

JESUP PUBLIC LIBRARY BOARD OF DIRECTOR'S MEETING
WEDNESDAY, FEBRUARY 27, 2019

The Jesup Public Library Board of Directors met on Wednesday, February 27, 2019, rescheduled from Monday, February 25. President John Bergman called the meeting to order at 6:00 p.m.

Present: Becky Burke, Becky Wehrspann, Nancy Weber, Kraig Emick, Linda Schmit, Tony Lang, Al VanderHart

Absent: Dakota Even, Danielle Thorson

The agenda was reviewed; a motion was made by Kraig and seconded by Nancy to approve the amended agenda. All voted aye; motion carried.

SECRETARY'S REPORT

A motion was made by Nancy and seconded by Kraig to approve and accept the secretary's report. All voted aye; motion carried.

FINANCIAL REPORT

A motion was made by Tony and seconded by Linda to accept the City Clerk's report. All voted aye; motion carried. A motion was made by Kraig and seconded by Tony to pay the bills. All voted aye; motion carried.

DIRECTOR'S REPORT

- Numbers look good for the month of January.
- No complaints have been received about closing early on Tues/Thurs evenings; increased patron use with early opening on those days.
- Becky discussed options for Community Room key for after-hours or weekend events. She will purchase a Key Box (similar to a Realtor key box) to be used when necessary.
- Brainfuse – an online resource from State Library free to all Public Libraries. Practice tests, math helps, career services are all included.
- Friends of the Library did not meet in February. The used book and bake sale profited about \$150.
- Becky informed the board of misconduct by a patron; the police department has been notified; recommended a 'no contact' order be documented.

COMMITTEE REPORTS

- **Executive Committee:** Annual Report template is online in Citrix. Make note of likes/dislikes and we can adjust for future. Reminder the audience is the general public (posted on Website, shared to email list, Facebook link), hard copies sent to Buchanan County Supervisors, City Hall. Committee brought two policy updates for approval, Director Job Description and Donations, Memorial and Bequest Policy. All voted aye; motion carried. John asked each Committee to develop 2-3 attainable goals to be included in the Strategic Plan.
- **Outreach Committee:** Committee members are following-up with phone calls to community organization leaders. Schools have been asked to participate in Logo Contest. The Edge discussion was tabled.

- **Facilities & Grounds Committee:** Meetings have been cancelled due to weather. Plans to discuss window replacement, door hardware replacement, and review plan for what is still earmarked for this Fiscal Year.
- **Finance Committee:** We are on track for this Fiscal Year, getting a handle on repairs/maintenance needs. Continue work on 5-year plan – and beyond for large replacement items (roof, heating/cooling, etc.) Tony presented a grant opportunity; he will work on details with Finance Committee.

CITIZEN INPUT

- none

OLD BUSINESS

- none

NEW BUSINESS

- **Conference Hotel Expense:** A motion was made by Linda and seconded by Al for Becky to pay up to \$150 for an overnight hotel stay in Ames for the April 5 conference (if needed due to weather conditions). All voted aye; motion carried.
- **Mileage Reimbursement for Rural School Delivery:** It was determined that City Policy dictates \$.40125 for reimbursement. Library employees traveling for work can submit this expense.
- **Monthly meeting time change:** Our March monthly meeting conflicts with the Heartland Technology/Farmers Mutual Telephone Company Annual Meeting. **Our meeting time will change to Tuesday, March 26 at 7 p.m.**
- **Board Resignations:** Three Board of Trustee members have submitted letters of resignation –
 - Nancy Weber: effective at the end of the Fiscal year (June 30)
 - Danielle Thorson: effective immediately (letter received 2/24/19)
 - Dakota Even: effective immediately (letter received 2/26/19)John asked the remaining board members to submit community members names for consideration to the Outreach Committee.

Kraig motioned to adjourn at 7:20 p.m.

Respectfully Submitted,



Becky Wehrspamm, Secretary