Hiawatha Public Library

Library Board of Trustees Meeting

Location: Glenn Schminke Community Room

Date: December 11, 2018

Call to Order: 7:02 pm

1. **Call to Order – Roll Call** Present: Brenda Powers, Matt Dunbar, Anna Ronnebaum, and Karlene Nesslage. Also present: Erin Zaputil – HPL Operations Manager, Rob Archibald – City Council Member
2. **Approval of Agenda**

   The Agenda was reviewed. Matt Dunbar made a motion to accept the agenda, Anna Ronnebaum seconded and the motion carried.
3. **Approval of Consent Agenda**

   1. Approval of bills
   2. Minutes: October 9, 2018
   3. Library Director's Report
   4. Monthly Report

   Unanimous approval was given for the Consent Agenda.

4. **New Business**

   1. Consider creation of new library position
      1. Creation of the new position Library Circulation Clerk and job description.

The following resolution was approved unanimously.

Resolution 19-06

Resolution approving the creation of the Library Circulation Clerk position

Be it resolved by the Hiawatha Public Library board to approve the creation of the Library Circulation Clerk position.
Passed and approved on this 11th day of December, 2018.

The following resolution was approved unanimously.

Resolution 19-07

Resolution approving the Library Circulation Clerk job description.

Be it resolved by the Hiawatha Public Library board to approve the Library Circulation Clerk job description.

Passed and approved on this 11th day of December, 2018.

2. Consider wage request for FY20

   The Personnel committee is recommending wage increases for the Library Director, Library Operations Manager, and Youth Services Librarian. This will be submitted to the City for approval. Brenda Powers made a motion to proceed with the process to request the wage increases, Anna Ronnebaum seconded and the motion carried.

3. Consider amending job descriptions
   1. Library Programming Assistant
   2. Adult Programming Coordinator
   3. Youth Services Librarian
   4. Library Operations Manager

   Changes were made to the job descriptions clarifying the supervisory duties of each position. Anna Ronnebaum made a motion to approve the changes to the job descriptions, Matt Dunbar seconded and the motion carried.

4. Consider changes to organizational chart

    1. Organizational Chart

    The org chart was modified to include the new Library Clerk position and to align the positions to show supervision changes. Brenda Powers made a motion to approve the Organizational Chart as proposed, Matt Dunbar seconded and the motion carried.

5. **Old Business-**
    1. Build project update – Erin and Jeaneal have been meeting with shelving companies to plan for the shelves for the new building. We are on target to send the project out for bids late in January 2019.
6. **General Discussion –**
    1. ADA discussion – As part of the Library Accreditation process we are required to complete one of the checklists for ADA compliance. We will be completing the Priority 4 – Additional Access checklist. This includes water fountains and phones; making sure they are accessible to people with disabilities.
7. **President's Report – none**
8. **Adjournment –** Karlene Nesslage made a motion to adjourn the meeting, Anna Ronnebaum seconded and the motion was carried. Meeting adjourned at 7:45 pm.

_____

Brenda Powers, President

ATTEST:

_____

Karlene Nesslage, Secretary