

## **Library Board of Trustees**

**May 18, 2016**

### **Bickford Assisted Living**

**Present** – Daufeldt, Dew, Gordon, Gradert, Johnson, Olson, Regennitter

**Absent** – Moravec

**Staff** – Anderson-Peck, Benefiel, Collins, Fiedler

**Friends** – Willits

**Call to Order** – President Daufeldt called the meeting to order at 4:35 p.m.

**Approve Agenda** – Dew moved to approve the Agenda as presented. Second by Olson. All ayes. Motion carried.

**Approve Minutes** – Regennitter moved to approve the Minutes from April 20, 2016 as written. Second by Dew. All ayes. Motion carried.

**Ratify Bills for Payment** – Gradert moved to ratify the following bills for payment. Second by Gordon. All ayes. Motion carried.

5-6-16            \$13,071.54

5-20-16          \$ 7,054.18

**Citizens Speak** – None

**Staff Liaison** – Benefiel reported that Fine Free Week starts on Saturday May 21 and runs through Saturday May 28. It is projected that we will forgive between \$3,000 and \$5,000 in fines during this week. Benefiel will have a full report on this next month.

**Friends Report** – Willits reported that the Friends Board is requesting quotes for the purchase of a new coin operated copier for patron usage. The Friends have donated \$2,500 to be used to help finance this year's Summer Reading Program activities. The annual book sale will be at the School Board office during the first or second week of September.

**Director's Report** – Collins did not have a written report this month. She shared that she is working about 20 hours a week from Bickford. She has a laptop and a printer and communicates with staff and others via phone, email and Skype. The management team meets as usual on Tuesday mornings out at Bickford. Collins is still working on a

few of her committee activities such as RAGBRAI. She will be off her feet for two more months.

The Library's participation at the Farmers Market will start in June. Val, Kimi and sometimes Greg will take the tent and have crafts and a variety of informative guests throughout the summer.

There was an unexpected \$11,000 charge to our budget this year with the retirement in February of long time staff member Marianna Haas. Collins will be checking with the Finance Dept. about the treatment of the expense as a lump sum rather than accruing the expense on the balance sheet as earned. This payout was for a portion of Haas's unused sick leave that in turn can only be used for health related expenses. When only one week of training time with Marianna and the person taking her place was approved, a technical services consultant was hired to help with the transition and training.

### **Old Business**

**RiverShare Status** – Fiedler reported that items owned by the Illinois libraries can no longer be seen in the catalog by Iowa patrons and vice versa. Staff is switching Holds already placed on Illinois items over to Iowa items when possible. The contract with the Illinois libraries ends on June 30. On September 1<sup>st</sup> the database will be cleaned up and Illinois patrons with less than \$25 owed on their account will be purged from the system. RiverShare is changing the delivery vendor also. The new company is called MOBIUS and deals strictly with the delivery of library materials. They will start on June 1<sup>st</sup>, with a one month overlap with the old vendor MALA, so that loose ends can be tied up by July 1<sup>st</sup>. We had to make a one-time purchase of new delivery bags, but will save approximately \$300 per year with MOBIUS.

**Kids Summer Reading** – We have a fantastic SRP brochure this year designed and printed by Sycamore Printing. The brochure will be handed out by the schools for all kids to take home at the end of the school year. SRP kick-off will be on May 31 with a dodgeball game between high school athletes and various librarians. The game will take place at the Saints Mary and Mathias school gym and there will be a live radio broadcast featuring Tony Tone. SRP will have a different look this year. There will be only one large group entertainer, while most activities and classes will feature smaller groups and hands-on learning for a range of ages, including birth to preschool, grade school, and special activity sessions which must be earned by reading a specific number of minutes. There will be some weekend and evening classes as well for families to participate in together. Most of the presenters are volunteers and we will be partnering with ISU Extension, Public Health, and United Way, among others.

**Teen Summer Reading** – Teens will have two different opportunities each Friday in which to participate, both late morning (Breakfast Club) and early evening (Creative

Coffee House). Focus in the mornings is on walking or running for 20 minutes and then making a healthy breakfast at the library. The evening sessions will feature an array of interesting, hands-on activities for teens, with cocoa, tea, coffee and cider provided as refreshments.

**Adult Summer Reading** – Adults must read 6 books of their choice. The prize will be a HyVee gift card.

**Budget Status** – We are on track for this time of year. Our personnel budget looks good. We are required to spend our Enrich Iowa money by the end of the current FY and will use part of it to pay for some of our databases. We are having some website problems and will be looking for a new vendor. Finance is helping us structure this request so that it can be paid from the current budget. We are reminded that we are fortunate to not have the expenses of utilities, building maintenance, and IT support that other libraries are saddled with.

The meeting was adjourned at 5:30 p.m. The next meeting of the Library Board of Trustees will be Wednesday June 15, 2016 at 4:30 p.m. at a location to be announced.

Respectfully submitted,

Peggy Gordon, Secretary

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