

Minutes of the Henika District Library Board of Directors Regular Meeting,
March 12, 2009.

The meeting was called to order by board President Carrie Marchesotti at 6:00 PM.

Present: Marchesotti, Roger Bean, Bob Kennedy, Ann McNerney, Dave VanStensel, Gary Marsh, Kathy Reagan, circulation supervisor Carol DeBoer, and library director Lynn Mandaville.

Absent: Helen Gambee.

Motion VanStensel, second Kennedy, to approve the agenda as revised. All aye, motion carried.

Carol DeBoer presented the new web site report and explained the various categories of statistics. The board was most interested in the number of unique visitors, which represents each time an individual accesses the web site from an individual computer. They would like to receive this report quarterly. DeBoer also reported on the status of the winter reading challenge. Board members have reported 25 books read, while staff has reported 64. She encouraged board members to take winter shapes and record any backlog they have not yet reported. Gambee was emailed to send in all the books she has read while away.

Motion Marsh, second McNerney, to approve the minutes of the February 12, 2009 regular board meeting. All aye, motion carried.

Financial Report.

- The accountant's month end report for February 2009 was reviewed and filed.
- The credit card detail report was reviewed and filed.
- Motion Kennedy, second Van Stensel, to pay the bills. All aye, motion carried. Marsh digressed and commended library staff for their work preparing the circulation area for the new flooring installation, and reconfiguring the area after the install was complete. He felt this was above and beyond the job descriptions of staff involved.
- Penal fines could not be reviewed because they have not been received. This is the time of year when the county treasurer is involved in delinquent taxes and libraries take a back seat to that.

Communications.

- Letter from Companion Life that there will be no premium increase in dental coverage this year.
- Notes from Cooperative Director Sandra Wilson taken at the state cooperatives directors meeting in February. Among the items is mention of “green capital projects for energy effectiveness” that will be available in the coming months.

Director’s Report.

- The roll-top desks have been sold for \$75 each.
- Food for Fines amnesty produced 215 pounds of food for Christian Neighbors. Marchesotti suggested another Food for Fines amnesty this summer when food needs might be higher. Do it during summer reading.
- New flooring has been installed behind circ desk and looks great.
- Lawn service. Marsh solicited a quote from D&G Lawn Service who came in much less expensive than Greenfrog. Mandaville contacted Greenfrog owner Paul Walker, who said he would not be able to meet those prices, but understood our need to be fiscally responsible. D&G will be our service now.
- Survey results. Mandaville compiled and distributed the results of the Library Services Questionnaire that was taken during the month of February. Board members may peruse them at their convenience. Mandaville will distribute copies to staff for input and evaluation.

Unfinished Business.

- Public Relations Committee. Mandaville asked for volunteers to participate in this short-term committee to establish a public relations plan for library programming. McInerney, Bean and Marsh volunteered. Mandaville will coordinate first meeting.
- Window solutions. Mandaville presented three quotes for replacement windows. Quotes were offered in three phases: main floor rear, children’s library in basement, and original building. A stimulus package rebate was mentioned by bidders, but there were questions as to whether the library is eligible since it is tax exempt and could not take a tax credit. Mandaville was directed to investigate that further. The board will consider how they wish to proceed.

New Business.

- Public comment for non-agenda items. None.
- Motion VanStensel, second Kennedy to go into closed session for the purposes of employee evaluations at 6:51 PM. All aye, motion carried. The board returned to open session at 7:00 PM.
- Locking doors to elevator. Mandaville contacted Dave VanDuinen about the legality of having a redundant safety system for the elevator. VanDuinen reminded her that the locks on the door knobs were a feature desired by the board at that time to prevent children from playing in the elevator. The locks are not mandatory and the board could opt to disable or remove them to be ADA compliant. Marsh offered to take care of that.
- Library programming protocol. Mandaville offered new policy to cover how programming is planned, executed and evaluated. Motion Marsh, second Bean, to adopt the policy as presented. All aye, motion carried.
- Overdue fines for videos. Mandaville recommended reducing the overdue fines for videos from \$1.00/day to the standard 15 cents to be consistent with other formats and eliminate the punitive nature of the dollar fine. Motion Marsh, second Reagan, to reduce the fines for overdue videos from \$1.00/ day to 15 cents, effective immediately. All aye, motion carried.
- Telephones. VanStensel presented information on two options for telephone systems, one analog and one IP, with costs for each. Motion VanStensel, second Bean, to approve option 1 for IP phones at a cost of about \$2,502. Ayes: Marsh, Bean, Marchesotti, Reagan, VanStensel and McInerney. Nays: None. Abstentions: Kennedy. Motion VanStensel, second Reagan, to update our Internet connection with cable Internet. All aye, motion carried. VanStensel will coordinate this effort.
- Policy work. Motion Kennedy, second McInerney, to revise Staff Hours policy as presented. All aye, motion carried. Motion Kennedy, second VanStensel, to revise Discretionary Hours policy as presented. All aye, motion carried. Motion Marsh, second VanStensel, to revise Photocopier Use policy as presented. All aye, motion carried. Motion Kennedy, second Bean, to revise Guidelines for Seasonal Decorations policy as presented. All aye, motion carried. Motion McInerney, second Reagan, to revise Recovery of Overdue Materials policy as presented. All aye, motion carried. Motion VanStensel, second Marsh, to revise Cell Phone, Pager and Two-Way Radio policy as presented. All aye, motion carried. Motion McInerney, second Reagan, to delete Revised Wage Scale for

Library Aides policy. All aye, motion carried. This information will be incorporated into the Employee Manual. Motion McInerney, second Bean, to revise Issuing of Library Cards policy as presented. All aye, motion carried. Motion Marsh, second Bean, to adopt the Library Programming policy as presented. All aye, motion carried.

Around the Table.

- McInerney extended thanks to those who attended the DDA meeting on city revitalization.
- Reagan reported no word on the chairs Steelcase said would be made available to us. She will keep up informed.
- Marsh reported that he will be meeting with a representative from Owens-Ames-Kimball to discuss an airlock/vestibule at the south side door to make us more energy efficient.

The meeting was adjourned at 7:58 PM.