

**Minutes of the Madrid Public Library Board of Trustees Meeting:
December 10, 2019**

Meeting called to order by President, Denise Hiveley at 5:33 p.m.

Roll: Pam Allen, absent. Denise Hiveley, yes. Alice Sharp, yes. Kelli Wolf, yes. Dave Evans, (arrived at 5:36) yes. Director, Angie Strong, yes.

Absent: Pam Allen

Approval of Agenda: [Additions or corrections- none]

On a motion by Kelli, 2nd by Alice, to approve the agenda as presented.

Roll: Pam; absent. Dave; absent. Alice; yes. Kelli; yes. Denise; yes. Motion carried; all ayes.

Approval of Minutes: Board Meeting minutes of November 12, 2019

Corrections: None.

On a motion by Alice, 2nd by Kelli, minutes of the November 12, 2019 meeting were approved as read.

Roll: Pam; absent. Dave; absent. Alice; yes. Kelli; yes. Denise; yes. Motion carried; all ayes.

Approval of Bills:

Special notes if any on claims: none

On a motion by Alice, 2nd by Kelli, bills are approved as presented.

Roll: Pam; absent. Dave; abstain. Alice; yes. Kelli; yes. Denise; yes. Motion carried; all ayes.

Financial Report:

Detailed account is available upon request.

RECEIPTS FOR NOVEMBER

Fines/Fees

\$ 79.45	Fines/Fees
\$ 23.00	Fax Revenue
\$ 88.40	Copy Revenue
\$.80	Mag/Books sold
\$ 00.00	Misc.
\$ 00.00	Guilt jar proceeds
<u>\$ 75.00</u>	<u>Meeting Room</u>
\$ 266.65	Total for month
\$ 1,413.94	Total year to date

Trust Fund Receipts:

\$ 24.08	Honor book for Jan Peterson from Dawn Spencer
\$ 5,000.00	Dr. Marion & Linda Romitti - microfilm
<u>\$ 502.66</u>	<u>Open Access/Interlibrary loan reimbursement</u>
\$ 5,526.74	Total for the month
\$ 9,675.22	Total year to date

Library Donations:

\$ 20.00	Gen'l donation from the Friendly Neighborhood Club
<u>\$ 00.00</u>	
\$ 20.00	Total for month
\$ 145.00	Total year to date

Circulation Report for the month of November

Items loaned in Nov. 2019	1,478	Average daily circulation	67
Items loaned in Nov. 2018	1,352	Open Access Items	123

Items loaned last month (Oct) 1,838 Access Plus Items 10
Internet Use: Public Access Computers – 739 & Wireless users – 1,068
Bridges Checkouts: audiobooks-87 eBooks-132 streaming video-0 magazines-5
[Open access: all patrons not in our tax locale: ex. Dallas County, Polk County, and other towns.
Access Plus: items requested from our library sent to other libraries. Both of these programs are partly reimbursed by state funding programs.]

Public Concerns:

In order to give equal time to everyone, each person to address the Board will have a maximum time of 15 minutes each. This guideline is used only if there has not been an official request to appear before the board prior to a meeting.

None to report

Correspondence and Communications:

1. The library received an official letter from the State Library about its Open Access/Interlibrary Loan Reimbursement statement of direct deposit. This year the library received \$502.66 (last year was \$577.88). Angie reminded the board that in the future that amount will be reduced due to the new IA Shares courier service.

Unfinished Business:

