

ROBERT W. BARLOW MEMORIAL LIBRARY BOARD OF TRUSTEES
MINUTES

Monday, June 4, 2018 5:30 P.M.

Board of Trustees vice-president, Jerry Lehtola, called the meeting to order at 5:35. Other Board members present were: Mike Rottink, Rachel Lewey, Sarah Gilbert, Brad Cutler, Dawn Parker, and Erin Finnegan Andrews, library director. Jody Anderson and Gene Newgaard, representatives of the city, were present.

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

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

The bills from the past month were presented for Board's review. Renewal for services from Beacon was paid this month (\$3,428.09). Approval was given for payment of the bills. (Lewey/Gilbert)

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

- * Checkouts of the collections continue to be consistent. Bicycles are checked out more frequently. The patron counter seems to be working, with the exception of the extremely high numbers. The library staff will keep an eye on the machine to check on its accuracy.
- * The Gift Account balance is \$80,207.66.
- * We will get a bill for the work completed on the HVAC system from Halverson Trane, as a tech rep was here during the month.
- * The roof is still leaking in some places. Hadwiger Roofing has done some repair on the roof, and they still need to come back to finish the job. The estimate was around \$3,800.
- * RD Plumbing will get us information on the cost of new toilets.
- * Mike Abbas has been hired to do some weed management around the building. He sprayed in May, and he will return in the spring.
- * Howland Pest Control has sprayed for ants and wasps. He is on an every-other-month schedule.
- * Story Time and LEGO Club will not meet until the week of June 11. Yoga classes will continue to meet until the end of June.
- * The library gave out LED light bulbs, as we participated in 'City and Their Hometown Rewards' program during National Library Week, and we will continue during the summer.
- * The library has a display of the PBS' Great American Read (100) books. The books on the list that are not part of our collection were purchased.
- * Erin will submit our annual request for the Iowa Falls Community Chest grant, asking for additional funds to purchase another AWE computer for the toddler and preschoolers. The Friends group will provide financial support for this purchase. This computer also speaks Spanish.

Erin reported on the Friends group.

- * The group purchased a Strider bike for the library bicycle collection. There was no quorum for the meeting last month, so they met to pay bills.

There was no input from the public at the meeting.

Ali Campbell will serve as our new board member. Brad Cutler and Mike Rottink's terms are over at this time, and they both agreed to continue on as board members.

Items for Discussion:

- * Erin presented the library's Volunteer Policy for the Board to review. After discussion, Parker moved for approval, and Cutler gave the second. The board approved this policy for volunteers at the library.
- * Erin presented information on the summer program for children. The theme, Libraries Rock, will start with a June 4 registration. Jim Hammond will offer assistance with a church's organ recital series involving a book program.
- * The library will close at 5:00 July 3 and remain closed July 4. Parker moved to adjourn. Gilbert provided the second.

The meeting adjourned at 6:15.

The next meeting will be Monday, July 2, 2018, at 5:30 pm.

Submitted by Dawn Parker