

MINUTES OF BOARD OF TRUSTEES MEETING

Siouxland Libraries

Humboldt Branch Library

Wednesday, May 8, 2019 – 4:30 p.m.

1. Roll Call and declaration of quorum. The meeting was called to order at 4:30 PM by Jean Beddow. Members present: Jean Beddow, Alexandra Hartzler, Jed Huisman, Becky Thurman, and Library Director Jodi Fick. Members absent: Craig DeJager, County Commissioner Cindy Heiberger. Staff present: Alysia Boysen and Monique Christensen
2. Motion by Huisman and second by Thurman to adopt the agenda. Motion carried.
3. Motion by Thurman and second by Huisman to approve the minutes of the March 13, 2019 meeting. Motion carried.
4. Review of financial and statistical reports. The budget shows we have about a third of the budget spent which is comparable to this same time period in 2017 and 2018. The statistical report has been reduced to show the larger picture and less detail. We're seeing some downward trends in several areas. Our digital resources are growing. In future we will be breaking out the type of digital offerings so you can see more of the trends. Hartzler asked about the reduction in Wi-Fi use. We do not have a definitive answer but several reasons come to mind – we are comparing to last spring when we were still in the Hartford school, weather was poor and people were unable to come to the library. Our Wi-Fi is slow so customers find faster options.
5. Library Director and staff reports.
 - A) Hartford Branch Expanded Access – Boysen reports expanded access is going well. Customers are regularly using the service. 42 have registered for the service and 18 have used the service in the last 30 days. Examples are a homeschool family and a customer regularly using the computer. Staff hear that customers appreciate the service and want additional hours later in the evening and weekends. An honor system for payment of printing is working. So far there have been no issues including no one has forgotten to swipe out when they leave.
 - B) Summer Reading Program – Boysen shared Summer Reading Program logs and flyers. Last year's kick-off event was successful so we are repeating it on Saturday, June 1 at the Downtown Library with carnival games and a Lego activity. The K-5 program replicates last year's: for reading, kids earn beads and other prizes. Those completing 600 minutes are entered into the grand prize drawing and are invited to a Finishers Party at Oak View in August. Teens may enter their name for gift baskets for each book read. Adult will log missions; five completed missions earns a prize and name in a prize package. Officially starts on June 1. Can log earlier.
 - C) Director report – Fick reported on Staff Day. 70 staff attended at Morningside Community Center. The Mayor shared a children's book he authored and talked about values. Four service agencies told their stories: Lutheran Social Services, EmBe, Helpline and VOA. Jenna and Justin reported on the BHAGs early literacy and website redesign. Both shared a call to action for more ideas. Jodi finished up with recognition. Early literacy BHAG update: Jenna and Jodi met with Candy Hanson of Thrive to share goals and what we can do for each other. Thrive will inventory all early learning organizations to help us set up community meetings to see where we

overlap and how we can work together. Hartzler shared that there is something similar for housing. Staffing Update – open Library Associate position was filled by Niki Christiansen who starts full-time May 20. Library reorganization is complete: Monique Christiansen is now Assistant Director and Dan Neeves changes from Branch Librarian to Senior Librarian. We have one open Senior Librarian position that will be filled in the next few weeks. Bookmobile purchase – Bids will be opened on May 16 for a step van style bookmobile that may be up to five feet longer. At festivals and schools the current truck is too small for all the people who want to use the bookmobile. We're going to have a new concept of carts on truck that can be rotated to share different collections. Harvard Kennedy Business School Public Narrative Workshop – 50 city staff attendee including library staff: Boysen, Amber Fick, Justin Stevenson, and Director Fick. Budget – the two special projects for 2020 to increase the digital audiobook collection and to remodel the Ronning Branch scored well by City staff. They will now be out evaluated by a citizen group.

6. Board Reports. By-Law Committee Report - Hartzler reported on the proposed changes to the By-Laws. Changes were made to better reflect the mission, comply with current open meeting laws, move public input earlier in the agenda, update locations for posting meeting dates to include the website, and change a monthly report to a bi-monthly report. The board discussed the terms of members and decided to rewrite with a change to eliminate the 10 year limit on years served. A final version will be available at the July board meeting. To enact the changes, at least four members must vote in favor at the following board meeting (September).
7. Public Input. (There was no public input.)
8. Unfinished Business. (There was no unfinished business.)
9. New Business. Internet Use and Safety Policy – We are required for eRate to have an Internet safety policy. We are combining this with the Internet Use policy that was last updated in 2005. The policy now meets all CIPA guidelines, language is clear, and discipline if violated is defined. Motion by Hartzler and second by Thurman to approve the Internet Use and Safety Policy. Motion carried.
10. Other.
11. Motion by Thurman and second by Hartzler to move the July 10, 2019 meeting from Garretson to Downtown. Motion carried. The next regular meeting will be on Wednesday, July 10 2019 at 4:30 PM at the Downtown Library.
12. Adjournment. The meeting was adjourned at 5:38 P.M.

Monique Christensen
Library Staff

Date Approved

Jodi Fick
Board Secretary