room on the lower level.

   Planning and Zoning Committee reviewed and passed the plan.

2. Next Steps:
   A meeting with Storey Kenworthy to talk about furniture will be held.
   A timeline will be put together for the project.
   The Steering Committee is continuing to raise money for the project.

E. New Business –

1. Resolution hiring Rachel Schiller as Programming Assistant:
   The following Resolution was approved by unanimous roll call:

Resolution 18-02

Be it resolved that the Hiawatha Public Library hire Rachel Schiller as Programming Assistant at the rate of $18.14/hour effective December 13, 2018.

Passed and approved this 14th day of November, 2017

2. Volunteer Policy:
   The policy for volunteers was reviewed. Discussion was held about the policy and the need to do background checks. Karlene Nesslage made a motion to approve the policy, Matt Dunbar seconded and the motion carried.
3. FY19 Budget approval:
   Jeaneal presented the budget for FY19. Brenda Powers made a motion to approve the proposed budget, Matt Dunbar seconded and the motion was carried.

Librarian's Report

1. **Monthly Report** –
   The monthly report was reviewed. Jeaneal and team will be looking at ways to improve the report.
2. **Bills –** The bills were reviewed
   April Neuendorf made a motion to pay the bills, Sue Halter seconded and the motion was carried.
3. **Anticipated Expenditures** –
   Envisionware software updates
   In the future, in a joint purchase with the Metro Network, Niche Academy will provide training videos which would be imbedded in the catalog.
4. **Library News –**
   a. Jeaneal put together a report for the month that is available on the website.
   b. Jeaneal and Erin Zaputil attended the Iowa Library Association Conference in October in Coralville.

c. Iowa Reads books have been announced: The Boys in the Bunkhouse by Dan Barry, Ghost by Jason Reynolds for kids, and Girl in the Blue Coat by Monica Hesse for young adults.
d. Food for Fines program is taking place in November again this year. Patrons receive $1 off fines for each food item donated. All donations go to HACAP.
e. The library was closed November 10th for staff training.

F. General Discussion –

a. Brenda asked about the Friends of the Hiawatha Public Library. Kim Downs shared with the board that a meeting would be held to discuss ways to support each other.
b. Kim Downs also thanked the board for continuing support of the library and for working to get the referendum passed. We will also be looking at the strategic plan.
c. Marty Bruns has been the representative from City Council to the Library Board for about 8 years. He is finishing his term on the City Council at the end of the year. Thank you Marty for your dedication and support.

G. President's Report – none

H. Adjournment – Karlene Nesslage made a motion to adjourn the meeting, Matt Dunbar seconded and the motion was carried. Meeting adjourned at 8:17 pm.

_____

Brenda Powers, President

ATTEST:

_____

Karlene Nesslage, Secretary