Library Board of Trustees Meeting

Location: Glenn Schminke Community Room

Date: February 9, 2016

Call to Order: 7:03 pm

A. Call to Order – Roll Call Present: Matt Dunbar, Janet Libe, Jerry Mohwinkle, and Karlene Nesslage. Also present: Jeaneal Weeks-HPL Director, Pat Struttmann-Assistant Librarian, and Marty Bruns, City Councilman.

B. Approval of Agenda

Dunbar made a motion to accept the agenda, Nesslage seconded and the motion was carried.

C. Minutes of the Last Meeting

The minutes from the January 12th, 2016 board meeting were reviewed. Dunbar made a motion to accept the minutes, Nesslage seconded and the motion was carried.

D. Old Business

1. Alburnett Contract

Weeks reported that the City of Alburnett has agreed to terms with the Metro Library Network for library services. The annual fee is $14,000 and divided equally between the CRPL, HPL, and MPL.

E. New Business

1. CRPL Reduction in Services Discussion

Weeks reported that the HPL expects to see some increase with Sunday visits and circulation once the CRPL begins their new weekend schedule in late March. Weeks stated that the staff will take a wait and see approach and have some options to minimize costs if more HPL staffing is needed on Sunday. The HPL staff would welcome the opportunity to serve more library patrons on Sundays.

F. Librarian's Report

1. **Monthly Report –** Struttmann noted a drop of 1,100 in material circulation between January 2015 and January 2016. Not an immediate concern but Weeks stated that data shows that the HPL continues to have the highest circulation of like size libraries in the state and also the highest circulation per capita for any size library in the state. Bruns reported that the current circulation numbers are what was predicted for the HPL prior to the 2008 flood. Weeks and Struttmann are in the beginning stages of evaluating marketing strategies to promote the HPL, Sunday availability, and to tell our story.
2. **Bills –** DYN web hosting fees, Darrel Draper series of programs at the Grainger House in Marion ($500 HPL share) with MPL. Dunbar made a motion to pay the bills, Mohwinkle seconded and the motion was carried.
3. **Anticipated Expenditures -** Wi-Fi improvements in server room, increased fees for printer services with greater capabilities. Consulting with TallGrass Solutions regarding pods/computer stations with power strips with the new building in mind but maybe try a piece of equipment to see how it works. TallGrass will be looking at the current work room to make recommendations for utilization of space. Laptop purchase is on the horizon.
4. **Library News –** Weeks reported that Quick Picks (DVDS) are no longer being offered. Bookmarks promoting Linn Area Reads were provided to the board. Friends of the Library has a new Amazon Smile Account. Play and Learn Plus parenting workshop is being introduced. Collect HQ contract will not be renewed.

G. General Discussion - None

H. President's Report – None

I. Adjournment – Libe made a motion to adjourn the meeting, Dunbar seconded and the motion was carried. Meeting adjourned at 7:50pm.

Brenda Powers, President

ATTEST:

Matt Dunbar