

ROBERT W. BARLOW MEMORIAL LIBRARY BOARD OF TRUSTEES

MINUTES

Monday, September 12, 2016 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, Janice Hanus, Erin Schmidt, and Dawn Parker. Our newest board member, Rachel Lewey, was welcomed and also present. Erin Finnegan Andrews was also present.

The agenda for the meeting was presented and approved. (Hanus/Schmidt)

The minutes of the last meeting were approved as presented (Cutler/Lehtola)

The bills from the past two months were presented for Board's review. Lehtola moved to approve those for payment, and Parker seconded approval of the bills.

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

Many areas of Circulation had shown lower numbers during the previous month. However, DVD check out is now increasing. More patrons were in the library in the month of August. The bike checkout continues to increase.

Erin presented the information on the Summer Reading Program. Less money was spent than what had been budgeted. Attendance numbers were up a little from last year. Statistics from this summer and 2015 were compared. New programming ideas will be considered for next summer. The gift Account balance is \$84,196.60.

No maintenance issues were addressed this month. Howland Pest Control was called in again to take care of a wasp problem. Halverson Tran from Des Moines will do a maintenance check. We may need a new boiler in the near future.

A request letter was submitted to the Community chest. The funds from the Community chest will go towards an iMac computer. The Friends group will be asked for matching money.

The staff has been working on some adjustments to the shelving in the library. The fiction section is done! The DVDs has also been sorted.

The computers have been ordered for the Capital Improvement Plan project.

The furniture for the Reading Room has been ordered from the Iowa Prison Institute. We anticipate a delivery in November.

Laura Bell will start a Writers' workshop program in September. An Art Walk will be September 24<sup>th</sup>. September is library card month.

The Friends have paid for magazine subscriptions and more audio books. They are considering the purchase of a fat tire bike.

There was no input from the public at the meeting.

Items for Discussion:

Erin presented the Lost and Found policy, as well as the Book A bike policy. Both of those were approved as presented. (Lewey/Hanus)

Discussion was held to determine the holiday work hours for the library staff.

Thanksgiving weekend: close @ 5:00 Wednesday & reopen Saturday, the 26<sup>th</sup>

Christmas: closed December 24, 25, & 26

New Years: open December 31 10:00-3:00 and closed January 1 & 2

The operating hours for the holidays was approved after discussion with a motion from Hanus/second from Parker

The meeting adjourned at 6:30. (Lehtola motion. Lewey second)

Submitted by Dawn Parker