Library Board of Trustees Meeting

Location: Glenn Schminke Community Room

Date: October 11, 2016

Call to Order: 7:01 pm

A. Call to Order – Roll Call

Present: Matt Dunbar, Brenda Powers, Anna Ronnebaum, Janet Libe, Jerry Mohwinkle and Karlene Nesslage. Also present: Jeaneal Weeks-HPL Director

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 September 13, 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 regarding recent staff changes:

   Tracy (Assistant Youth Services Librarian) took a position at another library. Interviews will be conducted by Alicia for a replacement.

   Marta will be promoted to Library Assistant.

   2 page positions are open, interviews have been completed. Selection will be made soon.

   Community Relations position – many applications have been received. Interviews will begin soon.

2. Robins Contract:
   No new information.

E. New Business –

1. Resolution hiring Elise Willams as page:
   The following Resolution was approved by unanimous roll call:

Resolution 17-12

Be it resolved that the Hiawatha Public Library hire Elise Williams as library page at the rate of $10.45 per hour effective October 13, 2016. Passed and approved this 11th day of October, 2016.

2. Resolution hiring Marta Petermann as 29-hour library assistant:
_The following Resolution was approved by unanimous roll call:

Resolution 17-13

Be it resolved that the Hiawatha Public Library promote Marta Petermann to Library Assistant (29 hours) at grade/step B1-4 ($18.20/hour) effective October 9, 2016. Passed and approved this 11th day of October, 2016.

3. Approval of Staff Development Policy:

The Staff Development policy was reviewed. A motion to approve the policy was made by Janet Libe, seconded by Matt Dunbar and the motion carried.

4. Approval of Library Org Chart:

The new Organization Chart was reviewed. A motion to approve the Chart was made by Janet Libe, seconded by Matt Dunbar and the motion carried.

F. Librarian's Report

1. **Monthly Report** – September report was reviewed.
2. **Bills –**
   Janet Libe made a motion to pay the bills, Anna Ronnebaum 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 $750. – This is complete.
   b. Another computer will be needed for the work room and possibly a laptop for the Director.
   c. Some changes need to be made in the server room. One benefit will be to allow for easier maintenance and upgrades of the computers. Virus protection to be updated.

4. **Library News –**
    a. November – a new program in conjunction with HACAP. Patrons can donate non-perishable food items and receive a dollar off fines. Cedar Rapids and Marion will be participating as well.
    b. We will no longer block internet/computer access because of outstanding fines.
    c. Jeaneal to attend conference in Dubuque this week.

G. General Discussion – none

H. President's Report – none

I. Adjournment – Janet Libe made a motion to adjourn the meeting, Matt Dunbar seconded and the motion was carried. Meeting adjourned at 7:35pm

_____

Brenda Powers, President

ATTEST:

_____

Karlene Nesslage, Secretary