Library Board of Trustees Meeting

Location: Glenn Schminke Community Room

Date: May 10, 2016

Call to Order: 7:09 pm

A. Call to Order – Roll Call

Present: Matt Dunbar, Brenda Powers, Janet Libe, Karlene Nesslage and Sue Halter. Also present: Jeaneal Weeks-HPL Director, Pat Struttmann – Asst Director, Marty Bruns – City Councilman, 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 April 12, 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. Work Space Efficiency Changes

a. Improvements to the Children's Area: Received a bid from Storey Kenworthy for new furniture for the Children's area. The city will help with moving furniture. Some electrical work will be done by Hawkeye Electric. Moving ahead to have the area ready for the start of summer.

b. Improvements to the Work room: Received a bid from Storey Kenworthy for furniture for the work room and Jeaneal's office.

c. Organizational improvements: Children's DVDs have been moved to the Children's area. Shelving has been consolidated. Reduced the Children's music foot print. Wire rack moved to the adult section. The staff is continuing to look for organizational improvements. Looking to replace the blinds in the Community room so the room can be darkened for programs.

E. New Business –

Summer Reading Plans: This is the second year we will be having an independent reading program for the summer.

Children's programs: there will be 3, Babies 0-18 months, Children 18 months to 5th grade, young adults 6th to 12th grade.
There will also be a program for adults.

Many activities are planned for the summer as well.

Alicia will be visiting schools to provide information on the program to the students. New digital signage will be implemented in the Library for the programs using Rise Vision, it provides more flexibility and versatility as compared to the current power point slides that cycle. We have new software for registering the participants.

F. Librarian's Report

1. **Monthly Report –** Presented by Pat Struttmann, 4 computers were out of service for about three weeks for upgrades. This did not affect the internet usage. Circulation is up from last year. Changes are being made to the digital catalog to download directly from the catalog.
2. **Bills –** Mediacom will drop off soon. Many periodical renewals this past month. Janet Libe made a motion to pay the bills, Matt Dunbar seconded and the motion was carried.
3. **Anticipated Expenditures –**

   Storey Kenworthy for furniture for the children's area
   Automatic Door Buttons will need replaced.
   Envisionware – wireless printing
   Interconex – Wi-Fi changes

4. **Library News –**

   a. Summer Reading programs

   b. Out Loud Program

G. General Discussion - None

H. President's Report –

Brenda reported that the Kiwanis held a book exchange at the library on Saturday 5/8, while not well attended she is looking for ways to improve the program by changing the

day and time. A weekday afternoon or early evening might bring in more people. A suggestion was made to consider other venues as well, ie Farmers Market.

I. **Adjournment –** Janet Libe made a motion to adjourn the meeting, Brenda Powers seconded and the motion was carried. Meeting adjourned at 7:44pm

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Brenda Powers, President

ATTEST:

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Karlene Nesslage, Secretary