

Clinton Public Library
306 Eighth Ave. So. – Clinton, Iowa 52732
Clinton Public Library Board of Trustees
Minutes of Board of Trustees Meeting
Tuesday, March 14, 2017

The regular meeting of the Board was held at the Clinton Public Library Main Campus. Board Members present: Tom Streveler (President), Sue Raaymakers (Vice-President), Francie Hill (Secretary), Dick McLane, Stephanie Neal, Judy Carstensen, Quinn Williams. Absent: Bart Leavens, Ron Andresen
Also present: Linda Cornelius (Friends of the Library) Beth Mosher (Acting Library Director), Stacy Campie (Administrative Assistant), and Gary Waters (City Property Maintenance).

1. The meeting was called to order at 5:15, by President Streveler, who introduced and welcomed the new Board of Trustee members: Judy Carstensen and Quinn Williams. Ron Andresen's resignation from the board was announced. Approval of Minutes from February 14, 2017: Moved to approve by Raaymakers, seconded by McLane, Passed.

2. Director's Report by Interim Director Beth Mosher. It was reported that the CCPL meeting was attended. The goal of equalizing county funds and the purpose of the county group were explained. Five hours of training will be required sometime during 2017. This will be mandatory from the state library association for BOT Members, but this is flexible and there will be good resources offered. The Board asked that the next April meeting a fifteen-minute training session be held, with emphasis on the financial reports. The library served two no trespass orders.

3. Standing Committee Reports:

a. Building Committee: Ron Andresen, Stephanie Neal.

Gary Waters, City Property Maintenance, presented a proposal for an upgrade to eliminate tripping and enhance safety with double security lights at the Lyons North Campus. Other comments on maintenance throughout both sites were given.

b. Library Committee: Sue Raaymakers, Francie Hill, Stephanie Neal. The committee reviewed a list of purchases from the previous meeting to see if these purchases could or should be denied. After review it was determined that it was too late for any of the purchases to be cancelled. The Board decided to have greater involvement in future purchases that are over a certain cost limit. McLane volunteered to will look into such invoices. It seems as though our furniture replacement needs have been met at this time.

c. Personnel Committee: Ron Andresen, Dick McLane. No report

d. Finance Committee: No report, Tom Streveler.

e. Community Relations Committee: No report, Dick McLane, Francie Hill.

Streveler will send out a list for committee signups.

4. Ad Hoc Committee Reports:

a. Friends of the Library - Linda Cornelius that estimates are being sought for painting and re-surfacing the floor. Upcoming activities include: in mid-April they will sponsor a Drop Everything and Read Day with refreshments served. The board questioned who had responsibility for renovating the floor of the bookstore. The board requested a copy of the original lease from Stacy to determine responsibilities. There are no records of the previous director's intent to replace the bookstore floor. Cornelius agreed that the Friends will once more donate books to the Northend Ministries summer lunch program. The Friends are looking into bids for billboard a billboard ad promoting the bookstore.

b. Search Committee Report: Streveler

1. The search committee met three prior to interviewing any candidate. At the first meeting Tom Streveler, Dick McLane and Bart Leavens met with the library staff to get their input on what they are looking for in a new director. The second meeting was with the search committee that consisted of: Tom Streveler, Dick McLane, Bart Leavens, Linda Cornelius, Beth Mosher, Stacy Campie and Marta Fowler. The committee were given the seven resumes that were received prior to the deadline. Before discussing the resumes the committee reviewed a list of prepared questions to ask each candidate. After this review the committee then reviewed the seven resumes and decided to go forward with four and to send rejection letters to three. The committee also decided to expand its membership to include additional members from the staff. The committee then officially consists of:

Tom Streveler, Dick MaLane, Bart Leavens, Linda Cornelius, Beth Mosher, Stacy Campi, Marta Fowler, Megan Sattler, Mary Bertrand, Kendra Evers.

2. This extended search committee then met on Friday, March 3 to review the questions for the candidates and to agree on an interview schedule for each candidate. The committee then scheduled the first interview with Holly Youngquist for March 7 and Daniel Smith for March 8. One of the other candidates has since taken a job elsewhere and the final candidate, Mary Austin, is scheduled for March 24. After the final candidate interview the committee will schedule a meeting to review the candidates and prepare a recommendation to the Board.

V. Claims Approval

- a. General Fund \$77,385.42, This was explained by Stacy Campie, Administrative Assistant. Moved to approve by McLane, seconded by Raaymakers, passed.
- b. General Donation \$14,520.95. Moved to approve by Raaymakers, seconded by Neal, passed.
- c. Open Access \$3,573.64. Moved to approve by Neal, seconded by Hill, passed.
- d. Capital Loan \$11,318.47. Moved to approve by McLane, seconded by Neal, passed.

VI. Old Business

DVD Gondolas – The shelves are well set up by Gary. Dents were noted.

VII. New business

Streveler asked Stacy to work on a training session for the April 11 meeting to be presented prior to the claims approval section of the agenda. Additional training sessions will include presentations from library staff members regarding their work in the library in order to educate the board members about the inner workings of the library.

McLane moved, Neal seconded for adjournment at 6:20 pm.

Respectfully submitted, Francie Hill, secretary