Hiawatha Public Library

Library Board of Trustees Meeting

Location: Glenn Schminke Community Room

Date: February 13, 2018

Call to Order: 7:02 pm

1. **Call to Order – Roll Call** Present: Matt Dunbar, Brenda Powers, Jerry Mohwinkle, and Karlene Nesslage. Also present: Jeaneal Weeks-HPL Director.
2. **Approval of Agenda**
   The Agenda was reviewed. Brenda Powers made a motion to accept the agenda, Matt Dunbar seconded and the motion was carried.

3. **Approval of Consent Agenda**

   1. Approval of bills
   2. Minutes: January 9, 2018
   3. Minutes: January 18, 2018
   4. Library Director's Report
   5. Monthly Report
   6. Annual Report

   Unanimous approval was given for the Consent Agenda

4. **Old Business –**
   1. <u>Expansion update:</u>
      A Request was made to the Linn County Supervisors for funds for the expansion project. Fundraising continues. Jeaneal and the staff are looking at furnishings and shelving.

2. Trustee Training:
   Many trustees attended a webinar where Lance Werner, Executive Director of the Kent District Library in Michigan presented *The Value of Personal Relationships in Advocacy* on January 18th.
   Upcoming webinars were discussed to continue training for the trustees.

5. New Business –

1. Policy Review:
   1. By-laws
   2. Personnel policy
      1. Full Time
      2. Part-Time
   3. Circulation policy
   4. Collection development
   5. Internet policy
   6. Photo and Video Recording

Policies were reviewed and discussed. Karlene Nesslage made a motion to approve the policies, Matt Dunbar seconded and the motion carried.

7. Resolution:

   Resolution 001-004 (amended)

   Resolution Regarding Incentives Regarding Incentive Pay for Sunday Hours

   Be it resolved that library employees receive incentive pay for working Sunday hours. Part-time employees (29 hours per week or fewer) will receive time and a half pay for Sunday hours worked. This excludes Page positions. Full time employees (30 hours per week or more) with the exemption of salaried employees will receive time and a half comp time for Sunday hours worked.

   The changes to the resolution were discussed and approve by unanimous roll call.

2. Approval of County Contract:
   The 2018 contract with Linn County was reviewed and approved by unanimous roll call.
3. Friends of the Library:
   The Friends of the Library have recruited 3 new members and have started a new fundraiser.

6. **General Discussion – none**
7. **President's Report –**
   Update on the plaque for Janet Libe; plans are being finalized.
8. **Adjournment –** Karlene Nesslage made a motion to adjourn the meeting, Brenda Powers seconded and the motion was carried. Meeting adjourned at 7:45 pm.

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Brenda Powers, President

ATTEST:

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Karlene Nesslage, Secretary