

**LIBRARY BOARD OF TRUSTEES**  
**Regular Meeting**  
**February 20, 2019**

The regular meeting of the Board of Trustees of the Sioux City Public Library was held on Wednesday, February 20, 2019 in the Conference Room of The Aalfs Downtown Library.

MEMBERS PRESENT: Charles McKenny, Richard Moon, Hope Schaefer, Jane Vereen

MEMBERS ABSENT: David Halaas, Todd Stanley

STAFF PRESENT: Helen Rigdon, Angela Beeck, Lacey Fullerton

1. Acting President Hope Schaefer called the meeting to order at 3:28 p.m.
2. Roll call was taken.
3. The agenda was approved.
4. Approve the Minutes – January 16, 2019 [Action Item]

McKenny moved approval of the minutes from January 16, 2019. Moon seconded. Motion approved unanimously.

5. Director's Report  
Rigdon shared the results of the City Council hearing of the Capital Improvement Budget for Fiscal Year 2020, they did only agree to provide \$100,000 for the final year of the Morningside Branch Renovation versus the \$200,000 asked for. Moon asked why they did not provide all the funds requested, Rigdon stated that they had many projects and needed to cut costs. The City Council Operating Budget review was February 2 and at that time there are no changes to the budget presented. Helen attended the ALA Midwinter conference in Seattle and learned a lot of good information to be used in the future. January 17 all Library staff attended an all-staff meeting. Theo McElhose, City Human Resources, spoke with staff concerning handling of blood borne pathogens. Reference staff has been weeding the reference collection and moved some of the collection to create an Auto Repair collection that has been placed in one area, making this easier for patrons. Schaefer enjoys the reference questions and patron interactions each month.

- A. Staff Spotlight – Lacey Fullerton, Web Services Specialist  
Fullerton shared that she presented at the Siouxland Chamber of Commerce small business education series. Fullerton informed the attendees of what the library has to offer to help with

their small business. Fullerton provided an overview of the Library's online databases but focused mainly on ReferenceUSA. She showed attendees what types of things they could look up in ReferenceUSA to help them in serving their customers. Moon asked who attended, Fullerton stated Chamber members and employees. Fullerton also shared information on the databases Value Line and Transparent Language Online. Fullerton stated she answered many questions for those attending the Chamber event and then went on to give information on eBooks and audiobooks.

Fullerton shared that later the same day of the Chamber event two attendees came to the Aalfs Downtown Library to sign up for a new Library card. Rigdon stated that she felt this was a great collaboration with the Sioux City Chamber and hopes we can work with them again. Vereen asked if this same presentation could be used with other groups. Fullerton said it would need to be changed to the specific needs of the group, but yes we could offer this same information to many groups.

Fullerton left the meeting 3:48 p.m.

6. Financial Reports

A. Expenditures: Approve Claims [Action Item]

McKenny moved approval of claims as submitted. Moon seconded. Motion approved unanimously.

B. 2018-2019 Monthly Budget Summary

The trustees reviewed the report.

7. Unfinished Business

A. Morningside Branch Library Contract Agreement [Action Item]

FEH Design submitted an invoice in the amount of \$7,123. 57 in addition to the contracted amount for design of the Morningside Branch Renovation. The fees are for the additional design of renovating the garage into staff and mechanical space and for the tree feature in the children's area.

Moon moved approval of to pay FEH Design, Inc. \$7,123.57 over the original contract agreement for the design of the Morningside Branch Library Renovation. McKenny seconded. Motion approved unanimously.

B. Morningside Branch Library Renovation Change Orders [Action Item]

Rigdon shared the change orders for the Morningside Branch Library renovation. The two major changes are to eliminate the garage and renovate it to usable space and the replacement of the concrete stoop/paving in the front of the building. Rigdon stated that if approved by the Library Board of Trustees then she will need to present to City Council. Moon asked if we approve this then there should be no additional surprises. Rigdon stated she does not expect any surprises at this time.

McKenny moved approval of the change orders for the Morningside Branch Library renovation in the amount of \$113,692 and to approve Rigdon present the change orders to City Council. Vereen seconded. Motion approved unanimously.

8. New Business

A. Agreement between Sioux City Public Library Board and Communication Workers of America Local 7103 AFL-CIO [Action Item]

The Board reviewed the tentative agreement that was negotiated.

Moon moved approval of the Agreement between Sioux City Public Library Board and Communication Workers of American Local 7103 AFL-CIO as presented. McKenny seconded. Motion approved unanimously.

B. Director Vacation Time [Action Item]

The Library nonbargaining staff handbook does not have an Executive Level as the PATS manual does which is used by the City. In the PATS (Professional, Administrative, Technical Supervisory Executive and Council Appointed Employees) manual the Library Director is listed at the Executive Level and would receive 160 hours of vacation after the first year.

McKenny moved to approve the request to increase the Director's vacation leave to 160 hours after one year of continuous service. Moon seconded. Motion approved unanimously.

C. Director Life Insurance [Action Item]

Rigdon shared that the City Manager suggested the Library Board be made aware that the Library Director is not in line with other directors in the amount of Life Insurance that is paid for them by their departments. Moon asked why was this not updated in the past, Rigdon was not sure.

Moon moved to approve to increase the provided Library Director's Basic Life/AD&D insurance to reflect all other City Directors, which is their annual salary. Vereen seconded. Motion approved unanimously.

D. American Library Association Midwinter Meeting

Rigdon attended the American Library Association Midwinter meeting in Seattle on January 24 – 28. Rigdon shared the sessions she attended and the information she gleaned from her attendance. She also spoke with many vendors concerning a new ILS (Integrated Library System). Rigdon found the conference to be informational and hopes to use some of that knowledge to broaden our services.

9. Trustee Concerns

Due to trustee conflicts the March meeting will need to be changed to Wednesday, March 13.

10. Next Meetings:

- A. Wednesday, March 13, 2019 3:30 p.m.
- B. Wednesday, April 17, 2019 3:30 p.m.
- C. Wednesday, May 15, 2019 3:30 p.m.

11. Schaefer adjourned the meeting at 4:42 p.m.

Bill McKenny, Secretary  
Angela Beeck, Assistant Secretary