Library Board of Trustees Meeting

Location: Glenn Schminke Community Room

Date: August 9, 2016

Call to Order: 7:05 pm

A. Call to Order – Roll Call Present: Matt Dunbar, Brenda Powers, Janet Libe, Jerry Mohwinkle, Karlene Nesslage and Sue Halter. Also present: Jeaneal Weeks-HPL Director, Marty Bruns – City Council Member

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 June 14, 2016 meeting were reviewed. Janet Libe made a motion to accept the minutes, Sue Halter seconded and the motion was carried.

D. Old Business

1. Update on office remodel:

   Children's area is almost complete; there were a few small things that needed finishing.

   Work Room will be done on the 17th of August. On the 12th a Boy Scout group will be removing the current furniture. They will use tables for the time between the removal and the remodel.

   Work cloud window clings are now on the Work Room window's to act as a blind between the patrons and the employees.

2. Update on Summer Reading:

   The summer reading program is finished. A picnic was held on July 31st to mark the end of the reading program. 300 people attended the picnic. The picnic was outside at the Library this year. There was a much higher attendance than previous years when it was held at the park.

It was a very successful program. Alicia is working on gathering statistics on completion rates.

E. New Business –

1. <u>Discussion regarding resent staff changes:</u>
   Jeaneal and the Personnel Committee presented a document regarding proposal for staff changes and rate changes. The Assistant Director position will not be filled, instead current employee hours will be adjusted and a part-time person will be hired to be a Library Assistant/Grant Writer.
   The proposal was approved by the board. Karlene Nesslage made a motion to approve the proposal and Sue Halter seconded and the motion was carried.

   The following Resolutions were approved by unanimous roll call:
   Resolution 17-01
   Be it resolved that the Hiawatha Public Library hire Jessica Grawe as library page the rate of $10.45 per hour effective August 4, 2016
   Passed and approved this 9th day of August, 2016

   Resolution 17-02
   Be it resolved that the Hiawatha Public Library promote Erin Zaputil to Adult Services Librarian at grade/step D1-1 ($23.89/hour) effective August 8, 2016
   Passed and approved this 9th day of August, 2016

   Resolution 17-03
   Be it resolved that the Hiawatha Public Library increase Sandy Raley's hours to 30 at the grade/step C1-1 ($20.12/hour) effective September 5, 2016
   Passed and approved this 9th day of August, 2016

   Resolution 17-04
   Be it resolved that the Hiawatha Public Library change Catherine Bruno's grade/step to B1-2 ($17.36/hour) effective August 8, 2016
   Passed and approved this 9th day of August, 2016

   Resolution 17-05
   Be it resolved that the Hiawatha Public Library change Tracy Clair's grade/step to C1-1 ($20.12/hour) effective August 8, 2016
   Passed and approved this 9th day of August, 2016

Resolution 17-06

Be it resolved that the Hiawatha Public Library change Laure Kottman's grade/step to B1-4 ($18.2/hour) effective August 8, 2016
Passed and approved this 9th day of August, 2016

Resolution 17-07

Be it resolved that the Hiawatha Public Library change Alicia Mangin's grade/step to D1-5 ($28.27/hour) effective August 8, 2016
Passed and approved this 9th day of August, 2016

Resolution 17-08

Be it resolved that the Hiawatha Public Library change Deb Tobias' grade/step to D1-2 ($24.49/hour) effective August 8, 2016
Passed and approved this 9th day of August, 2016

Resolution 17-09

Be it resolved that the Hiawatha Public Library change Jeaneal Weak's grade/step to F1-3 ($35.38/hour) effective August 8, 2016
Passed and approved this 9th day of August, 2016

F. Librarian's Report

1. **Monthly Report –** Jeaneal presented the June report. She will be working on the July report soon.
2. **Bills –** Janet Libe made a motion to pay the bills, Matt Dunbar seconded and the motion was carried.
3. **Anticipated Expenditures** –
    a. Moving Handicap spot from the side to the front with the other one. Will cost about $500.
    b. Another computer may be needed for the work room; they will know more after the remodel is complete.
    c. Windows will be cleaned
    d. Carpet in the community room will be cleaned this week.

4. **Library News –**
    1. Things are getting back to normal, a new system for deposits was implemented simplifying the process

G. General Discussion –
Director evaluation was completed by the Personnel committee. This will be presented to Jeaneal by Brenda.

H. President's Report – Alicia is meeting with the GCRF to discuss a grant. Brenda invited board members to participate if available.

I. Adjournment – Janet Libe made a motion to adjourn the meeting, Matt Dunbar seconded and the motion was carried. Meeting adjourned at 7:52pm

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Brenda Powers, President

ATTEST:

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Karlene Nesslage, Secretary