Hiawatha Public Library

# Library Board of Trustees Meeting

Location: Glenn Schminke Community Room

Date: February 12, 2018

Call to Order: 7:03 pm

## A. Call to Order – Roll Call

Present: Brenda Powers, Matt Dunbar, Anna Ronnebaum, April Neuendorf, Jerry Mohwinkle, and Karlene Nesslage. Also present: Jeaneal Weeks – HPL Director, Erin Zaputil – HPL Operations Manager, Rob Archibald – City Council Member. Absent – Sue Halter

## B. Approval of Agenda

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

## C. Approval of Consent Agenda

1. Approval of bills
2. Minutes: January 8, 2019, January 17, 2019 and January 22, 2019
3. Library Director's Report
4. Monthly Report

Unanimous approval was given for the Consent Agenda.

## D. New Business

1. Consider resolution approving FY2019 Linn County Board of Supervisors library contract. Motion to approve the following resolution by Brenda Powers, seconded by Jerry Mohwinkle

Resolution No. 19-12

Library Board

Resolution approving the 2018 Linn County Contract

Be it resolved by the Library Board of the City of Hiawatha, Iowa, approves the FY2019 Linn County Contract in which the county agrees to contribute an amount not to exceed $63,288.74 to the Hiawatha Public Library to provide library service to rural Linn County residents.

Motion to approve the resolution was made by Brenda Powers, seconded by Jerry Mohwinkle and was approved by a roll call vote:
Ayes: Powers, Dunbar, Ronnebaum, Neuendorf, Mohwinkle, and Nesslage
Nays: none
Absent: Sue Halter

2. Approval of ADA checklist for FY18 accreditation

The ADA checklist was reviewed. This is one of the requirements for the state accreditation. Karlene Nesslage made a motion to approve the checklist, Matt Dunbar seconded and the motion carried.

## E. Old Business-

1. Build project update – A pre bid meeting was held today (2/12) for contractors to get more information about the project. Bids are due February 26, 2019

## F. General Discussion –

1. Trustee Training – As part of our monthly meetings we will be reviewing a chapter of the State Library Handbook for Library Trustees. Today we reviewed chapter one.

   Chapter 1: First Things First - Top Five Things Every Library Trustee Should Know

   1. Get to know your library and the difference it makes in your community.
   2. Understand how the board's role and the library director's role differ.
   3. Be familiar with your library ordinance.
   4. Understand the board's control over library funds.
   5. Respect the city's obligation to account for all public funds received and expended.

2. Director's evaluation (Jeaneal Weeks and Erin Zaputil left the meeting)
   The personnel committee worked on the Director's evaluation and presented it to the board. The board discussed the evaluation. The personnel committee will meet with Jeaneal Weeks to present her with the evaluation.

## G. President's Report – none

**H. Adjournment –** April Neuendorf made a motion to adjourn the meeting, Matt Dunbar seconded and the motion was carried. Meeting adjourned at 7:41 pm.

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Brenda Powers, President

ATTEST:

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Karlene Nesslage, Secretary