Library Board of Trustees Meeting

Location: Glenn Schminke Community Room

Date: December 13, 2016

Call to Order: 7:01 pm

A. Call to Order – Roll Call Present: Matt Dunbar, Anna Ronnebaum, Janet Libe, Sue Halter, Brenda Powers and Karlene Nesslage. Also present: Jeaneal Weeks-HPL Director, Marty Bruns – City Council Member, Bill Bennett – Mayor, Julie Jewell – Community Relations Coordinator (first 15 minutes)

B. Approval of Agenda

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

C. Minutes of the Last Meeting

The minutes of the November 8, 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. Discussion of library fines/Feed to Read/Food for Fines:

   Jeaneal will continue to research how other libraries are handling fines.
   The Feed to Read and Food for Fines programs brought in 1,342 pounds of food that was donated to HACAP which is the equivalent of 1,118 meals. The dollar amount of fines relieved will be known next month. These programs were very successful.

E. New Business –

1. Introduction of Julie Jewell, Community Relations Coordinator:

   Julie attended the first portion of the meeting and was introduced by Jeaneal. She spoke briefly of her background and shared some of the things she is working on.

2. Resolution hiring Julia Venzke as 20 hour Library Assistant:

   The following Resolution was approved by unanimous roll call:

Resolution 17-17

Be it resolved that the Hiawatha Public Library hire Julia Venske as 20 hour library assistant at the wage of $17.36 per hour, grade/step B1-2 effective December 14, 2016. Passed and approved this 13th day of December, 2016.

3. Computer Use Policy:
   Some changes were made to the Computer Use Policy to reflect the changes in no longer blocking internet usage because of library fines. A few other minor changes were made.

   Janet Libe made a motion to accept the changes to the Computer Use Policy, Anna Ronnebaum seconded and the motion was carried.

4. Circulation Policy:
   A minor change to the persons eligible for library cards at the Hiawatha Library was made.

   Janet Libe made a motion to accept the changes to the Circulation Policy, Matt Dunbar seconded and the motion was carried.

5. Discussion/approval regarding FY18 budget request:
   Discussion was held about the changes to the FY18 budget as compared to the FY17 budget.

   Sue Halter made a motion to accept the FY18 budget request, Matt Dunbar seconded and the motion was carried.

6. Discussion regarding Holds Service Delivery Service Chain:
   The Metro Library Network (Hiawatha, Cedar Rapids, and Marion) has formed a committee to improve the Hold Deliveries that happen on a daily basis between the 3 libraries. This is an effort to make the system more efficient.

F. Librarian's Report

1. **Monthly Report** – the November report was reviewed.

2. **Bills –**
   Janet Libe made a motion to pay the bills, Karlene Nesslage seconded and the motion was carried.

3. **Anticipated Expenditures** –
   a. Envisionware – updates to the RFID and self-check services will be coming
   b. Another phone lines will be installed in the work room.

4. **Library News –**
   a. Jeaneal reminded trustees that Continuing Education is required for trustees. She presented an opportunity to participate in an Online Conference in January. There are archived classes available as well.

G. General Discussion – none

H. President's Report – none

I. Adjournment – Sue Halter made a motion to adjourn the meeting, Janet Libe seconded and the motion was carried. Meeting adjourned at 8:02pm

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Brenda Powers, President

ATTEST:

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Karlene Nesslage, Secretary