



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

Date: Friday, October 11, 2019

Time: 12:00 P.M. – 1:45 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, Tom Streveler, Francie Hill, Bart Leavens, Dick McLane and Gabriel Gluba. President announced Sue Raaymakers had resigned from the board.

Also present: Susan Mesecher (Director), Stacy Campie (Administrative Assistant), Sandy Hansen (Friends of the Library), and Stuart Lind.

Meeting called to order by President.

- I. Agenda: Passed upon motion by Hill, second by Streveler.
- II. Public Comments: None.
- III. Approval of Minutes for 9/13/2019. Approved with motion by McLane, second by Gluba. Passed.
- IV. Ad Hoc Committee report: The Friends of the Library reported some plants had been dug up during recent work performed by contractors. The plants will be replanted in the spring. Membership cards are in preparation. Letters will go out indicating a 50 percent discount for members with other pricing information. The Friends have provided a list of acceptable donations to the library staff for use when Friends are not available to accept donations. There was discussion about whether staff should be making decisions about acceptability of donations. President announced that National Friends of the Library Week will be October 20 – 26 and encouraged board members to visit the bookstore.
- V. Committee Reports.
 - a. Building Committee: None
 - b. Library Committee: None
 - c. Personnel Committee: None
 - d. Finance Committee. McLane spoke about the need to track spending for projects in Appendix I of the Strategic Plan which would be discussed later in the meeting.
 - e. Community Relations Committee. The committee met and addressed topics such as the purpose of the committee, the recent Meet and Greet for the new Director, upcoming events

and creation of a mailing list, and status of Homebound deliveries. There will be a Community Expo on November 12th from 5-8 PM. We have been asked if we would be interested in having a Library table for \$100. The motion was made by Hill, seconded by Streveler to share a table with the Friends of the Library with each paying half. This would be contingent upon the Friends approving their participation in their next meeting. The motion passed on a voice vote.

VI. Unfinished Business

a. New Librarian Salaries. The Director recommended the Public Services Librarian position have a salary range of \$45,000 to \$47,000, and the Children's Librarian position have a salary range of \$43,000 to \$45,000. Streveler moved and Hill seconded adoption of those salaries. During discussion various topics were brought up such as whether \$2,000 was enough of a range between top and bottom salaries for each position, whether successfully completing probationary period could impact salary, and whether a path for development of capable current employees who do not currently have MLS degrees could be possible. A secondary motion was made by Leavens and seconded by McLane to refer the matter to the Personnel Committee with the Committee providing a recommendation to the Board during the next meeting. Motion passed on voice vote.

b. Strategic Plan. Director developed a form for tracking status which was shown on a slide. This topic was discussed further in New Business.

c. Accreditation, webinar recordings: <https://www.statelibraryofiowa.org/ld/a-b/accr-and-standares/accredwt>. The President spoke in detail about available training opportunities. Board of Trustees Boot Camp was recently attended by some board members and proved beneficial.

VII. New Business

a. Chamber Guide Ad. The library has an opportunity to be included in the Chamber Guide. During discussion it was suggested getting word out about the various library programs was more important than advertising the location of the library. Consensus was that we should not pay the cost of participation.

b. General Operating Policy Review. A slide with status of policies was shown. Some need to be reviewed. It was agreed upon to have a board retreat on Monday, Oct 28 at 5 PM to work on policies and it was also agreed upon to have a retreat to work on the Strategic Plan update on Monday, Nov 4th at 5 PM.

c. Emerging Technologies on Oct. 30, and ILOC 2020 on Jan. 16. This is further training opportunities. The President will send out a link for this.

VIII. Approval of Bills. Leavens moved, Streveler seconded expenditure of \$76,275.28 from General Fund. Passed. Leavens moved, McLane seconded expenditure of \$37.50 from General Donations. Passed. Streveler moved, McLane seconded expenditure of \$994.24 from Open Access. Streveler

moved, McLane seconded Capital Improvement Loan expenditure for \$18,475.00. Passed. Questions about the filing cabinet expenses were asked and answered.

IX. Director's Report.

The Director invited the Board to attend the Staff Development Day (Oct 14) at 3:30 PM to observe maker space technology. A Library conference in Nebraska was recently attended by the Director and other staff members. A report on it is being prepared. Board members can volunteer to attend job interviews of 6 or 7 applicants from 9 AM to 4 PM next Friday. The Director has been asked by the City to be on the Census committee.

X. Good of the Order. None

XI. Motion made to adjourn by McLane seconded by Leavens. Passed. Meeting concluded about 1:45 PM.

XII. The next meeting will be November 8, 2019 at noon.

Quinn Williams, Secretary