

ROBERT W. BARLOW MEMORIAL LIBRARY BOARD OF TRUSTEES

MINUTES

NOVEMBER 2, 2015 5:30 P.M.

The meeting was called to order at 5:30 pm by Board of Trustees president Brad Cutler. Board members present were: Jerry Lehtola, Janice Hanus, Dawn Parker, Kelly Newgaard, Mike Rottink. Absent was Ruth Allen. Library Director Erin Andrews was also present. Jody Anderson, Iowa Falls City Manager, arrived later in the meeting.

The agenda for the meeting was reviewed. Jerry Lehtola asked that an item be added, to discuss Ruth Allen's board membership, as she has missed many meetings. Jerry Lehtola moved and Dawn Parker seconded the approval of the agenda with the additional item added. Motion carried.

Minutes of the October meeting were presented. Minor corrections were made. Jerry Lehtola moved and Mike Rottink seconded the approval of the October minutes as corrected. Motion carried.

Bill from October were reviewed. Janice Hanus moved and Jerry Lehtola seconded the approval of the October bills. Motion carried.

Erin Andrews gave the circulation report. Circulation numbers have slowed down from the past month. DVD rentals remain very popular. Bicycle rental numbers are up, and it is noted that some ECC students have been among the renters. There has been excellent attendance at the Lego Club.

The Director's Report was given by Erin Andrews.

The gift account balance is \$ 81, 688.57.

Three toilets were fixed by RD Plumbing today. Mike Carson to come later this week to address problems with outdoor lighting.

An HVAC company came to inspect the boiler controls, and let Erin know that one of the control systems were in need of repair, yet were obsolete and parts would be increasingly difficult to find. The other would likely need to be replaced soon. This led to a discussion of in general of the CIP budgeting process. Erin requested some guidance on how to budget for the HVAC repairs in addition to the computer requests. Jody Anderson let her know that he was available in the office this coming week to assist her with that process.

There have been fewer problems with the Teen Room than in the past month.

The Friends of the Library Report was covered in the Director's Report. The Friends are beginning to make plans for WinterFest.

No citizens were present at the meeting to address the Board.

Items for Discussion:

- 1. Vacation and Circulation Policy:** After much discussion, it was decided to table decision making regarding vacations and circulation policy until the December 2015 Board meeting.
- 2. Food for Fines:** This is desired to occur in the month of December. Dawn Parker moved, and Jerry Lehtola seconded for the Food for Fines program to occur in December. Motion carried.
- 3. Book-a-Bike Dates:** Erin Andrews felt that setting specific dates for moving bicycles out of circulation for the winter was not the best plan, as we are having a mild fall season thus far. Dawn Parker moved that discretion for setting the date be up to Erin Andrews, Library Director. Mike Rottink seconded the motion. Motion carried.
- 4. Holiday Hours:** Erin Andrews set before the Board the plan to close the library at 3pm on New Year's Eve. Dawn Parker so moved, and Jerry Lehtola seconded. Motion carried.
- 5. Ruth Allen:** Discussion regarding speaking with Ruth regarding absences from Board meetings. According to Board policy, members should not miss more than two meetings in a given year. No decision was made at this time who would approach Ruth.

A motion to adjourn was proposed by Dawn Parker, and seconded by Jerry Lehtola. Motion carried.

Submitted by Kelly Newgaard, Secretary and Board Member.