Library Board of Trustees Meeting

Location: Glenn Schminke Community Room

Date: September 13, 2016

Call to Order: 7:05 pm

A. Call to Order – Roll Call Present: Brenda Powers, Janet Libe, Karlene Nesslage and Sue Halter. Also present: Jeaneal Weeks-HPL Director

B. Approval of Agenda

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

C. Minutes of the Last Meeting

The minutes of the August 9, 2016 meeting were reviewed. Janet Libe made a motion to accept the minutes, Brenda Powers seconded and the motion was carried.

D. Old Business

1. Discussion regarding recent staff changes:

   Laure Kottman resigned recently. This changes the job requisitions that we discussed last month. There will be 2 requisitions posted, one for a Marketing position at 30 hours with benefits and the second for a Library Assistant at 29 hours without benefits.

E. New Business –

1. Discussion of library service to Robins

   Robins is concerned about the dollar amount of the contract. Currently they contract with the Metro Library Network to provide library services to their residents.

   Jeaneal and representatives from Cedar Rapids and Marion have been talking with them about the benefits and answering questions about the libraries and services.

Tomorrow night Jeaneal will be meeting with a committee from Robins to answer more of their questions and discuss their requests.

2. Amend By-laws to reflect larger board:

The following Resolution was approved by unanimous roll call:

Resolution 17-11

Be it resolved that the Hiawatha Public Library amend the Hiawatha Public Library Board of Trustees By-Laws to reflect the change in the library ordinance from five to seven members with a quorum consisting of four from a total of seven members. Passed and approved this 13th day of September, 2016

F. Librarian's Report

1. **Monthly Report –** July and August reports were presented and reviewed. Jeaneal provided some detailed reporting of Lynda.com usage.
2. **Bills –**
   Some funds raised by the library but managed by the Friends of Library were transferred to the city accounts for use by the Library. Janet Libe made a motion to pay the bills, Sue Halter 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 $750.
   b. Another computer will be needed for the work room and possibly a laptop for the Director.
   c. Some changes need to be made in the server room. One benefit will be to allow for easier maintenance and upgrades of the computers.
4. **Library News –**
   One of the pages is now also working at Marion as a page part time.

G. General Discussion –

H. President's Report –

Brenda shared some things that we as a board can be doing to help the library

1. The library needs to develop its volunteer base. Discussion centered around ways to work on this.

2. Board members need to be proactive advocates for the Library. Jeaneal would like to have business type cards for us to hand out when we are going about our daily lives.
3. The Steering Committee needs more members. Jeaneal asked us to think about people who would be well suited for this.
4. Staff Appreciation. The library will be closed on November 11th and Janet and Sue will investigate what it would take to provide chair massages for the employees. Also Brenda will provide a treat for the next staff meeting.

I. **Adjournment –** Karlene Nesslage made a motion to adjourn the meeting, Janet Libe seconded and the motion was carried. Meeting adjourned at 8:25pm

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Brenda Powers, President

ATTEST:

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Karlene Nesslage, Secretary