

Robert W. Barlow Memorial Library

Iowa Falls, IA

Board of Trustees Meeting

Monday,

October 5, 2015

Board President Brad Cutler called the meeting to order at 5:30pm. Board members present were Jerry Lehtola, Janice Hanus, Dawn Parker, Kelly Newgaard, Mike Rottink, and Library Director Erin Andrews. Absent board member was Ruth _____. Jody Anderson, Iowa Falls City Manager, was also present.

The agenda for the meeting was read. Lehtola moved and Rottink seconded the approval of the agenda. The agenda was approved as presented.

Minutes of the September meeting were presented. Hanus moved and Lehtola seconded the approval of the minutes of the previous meeting. The minutes were approved as amended, to include the names of absent board members.

Approval of the bills was accepted as presented after a motion by Janus and seconded by Rottink.

Erin Andrews gave a circulation report. Rebecca has distributed book tubs for the elementary schools. Patron numbers are way up for the month. Two bicycles were checked out by ECC students.

The Director's Report was given by Librarian Erin Andrews.

The gift account balance is \$81,407.80.

Maintenance issues were taken care of to repair a toilet leak.

Andrews has applied for grants for funds for an AED device. Money from CWU was received in the form of a check to Friends of the Library. Some discussion of procedures for making requests from the CWU and Friends of the Library ensued.

Andrews went to a library conference in Des Moines, and enjoyed the opportunity to network with other new librarians.

Outreach programs include the One Book program, Story Hour, yoga classes, bicycle and Burley rental. Lego Club will be starting up soon, and there has been a lot of interest expressed in it.

Amnesty Week will be 10/25 through 10/31.

No Friends of the Library Report.

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

Items for Discussion:

1. Landscaping: The landscaping is looking pretty rough. Discussed seeking grant funding to help with upkeep. Friends of the Library input was sought, but they did not demonstrate any interest. Dave Hensing did spray for weeds. A number of suggestions were made by board members, to include: Sandi Baldwin might be interested in volunteering. Teen volunteers. Doug Dodd, the FFA teacher might be interested in bringing his horticultural students to volunteer. Contacting the schools in March about volunteers on Earth Day in April
2. Teen Room: There have been some problems with the Teen Room. The Wednesday prior to the board meeting, Andrews had to contact the police to intervene and remove a patron. Wednesdays in particular seem to be a problem with early out from school. Suggestions were made by the board, to include: Having the police do random walk-throughs; having parents sign their kids up for using the room with a library card; discussing the problems with Jeff Burchfield. At this time Andrews will speak with Police Chief Ron Kuhfus about the matter.
3. Staff Vacation Policy: Amanda Sunken was hired in June 2015. As of December 1st, she will earn two weeks of vacation, per policy, but would have to use it or lose it by December 31st. This will create problems for the staff member as well as create staffing issues. Suggestions discussed were: Amending policy to include the ability to carry over leave by written request; limiting leave taken at one time to 40 hours maximum or "at discretion of the Director". Another area of confusion was determining when staff who reached longevity benchmarks actually could use the earned extra paid time off (immediately on the anniversary date vs. January 1st of the calendar year following.) Jody Anderson will look at how the City of Iowa Falls handles it, and share with the board. At this point, the board has made the decision to table the matter until the November meeting.

A motion to adjourn was moved and seconded by Lehtola and Rottink.

Submitted by Kelly D. Newgaard.