

Clinton Public Library Board of Trustees, Regular Meeting, 9 November, 2018, 12:00 – 2:00 PM, Library Basement, Clinton Public Library, 306 8<sup>th</sup> Ave. S, Clinton, IA 52732

Present at the meeting were Tom Streveler, Sue Raaymakers, Quinn Williams, Judy Carstensen, Colleen Nixon, Dick McLane, Bart Leavens, Gabriel Gluba, and Francie Hill.

Also present: Jill O’Neill (Interim Director), Stacy Campie (Administrative Assistant), Linda Cornelius and Sandy Hansen, (Friends of the Library), and Stuart Lind.

Meeting called to order by Streveler.

- I. Agenda: Added vote on changing meeting time in by-laws under Unfinished business. Moved to accept by McLane, seconded by Raaymakers. Passed.
- II. Approval of minutes: October 12 minutes: Raaymakers moved to accept, Carstensen seconded acceptance of minutes. Passed. October 23 minutes: Nixon moved to accept, seconded by Hill. Passed.
- III. Ad Hoc – Friends of the Library. Moving bookstore books has begun and aisles are too narrow between bookcases. Hansen recommended considering altering the 60- 40 percent division of the basement to 50-50 percent. It was discussed that Josh Hansen (Information Technology) should be consulted on this. Hill moved and Carstensen seconded that the board accept a 50-50 percent division of the basement between the library and Friends subject to discussion with Josh. Roll call vote was taken. Voting YES: Carstensen, Hill, McLane, Raaymakers, Williams, Leavens, and Gluba. Voting NO: Nixon and Streveler. Passed. Need for separate entryways for the two parts was also discussed.
- IV. Committee Reports: Nixon reported the Personnel Committee had developed an expectation form for the Director position and would be discussing it with Jill. Another personnel matter would be discussed in a closed session.

#### VII. Unfinished Business

a. Changing the regular meeting time from second Tuesday to second Friday of the month had been discussed and voted on at two previous meeting, so final vote to change Article III, second 1 was taken by roll call vote. Motion by Raaymakers, seconded by Hill to change the by-laws was passed unanimously.

#### VII. New Business

a. Rotary Sign at the Library. The Rotary had proposed putting a Rotary club sign on the corner of library property. The pros and cons were discussed. Hill moved and McLane seconded tabling the issue for a future meeting. Passed

b. Fine Free for Juvenile materials. Rivershare consortium is pursuing a Fine Free program for Juvenile materials. There are 12 libraries in the consortium. A decision by the consortium in late January is anticipated. Individual libraries may opt out if desired. Some pros and cons were discussed. Substantial reading material on this topic is in today's meeting packets. We will read then discuss at the next meeting.

c. Donation Fund. A \$100,000 donation from over a year ago was discussed. This is in reserve and to be used in conjunction with a grant.

d. Better World Books. Packet included information about revenue from excess books sold to Better World Books. We have received only \$24.45 since joining in March of this year. We are reluctant to turn books over to Friends since they are currently reducing their book space. Gleaning of excess books is continuing and more space is needed. Consensus is to keep working with Better World Books for now.

e. Capital Improvement Program. Packet included a list of items and price tag for items totaling \$300,000 for upcoming capital improvements. It does not include elevator and stairs which are already taken care of. It was decided to refer any other proposals for additional items for the list to the Building Committee. There will be a CIP workshop on 14 November.

f. Look Local First: Chamber of Commerce program. The packet for the meeting included detailed information about this program designed to increase local sales. Possible library discounts are up to \$5 off library merchandise, \$5 off of 3D printing and \$1 off printing costs. The Friends of the Library might consider participation also. Motion to participate in program made by Carstensen, second by Leavens. Passed.

g. Hosting city Thanksgiving Drive. Meeting packet included information about this drive focusing on donations for food purchase. The library will participate.

IX. Approval of Bills. There were several questions about the time clock and training. Motion was made by McLane, seconded by Hill to distribute \$83,783.48 from the General Fund. Passed. Motion was made by McLane and seconded by Nixon to distribute \$71.88 from General Donations. Passed.

#### X Director's Report.

a. Gabi's Report. Jill reported that Gabi told her there was a big demand for 3D printing.

b. Jill's Report. Jill's report which was included in the packet reported on Social Media Outreach, Staff Updates, and Lyons photo digitization project. There is no cost for the library for the initial work to be conducted by University of Iowa students for the digitization project, so consensus was to go ahead with the initial work.

c. Josh's Report. Report was included in meeting packet and addressed Cameras, Phones, Time Clock and Computers.

XI. Good of the Order. The Share our Sandwiches program has fed 315 people since it started on August 31 and seems to be going well. It was suggested we have an Ad Hoc Nominations committee for board officers for next year. It was suggested the Personnel Committee handle it. Leavens moved and Hill seconded having the Personnel Committee serve as the Ad Hoc Nominations committee. Passed. It was pointed out that the library had achieved some bench marks by increasing space for meetings and training. The Friends of the Library annual meeting will be at Pizza Ranch on November 20<sup>th</sup> from 11:30 to 2:00.

XII. Upon request of Ad Assistant a closed session was held. McLane moved and Hill seconded going into a closed session. Motion passed unanimously on a roll call vote.

XIII. The board went back into open session. Raaymakers moved and Hill seconded putting a letter from the board into an employee's file for six months which was read and discussed during the closed session. The letter would have added to it a statement as to why it was coming from the board rather than the supervisor. Motion Passed.

XIV. The next meeting will be December 14, 2018 at noon. This meeting was adjourned at 2:00.

Quinn Williams, Secretary