



**MINUTES
CLINTON PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING**

Date: Friday, May 10, 2019

Time: 12:00 P.M.

Place: Library Meeting Room, Lower Level
Clinton Public Library, 306 8th Ave. S., Clinton, IA 52732

Present at the meeting were Colleen Nixon, Quinn Williams, Judy Carstensen, Dick McLane, Bart Leavens, and Gabriel Gluba.

Also present: Jill O'Neill (Interim Director), Stacy Campie (Administrative Assistant), Sandy Hansen (Friends of the Library), Josh Hansen (Information Technology), Eric West (Senior Community Service Employment Program) and Stuart Lind.

Meeting called to order by President.

- I. Agenda: Changed "EnvisionWare Discussion with Josh" in New Business to follow Public Comments. Passed upon motion by Carstensen seconded by McLane.
- II. Public Comments: Eric West, local coordinator for the Senior Community Service Employment Program handed out brochures and presented information about the SCSEP which is a training and employment program for qualifying seniors over 55 years of age administered by contract with the U.S. Department of Labor. It falls under the Older Americans Act. Mr. West oversees a 15 county area for the program. The program provides paid training to participants. During question and answer period we learned that participants must work at least 20 hours per week, but not more than 35 hours, and may not work more than 8 hours per day. Injuries on the job would be handled thru Workman Compensation. Other local organizations using the program include Goodwill, Salvation Army, and YWCA. Other libraries in the area have used participants for tasks such as filing and checking out books. The library would supervise the participant and provide the job description or task listing. Participants are limited to four years of employment under the program and long term employment is a possible outcome for participants. Consensus of opinion is that the staff and board will evaluate possible participation in the program and get back with Mr. West.
- III. Josh Hansen provided a handout with information about EnvisionWare products which have the capability of self-checkout of books and patron payments with credit card by method acceptable to the city. DVDs would not be able to be checked out thru the system because we keep the DVDs separate from the DVD cases. Josh was confident of EnvisionWare because some of their products have been used successfully for 5 years. Carstensen made the motion and McLane seconded the purchase of the product priced at \$10,363.72 in the handout. Passed by voice vote. There was some further discussion about how to keep track of the number of patrons using the library which centered

on the difficulty of getting good data. Josh will check with the Bettendorf library to see how they do it.

- IV. Approval of minutes for 4/05/2019 regular monthly meeting and 5/16/2019 special meeting: Leavens moved and Gluba seconded approval of minutes for both meetings. Passed by voice vote.
- V. Ad Hoc Committee report: Friends of the Library reported they had voted at a meeting to pay for the pad for the bicycle racks. They would also like to consult with a Master Gardener to improve one of the flower beds at the main library which is not looking good. Consensus of board and staff was that they should proceed with the plan.
- VI. Committee Reports.
 - a. Building Committee: No formal meetings conducted. Examination of north end rental site is pending.
 - b. Library Committee: No formal meetings were held.
 - c. Personnel Committee. President reported that Letter of Intent had been received from Susan Serrano accepting Director position no later than July 15th.
 - d. Finance Committee. The committee did not meet but McLane distributed a “ledger” form (identified as Oxford Form No. 4437) as a possible alternative for keeping track of financial records. He also is still interested looking further into some donations records.
 - e. Community Relations Committee. No formal meetings were held, but McLane provided some details as to what would be needed to move the bookmobile if desired.

VI. Unfinished Business

Regarding the “Wish List”: It was reported that we have spent so far about 78% of the budget whereas at this time we should have spent about 83%. The bulk of the shortfall was due to not having employed a fully paid full time Director with associated benefits for so long. Therefor we need to spend about \$43,000 before June 30. Carstensen moved and McLane seconded giving the Interim Director discretion in prioritizing expenditures from the Wish List distributed at the last monthly meeting. Passed by voice vote.

VII. New Business

a. Market Music. Staff has received queries and comments about bands performing during Farmer’s Markets at Lyons during the summer months. No plans were made for this Farmer’s Market season because of funding and donation concerns and because of the availability of other music venues during the same period. Motion was made by Carstensen and seconded by McLane to fund up to \$1,500 for some performances for this year. Roll call vote was taken: Voting Yes: Carstensen, McLane, Nixon, Williams, Gluba. Voting No: Leavens. Passed.

b. May 24th in-service. The library will be closed for training. Training will include safety, fire, police and possibly mental health issues.

c. Binge-bag policy: Policy was handed out. Binge bags include several movies with the same theme and a bag of popcorn. Carstensen made the motion and McLane seconded adoption of the policy. Passed by voice vote.

d. Policy “A” and “B” were handed out. They are “Computer Use Policy”, revised 07/2015; and the “CPL Guest Pass Policy”, adopted 8/8/2017. These policies may contain inconsistencies and will be addressed during our next meeting due to the length of the policies.

e. Summer Reading Program Overview: Handout entitled “Summer Reading Program 2019 Overview” with sections broken down as “Reading Logs”, “Summer Reading Kick Off Concert”, and “Special Programs” was distributed and discussed.

VIII. Approval of Bills. McLane moved, Carstensen seconded approval to distribute \$91,012.65 from the General Fund. Passed by voice vote. Leavens moved, McLane seconded approval to distribute \$1,273.09 from General Donations. Passed by voice vote.

IX. Director’s Report. Three staff members subpoenaed to testify in a court case involving a recent violent incident in the library did not have to testify because the defendant pled guilty. We have started to receive quarterly statements on leave status. This helps prevent rush to use leave towards the end of the year that would be lost if not used. Cost for bike racks was \$483. On Gift Day the library received \$614 which will be doubled. A letter earlier placed in a personnel file will be referred to the Personnel Committee.

X. Good of the Order. There was further discussion with Josh about using cell phone records to track number of library patrons, but no decision was made.

XI. Meeting concluded at 1:50. The next meeting will be June 14, 2019 at noon.

Quinn Williams, Secretary