Library Board of Trustees Meeting

Location: Glenn Schminke Community Room

Date: April 12, 2016

Call to Order: 7:07 pm

A. Call to Order – Roll Call Present: Matt Dunbar, Brenda Powers, Anna Ronnebaum, Janet Libe, Jerry Mohwinkle, Karlene Nesslage and Sue Halter. Also present: Jeaneal Weeks-HPL Director, Pat Struttmann – Asst Director, Marty Bruns – City Councilman, Bill Bennett – Mayor, and Daniel Hoffmann – Hiawatha resident.

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 March 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. Expansion Update

a. Steering Committee: Jeaneal reported that the steering committee met prior to the Board meeting tonight. They have had several people leave the steering committee and are looking for people to take their places. Steering Committee members do not have to be Hiawatha residents, but people with lots of contacts would be good.

b. Linn County Board presentation – Jeaneal reported that a presentation was made to the Linn County Board of Supervisors. There is an application to fill out by mid – May. Jerry Mohwinkle reported that we have the opportunity to sit down with members of the Linn county board and present our plan and where we are going. The Linn county board provided some good suggestions on fundraising, like for the storm shelter portion of the project.

2. **Marketing Update**
   a. Social Media: Pat reported that she will be using social media more to get the word out about the library and what activities are happening. She will be making a calendar/schedule to cover different social media; Facebook, Twitter, Pinterest. Other options could include Instagram, Hootsuite, Snap Chat, etc.
   b. Every Library: Jeaneal reported that she is continuing to work with the non-profit Every Library. They are advocates for Libraries and will be assisting with ideas and suggestions for our campaign.
3. **Library Trustee Search update**
   Sue Halter has agreed to join the Library Board.
4. **Work Space Efficiency Changes**
   a. Improvements to the Work room & Children's Area: Working local vendor to rearrange the work room and Children's area. Financing hasn't been determined yet for purchasing new work stations. Jeaneal is working with City Hall and will report back. A bid has not been received yet for the items. Tracy will be moving to the Children's area. The plan is to have the Children's area completed by the beginning of the summer.

E. New Business –

County Contract: Reviewed the 2016 Contract for City Library Services with Linn County. Janet Libe made a motion to approve the contract, Matt Dunbar seconded and the motion was carried.

F. Librarian's Report

1. **Monthly Report –** Presented by Pat Struttmann, library visits have increased. Computers continue to be used regularly.
2. **Bills –** Jeaneal has upgraded to Quicken 2016. New computers, Bench sandblasted and painted. Janet Libe made a motion to pay the bills, Anna Ronnebaum seconded and the motion was carried.
3. **Anticipated Expenditures –** Wi-Fi changes from Mediacom and ImOn, Midwest Janitorial will clean the windows again, may purchase shelving for children's DVDs.
4. **Library News –**
   a. Workflow changes: Some changes are being made to job assignments. This will realign the work that is being done and provide some efficiency.
   b. Out Loud program coming up.

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 8:01pm

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Brenda Powers, President

ATTEST:

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Karlene Nesslage, Secretary