Hiawatha Public Library

Library Board of Trustees Meeting

Location: Glenn Schminke Community Room

Date: October 10, 2017

Call to Order: 7:03 pm

A. Call to Order – Roll Call

Present: Matt Dunbar, Brenda Powers, Anna Ronnebaum, Karlene Nesslage and April Neuendorf. Also present: Jeaneal Weeks-HPL Director

B. Approval of Agenda

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

C. Minutes of the Last Meeting

The minutes of the September 12, 2017 meeting were reviewed. Anna Ronnebaum made a motion to accept the minutes, Matt Dunbar seconded and the motion was carried.

D. Old Business –

1. Expansion/remodel update:

   There were some minor changes made to the floor plans. Jeaneal shared those with the board. Another meeting with the architects will be held soon.

   Design preparations have started with Storey Kenworthy.

   There was an article in the Gazette about the expansion.

   The library has been approved to be an early satellite voting site on 10/24.

E. New Business –

1. Staff training:
   Friday 11/10 the library will be closed for a staff training day. Training topics are being finalized.
2. Board training:
   Jeaneal will be presenting small sections of the Trustee Handbook each month. Board members will be asked to read the section ahead of time and then a short discussion will be held at each board meeting.
   Board members can also attend the staff training.
   Online training is also available at the state library site.
3. Collection Development Policy:
   A small change has been made to the collection development policy; setting the purchase request per customer to 5 per month.

Karlene Nesslage made a motion to approve the change to the Collection Development Policy, Matt Dunbar seconded and the motion was carried.

Librarian's Report

1. **Monthly Report** –
   The monthly report was reviewed.
2. **Bills –** The bills were reviewed
   Brenda Powers made a motion to pay the bills, Matt Dunbar seconded and the motion was carried.
3. **Anticipated Expenditures** – none

4. **Library News –**
   a. Jeaneal put together a report for the month that is available on the website.
   b. Open House was held last Friday (10/6). Another one will be held Thursday 10/12 at 6pm at the Library.
   c. Book sales have started up again.
   d. The process of hiring a Programming Assistant is underway to replace an employee that has resigned.

F. General Discussion –

a. Anna reminded board members about the new Facebook page for the referendum.
b. The Food for Fines program will be back again next month.
c. Coats for Kids has just finished.

G. President's Report –

a. Jeaneal's annual evaluation will be held Friday.
b. Signs are available for the referendum.
c. The ballot committee is working on direct mail and possibly door hangers.
d. A meeting was held at city hall to discuss the CIP.
e. The budget committee will be meetings to prepare the FY19 Budget.
f. Reminder to donate to the Little Pantry.

H. Adjournment – Brenda Powers made a motion to adjourn the meeting, Anna Ronnebaum seconded and the motion was carried. Meeting adjourned at 7:56 pm.

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Brenda Powers, President

ATTEST:

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Karlene Nesslage, Secretary