

ROBERT W. BARLOW MEMORIAL LIBRARY BOARD OF TRUSTEES
MINUTES

Monday, May 1, 2017 5:30 P.M.

Board of Trustees president, Brad Cutler, called the meeting to order at 5:30. Other Board members present were: Mike Rottink, Jerry Lehtola, Janice Hanus, Erin Schmidt, Rachel Lewey, and Dawn Parker. Erin Finnegan Andrews, library director, was also present.

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

The **minutes** of the last meeting were approved. (Cutler/Lewey)

The **bills** from the past month were presented for Board's review. A new vacuum cleaner was purchased this past month. The Alliant bill was actually \$1,296.04, rather than the \$1,500, which appeared on the list of bills for approval. Lehtola moved to approve bills for payment, and Schmidt seconded approval of the bills.

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

*Most numbers concerned with checkouts of the collections and patron counts are remaining consistent, when comparing with the previous months.

*The Writers' Workshop continues to meet weekly. Last month there were 34 in attendance.

*The Gift Account balance is \$82,217.37.

*The staff attended a training workshop, the ILA Spring Symposium in Mason City. Speakers talked about STEM programs, and they were able to visit with the library software consultant. Staff Day was held April 7, when the staff watched a webinar on Customer Services, worked on weeding and rearranging the Iowa shelf, as well as discussing other concerns of the library.

*Mike Carson has worked to replace light bulbs and ballasts. This could be costly and possibly drain the maintenance budget.

*Halverson Trane has completed their spring maintenance on everything HVAC.

*Iowa Falls Roofing has been in to make repairs. The drain has been tightened.

*A library patron has been helping herself to supplies from the library. She was told that the police might need to be called if she or her boyfriend continue to take public supplies.

*One Book activities are completed, and the author, Allen Eskens, was here April 4. About 50+ people attended the author visit. The group involved in planning for next year will meet May 8.

*Planning for the SRP (Summer Reading Program) is underway. These activities will be held June 13-July 25.

*High school students clean around the library on Earth Day. Their help was appreciated, and they will be invited back next spring.

*The Mac computer is up and running. Wireless printing is available now, also. This will not be advertised to the patrons in order to prevent anonymous printing.

***The Friends** group will sponsor an author on October 10, 2017. Mark Hirsch, of Platteville, Wisconsin, will talk with the attendees about his book, That Tree.

The Friends will also help pay for the summer reading program presenters.

* Tyler Duit will service the bicycles and other equipment this spring. The Friends group will pay for the servicing on the bikes and other equipment.

There was no **input from the public** at the meeting.

Items for Discussion:

*Services for patrons shall not take up too much staff time away from their regular assigned tasks. (Reference Services Policy Review) Motion by Lehtola; Parker second

*Amnesty Days will be held on Wednesday, and Fridays in June. During the month of July, the library will hold the 'Food for Fines' program.

The meeting adjourned at 6:25 (Lehtola moved, Hanus second)

The next meeting will be Monday, June 5 2017.

Submitted by Dawn Parker