Library Board of Trustees Meeting

Location: Multi-Purpose Room, Hiawatha City Hall

Date: July 13, 2017

Call to Order: 7:02 pm

A. Call to Order – Roll Call Present: Matt Dunbar, Brenda Powers, Anna Ronnebaum, Sue Halter, Jerry Mohwinkle and Karlene Nesslage. Also present: Jeaneal Weeks-HPL Director, April Neuendorf – Library Trustee Appointee

B. Approval of Agenda

The Agenda was reviewed. Brenda Powers made a motion to accept the agenda as corrected, Sue Halter seconded and the motion was carried.

C. Minutes of the Last Meeting

The minutes of the June 13, 2017 meeting were reviewed. Brenda Powers made a motion to accept the minutes as corrected, Matt Dunbar seconded and the motion was carried.

The minutes of the June 27, 2017 meeting were reviewed. Sue Halter made a motion to accept the minutes as corrected, Anna Ronnebaum seconded and the motion was carried.

D. Old Business –

1. Referendum and advocacy:

   A petition is not required the council will have a resolution that will place the Library Expansion project on the ballot. The wording is being drafted.

   Committee – The committee will be using the voter rolls to make calls to encourage people to vote and to inform them of the project. There will be information in the Hiawatha Today paper.

2. Expansion/Remodel Update:

   Ahmann Design has signed the paperwork – there will be a meeting with them next week to get things started.

   Fundraising continues – the fundraising committee is continuing to contact businesses and individuals.

E. New Business –

1. Election of Officer-Vice President:
   Matt made a motion to elect Anna Ronnebaum as Vice President. Jerry Mohwinkle seconded and the motion carried.

F. Librarian's Report

1. Monthly Report –

The monthly report was reviewed, circulation was down a little bit, our traffic in the building is up, and the new counter is working well.

2. Bills – The bills were reviewed

Sue Halter made a motion to pay the bills, Matt Dunbar seconded and the motion was carried.

3. Anticipated Expenditures –

a. Envisionware is our vendor for the self-check, RFID, computer access, etc. Jeaneal will be meeting with them to see if we can make some improvements with some of the equipment and services.
b. Phones – The city is getting new phones and the library will be one of the locations getting the new phones. We also have a phone that we let patrons use for local calls. It has all 3 lines and there is not a way to prevent line 3 from being used. Users can't make long distance calls including 800 calls. A better way to handle patrons making calls is needed. Jeaneal will be investigating.

4. Library News –

a. A free pantry is being set up at the library. People can take food and add food as they like. Alicia is working with someone from the University of Iowa. Hy-Vee is also setting them up and will help with our kickoff.
b. We participated in the Library table at the Linn County Fair.
c. A blow up screen and projector for movies has been purchased for showing movies.
d. Circulating wi-fi hot spots – we have 3 Verizon hot spots people to check out. They can use them for 3 weeks which is the normal circulation time. The current system is not working well. They are always checked out and some are returning them and checking them back out the next morning. It isn't

allowing for people to use them as designed. There may be some changes coming to the way we are circulating them.

e. Storms – Jeaneal will be working to have a plan to deal with patrons unable to leave the library at closing time because of storms.

f. A new autism story time is being started. It will be on Saturday mornings before the library opens.

G. General Discussion –

a. Anna suggested we honor Janet with a plaque for her years of service on the board. It was agreed to order a plaque and present to her at an upcoming council meeting.

H. President's Report –

a. With Janet leaving we have some vacant spots on a couple committees. Brenda will take her spot on the Personnel committee and Jerry will take her spot on the Building and Grounds committee.

I. Adjournment – Karlene Nesslage made a motion to adjourn the meeting, Matt Dunbar seconded and the motion was carried. Meeting adjourned at 8:10 pm.

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Brenda Powers, President

ATTEST:

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Karlene Nesslage, Secretary