

ROBERT W. BARLOW MEMORIAL LIBRARY BOARD OF TRUSTEES
MINUTES

Monday, September 10, 2018 5:32 P.M.
Robert W. Barlow Memorial Library Conference Room

Board of Trustees president, Rachel Lewey, called the meeting to order at 5:32. Other board members present were: Brad Cutler, Jerry Lehtola, Sarah Gilbert, Dawn Parker, and Mike Rottink. Also present was Erin Finnegan Andrews, library director.

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

The minutes of the last meeting were approved as printed. (Cutler/Gilbert)

The bills from the past two months were presented for Board's review. July bills included the new toilet in the women's restroom and the copier maintenance agreement. Approval was given for payment of the July bills. (Cutler/Parker) August bills included the new water softener system. Approval was given for payment of the August bills. (Rottink/Parker)

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

*July was the highest monthly count ever for DVD checkouts. Computer and wireless user counts were up significantly compared to last summer. Other circulation numbers were similar to July and August last year.

*The Gift Account balance is \$77,993.90.

*New patron computers have been installed. Staff is still working on deep freeze software to wipe history clean at every restart.

*Summer Reading Program had similar numbers to last year and participants were surveyed. Surveys are also going out in the school book tubs.

*Erin has ordered one new staff chair and one new patron chair to test out before doing a large order.

*Hadwiger Roofing has done a full evaluation on the roof and the leaks are not a problem with the drains, but rather deterioration of the material around the drains; a new roof is needed. Erin will get estimates for a new rubber roof to budget this winter for city council approval. She will aim to get bids next spring.

*Erin is looking into security cameras for the interior and exterior of the library after some vandalism outside. \$3,000 has been budgeted.

*The Times Citizen has been provided all fall events for the library, and Erin is thinking about some Christmas programming.

*Accreditation standards stipulate that a library has a voice mail message listing hours. Erin will look into the cost.

The Friends of the Library will meet next week in preparation for the Fall Dessert Fantasy. Erin has the newsletter ready to send out.

There was no input from the public at the meeting.

Items for Discussion:

*The board discussed the Hometown Rewards Project's proposed charging station and viewed photographs of an existing station in Marshalltown. Erin will ask for more information and the discussion was tabled until next month.

*The board reviewed the federal Fair Labor Standards Act (FLSA).

*The Computer and Internet Use Policy was reviewed and updated. (Lehtola/Cutler)

Gilbert moved to adjourn. Cutler provided the second.

The meeting adjourned at 6:35.

The next meeting will be Monday, October 1, 2018.

Submitted by Sarah Gilbert