

ROBERT W. BARLOW MEMORIAL LIBRARY BOARD OF TRUSTEES

MINUTES

Monday, November 6, 2017 5:30 P.M.

Board of Trustees president, Brad Cutler, called the meeting to order at 5:30. Other Board members present were: Jerry Lehtola, Sarah Gilbert, Rachel Lewey, Mike Rottink, and Dawn Parker. Jody Anderson, Iowa Falls city manager and Marty Tikovitch were present. Erin Finnegan Andrews, library director, was also present.

The agenda for the meeting was presented and approved. (Rottink/Lewey)

The minutes of the last meeting were approved as corrected. (Lehtola/Lewey)

The bills from the past month were presented for Board's review. Erin provided information on the various bills from October. Receipt printers were purchased (\$940), that operate much quieter than the older ones. Approval was given for payment of the bills. (Cutler/Rottink)

The Monthly Report and the Director's Report to the Board were presented.

*Overall, most numbers concerned with checkouts of the collections continue to be fairly consistent with previous months. However, the patron visit number is lower than previous months.

* The Writers' Workshop continues to meet weekly. The book club meets monthly, averaging 12 people.

* The patron counter is the original one, which makes it more than 15 years old. This may need to be replaced at some time soon.

*The Gift Account balance is \$78,330.19.

* Erin is still trying to find someone who will commit to doing the landscaping work.

* Requests were submitted to the city for the Capital Improvement Projects for FY 18/19. Erin is looking into purchasing new computers and replacing the HVAC controllers (\$28,000). We are no longer able to get parts for the HVAC system of our facility.

* Erin will submit the budget paperwork to the city this month. She will request funds for new computer chairs, improved internet service, and industrial garbage cans for the restrooms. She will also visit with the staff to see if they can identify any other needs.

* Recent community involvement included the Art Walk/Wine Around Town and Halloween during the Merchants' Trick or Treat night, as well as a visit to Rock Run School to visit with their reading challenge class of second graders.

* All libraries will present something when the Hardin county Library Association meets November 14.

* Memorial money from Connie Ellingson's family may help with the purchase of new (or additional) furniture in the children's area.

Erin reported on the Friends group.

* Mark Hirsch, author of *That Tree*, was here October 10, at 5:30. He was well received by a group of about 40.

*The Friends group will plan for the Winterfest activities at their next meeting.

Jody Anderson was present at the meeting. Erin expressed her concerns over the cost of the internet services, as well as the speed of the internet. The library currently has services through Mediacom.

Guards for the ice skates should arrive soon.

Items for Discussion:

*The Board received copies of the information Erin will provide in her annual report. This very detailed report includes information on many other libraries in communities with populations

similar to Iowa Falls. This information details city funding, patron visits, circulation counts, inventory, and programs offered.

* A policy for use of the 3D printer was adopted. This includes the approved use by patrons, the cost for printing, and the time of use.

* Holiday 'Food for Fines' will run December 1-31. (Cutler/Lewey)

The Board voted to approve the hours for our library to be open December 26, noon (12:00) – 8:00. (Parker/Cutler)

Lewey moved to adjourn. Cutler provided the second.

The meeting adjourned at 6:25.

The next meeting will be Monday, December 4, 2017.

Submitted by Dawn Parker