

Glenwood Public Library Board of Trustee Meeting Minutes
March 14, 2016

The March 14, 2016 meeting was called to order by chair Craig at 5:01 pm.

Present: Terry Craig, Bob Wray, Tara Painter, Heidi Kloeckner

Absent: Margo Young

Approval of Agenda: Motion made to approve agenda with add item, adjustment of staff, made by Kloeckner, 2nd by Wray. Ayes 3, Nays 0.

Approval of Minutes: Motion by Wray, 2nd by Craig to approve minutes. Ayes 3, Nays 0.

Bills to be paid: Motion by Kloeckner, 2nd by Wray to approve bills to be paid. Ayes 3, Nays 0.

No Correspondence.

Director's Report: Tara presented written report with addition that she is looking at a rebidding on the printers for added efficiency; there has been much staff training going on as well.

No Committee meetings to report on.

Old Business:

No long term use for green space for summer reading, so can suggest tent space for Ragbrai. Tara would like to look into a teen lock in to coincide with the event.

Board requested list of supplies be gathered for Summer Reading, so donations can be requested.

Wray made motion to approve Circulation Policy. Kloeckner 2nd. Ayes 3, Nays 0.

Continuity of Operations policy needs a risk assessment before the document can be put together. Tara is working on this.

E-Rate is going through the 28 day wait period. An April date for public hearing will be set. The 471 is complete, and the 486 will be done after public hearing.

Kloeckner motioned to approve Faxing Policy, Wray 2nd. Ayes 3, Nays 0.

New Business:

Painter presented entry rules for Library Craft walk. Items will be on display thru March 31.

Wray motioned to approve Library Card Policy, Kloeckner 2nd. Ayes 3, Nays 0.

Kloeckner motioned to approve By Laws Policy, Wray 2nd. Ayes 3, Nays 0.

Base salary wages in operations manual needs to be looked at. Board tabled policy for review.

The bathroom exhaust fan needs replacing, and Wray has checked building for smoke detector placement. Wray suggested looking at a hard wire system for future, as well as sprinkler system. It was noted this is in the reno/expansion plan.

Motion made by Kloeckner, 2nd by Wray to purchase up to ten smoke detectors and a new exhaust fan for the library. Ayes 3, Nays 0.

Staff replacement salary was discussed. The children's librarian base salary will stay at \$9.50 per hour due to the budgeting restrictions at the city level at this time. Base salaries will be reassessed in January.

The board asked Painter to pursue getting up to date fiscal numbers from the city prior to April meeting.

Being of no further business to come before the board, Wray motioned meeting be adjourned.

Kloeckner 2nd. Meeting adjourned at 6:20 pm.

Heidi Kloeckner, Secretary

Terry Craig, Chair

