

August 8, 2019

Library Board of
Trustees Meeting

Meeting commenced at 6:40pm.

Present: Kristin Nalan, Karina Krall, Elizabeth Osborne, Jim Farmer, Lisa Krofoed, and Nick Shimmin (Director)

June Meeting Minutes: On a motion by Trustee Nalan and seconded by Trustee Farmer, the June 13, 2019, minutes were unanimously approved.

Open Forum: Welcome to new President Karina Krall and Vice-President Kristin Nalan. Congratulations to the re-hiring of the Youth Librarian, Rebecca Knoche.

Financial Condition Report: There was discussion that the library may be reimbursed \$368.99 for the cost of printing of the Freedom of Information material. There will be a budget amendment for the fire panel replacement. Approved Expenditures for July 2019 – moved by Trustee Farmer and seconded by Trustee Krofoed.

Director's Report: The stats this time covered the months of June & July. The summer program officially kicked off the end of May. Due to the shortage of one staff member, the summer programs did struggle some though the summer registration remained the same as the previous year. Also because of the shortage of staff, extra hours were put in to fill the coverage. The State Library of Iowa is beginning a state-wide interlibrary loan delivery service which may drop postage cost but may increase the wait time for requested items. The automatic door opener is acting strangely so unexpected expense cost may be in the works.

Discuss and approve the revision of the job description for Youth Librarian : Trustees discussed the recommendation of the increase of the salary range. Trustee Farmer moved for approval and Trustee Nalan seconded, the motion carried unopposed.

Discuss and approve of hiring conditions for Rebecca Knoche: After some discussion, it was agreed that Rebecca (Becky) had shown reliability and had the qualifications from ~~passed~~^{to} employment to be given the continuation of her work timing at 10 plus years and the starting 40 hours of vacation time. Trustee Nalan approved the motion and Trustee Krofoed seconded, the motion carried unopposed.

Discuss and approve purchasing public-use laptops not to exceed \$750 per unit: The computer usage keeps increasing. Director Shimmin will check costs of computers and when he determines it is a "good purchase" will do so, though he feels the cost will probably increase for next year. The good news is that the purchase of software will not be necessary. Trustee Farmer moved to approve the purchasing public-use laptops, not exceeding \$750, and Trustee Krofoed seconded, the motion carried unopposed.

Discuss and approve changes to borrowing policy to include wireless internet access points: It was approved to have the policy of chromebooks and wireless hotspots be changed to - 1 item may be loaned for a one week period and the patron must be age 14 or older. Trustee Krofoed moved to approve the change and Trustee Farmer seconded, the motion carried unopposed.

Next meeting: September 11, 2019, at 6:30 p.m. in the Library Community Room.

Meeting Adjourned: 7:30 p.m.

Jim Farmer
Jan Jacobson