1. Dave showed the board two samples of meeting room chairs he found at Business Furniture Warehouse. The cost is more than the chairs Angie purchased online but are more durable. The majority of the board and staff liked one sample over the other. Warranty and delivery information was not given to Dave when he picked out the chairs.
On a motion by Dave, 2nd by Alice, to approve the purchase of new meeting room chairs from Business Furniture Warehouse if Angie is satisfied with the warranty and delivery terms.
Roll: Pam; absent. Dave; yes. Denise; yes. Alice; yes. Kelli; yes. Motion carried; all ayes
2. Angie has requested that the trust account be amended for the current fiscal year to a higher amount than previously voted on. When the budget was discussed last year, the library did not know there would be sizable donations for this year.
On a motion by Kelli, 2nd by Dave, to approve to amended the trust account for this fiscal year to \$10,000.
Roll: Pam; absent. Dave; yes. Denise; yes. Alice; yes. Kelli; yes. Motion carried; all ayes
3. The requested revisions for the library logo were not completed at the time of the meeting. Angie was told by the high school art teacher that the student has a deadline of the end of the year to finish the logo. Angie will present the revised logo at the next meeting.
4. Board meeting dates for 2020 were discussed at the last meeting. The September meeting falls the day after Labor Day. It will be difficult to gather everything needed for the meeting since the library is closed for the holiday. It was decided to have the September meeting on Thursday that month at 5:30 pm.
On a motion by Alice, 2nd by Kelli, to approve moving the September meeting to Thursday, September 10 at 5:30.
Roll: Pam; absent. Dave; yes. Denise; yes. Alice; yes. Kelli; yes. Motion carried; all ayes

New Business:

1. Amy Kniffen was given her yearly written evaluation.
2. Angie updated the board on how the new IA Shares courier service is doing. Amy is still learning the ins and outs of the service. The library is still using the post office for sending out some interlibrary loans to ensure faster delivery times. Angie is hoping that once the service has been running for a while delivery times will be faster, eliminating most interlibrary loans sent through the post office.
3. Angie and Steph have contacted the elementary school principal and Police Chief Tasler about behavior issues in the library. After talking to both of them, the issues are happening at school as well. It was requested that Tasler make more "surprise" visits to help, which he has and things are improving. The issue of football being played in the back of the library was also discussed. A more serious issue was discussed. A minor child brought a weapon into the library and used it to damage some of the library's property. Steph was able to obtain the weapon. She took it to Chief Tasler, and he took care of the situation. The child is to pay for the damaged book, and is not allowed at the library or on library grounds.

Director's Report:

At the November meeting Angie commented that she needed to refile the Form 470 for E-rate discounts. Angie was notified that there was a mistake and after doing some checking she was informed she needed to file the form for a third time. Which she did.

The library's silent auction has raised \$1,097.00 so far. Some items have not been picked up yet. Angie knows the library will raise more than last year's total of \$1,126.00. She will give the board the final total at the next meeting. The library was open until 5 pm for the Christmas Extravaganza on December 7th. Alice came and helped serve cookies and cider from 12 to 5 pm in the meeting room while Angie stayed on the library side. 309 people came to the library that day.

Angie wanted to let the board know that there will be a lot of policy reviews in 2020 as a part of accreditation standards.

Amy and Steph are working on a grant to the Lowrey Foundation to help with the Summer Reading Program in 2020. This grant is due at the end of December, Angie will let the board know if the request is granted.

Upcoming programs include:

- Early Out Cookie Decorating on Wednesday, December 11 at 2:30 pm. The Friends of the Madrid Library are generously paying for the supplies.
- Adult Pinterest Party on Thursday, December 12th at 7 pm. The craft is Christmas ornaments.
- Chess Club on Monday, December 16th at 6 pm.
- Book discussion: A Season of Angels by Debbie Macomber on December 16th at 7 pm.
- Last Pages For All Ages of 2019 on December 17th & 18th they will resume on January 7th & 8th
- Adult Pinterest Party for January on the 9th at 7 pm.
- The library's annual Puppet Show will be presented on Sunday, January 12 at 1:30 pm. If there is bad weather it will be rescheduled for the following Sunday.
- Chess Club on January 13th.

Board Comments: none

Items to be discussed at the next board meeting: Meeting room chairs, library logo, Silent Auction total, County Supervisors Meeting update.

Next Council meeting to attend: January 4, 2020 at 10:00 am with board member Denise to attend.

Adjourn Meeting

On a motion by Kelli, 2nd by Dave, meeting adjourned at 6:49 pm.

Roll: Pam; absent. Dave; yes. Denise; yes. Alice; yes. Kelli; yes. Motion carried; all ayes.

Next regular Board meeting will be: Tuesday, January 14, 2020

Angie Strong, Director
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