

**EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
MONDAY, JULY 18, 2016**

Call to Order: The meeting was called to order by President Borwig at 6:08pm.

Roll Call: Present: Borwig, Clements, Hansen, Johnson, Kettwig, and Pritchett.
Absent: Miller, Nichols and Rasanen.
A quorum was present.

Approval of June 20, 2016 Monthly Meeting Minutes: Hansen moved and Clements seconded to approve the minutes from the June 20, 2016 meeting. Ayes – 6. The motion carried.

Approval of bills to be paid in July: Hansen moved and Kettwig seconded that we approve the new bills to be paid in July. Ayes -6. The motion carried.

Treasurer's Report: No report provided by the City at this time.

Circulation Report: The report was received. There were no comments or questions.

Old Business:

- *Lego Program Update* – Director Jensen noted that she has been in touch with the Melissa Stansbery who will be facilitating the program and they have determined a schedule. To start, the program will be held the first and third Tuesdays of each month. During August, while school is still out, it will be held from 11-12 and in September and going forth through the school year, from 4-5PM. She said that it will be advertised on a flyer handed out during the Community Days celebration.
- *Carpet Cleaning* – Quotes received were reviewed. Stanley Steemer of N.E. Iowa honored the quoted price of \$165 for the library's portion of carpet cleaning from the previous year. Heaven's Best quote was for \$325 for the library space, Harris Cleaning Service, Inc. quoted \$525.35 for the library portion, and Mr. Carpet Inc. presented a quote of \$610.75 for the library's carpet cleaning. Kettwig said she would like Director Jensen to get a quote from Servicemaster by Harris and it was requested that she double check with Stanley Steemer to make sure that the price quoted was indeed the correct one since it was so much lower than the other received quotes. She is also to ask about dry time as well.

New Business:

- *Review, revision and approval of card issuance policy* – This policy had much discussion about wording and re-wording. Some things needed to be dropped like the inclusion of Raymond residents as they no longer contract with us, and adding in Gilbertville who does. We will also be deleting that a parent must sign a statement of consent for a card, but rather be present for children fifth grade and under. The purging of records will now be left up to the Director's discretion instead of a steady five years. There was also the deletion of new colors of new cards every five years, but a five year expiration date will remain to verify address and other pertinent information. Johnson moved and Pritchett seconded to approve the policy with the aforementioned changes that Director Jensen will make and submit to the board at next meeting. Ayes – 6. The motion carried.
- *Review, revision and approval of the cell phone policy* - Director Jensen noted that this is the policy that probably gives them the most problems because nobody adheres to it. The board determined not to make any changes to the written policy as is, and said that if a problem is created from cell phone usage, the Director should treat it as a patron behavior issue and follow

the necessary steps with regards to it. Kettwig moved and Clements seconded to accept the cell phone policy as is. Ayes – 6. The motion carried.

- *Review, revision and approval of the Community Service Worker Policy* – No changes were made to this policy. Johnson moved and Kettwig seconded to approve the policy as is. Ayes – 6. The motion carried.

Discussion:

- The parade float was brought up again. Pritchett said the library sponsored girls' softball team will be riding in the parade, board member Hansen provided something soft for the bed of the truck, and they will be throwing out Icees for the kids along the route. Director Jensen said that the posters from the Summer Reading Program will be available for them to get after the final party which is to be held on July 23rd.

Adjournment: There being no further business the meeting was adjourned at 7:17pm.

Respectfully submitted,

Shannon Jensen, Library Director