

LIBRARY BOARD OF TRUSTEES
Regular Meeting
May 15, 2019

The regular meeting of the Board of Trustees of the Sioux City Public Library was held on Wednesday, May 15, 2019 in the Conference Room of The Aalfs Downtown Library.

MEMBERS PRESENT: Charles McKenny, Richard Moon, Hope Schaefer, Todd Stanley

MEMBERS ABSENT: David Halaas, Jane Vereen

STAFF PRESENT: Helen Rigdon, Angela Beeck

1. President Todd Stanley called the meeting to order at 3:32 p.m.
2. Roll call was taken.
3. The agenda was approved.
4. Approve the Minutes – April 10, 2019 [Action Item]

Moon moved approval of the minutes from April 10, 2019. Schaefer seconded. Motion approved unanimously.

5. Director's Report
Morningside Days Carnival has moved into the parking lot at the Morningside Branch Library. The last Saturday to be open at the Perry Creek Branch Library is May 25. The Library celebrated national Library week and provided lunch for staff on April 9. April 29 staff found a note under one of the public access computers stating that the note writer would blow the Library up on May 1, on the back of the paper it stated, "Just a prank, Chill". Rigdon reported this to the Sioux City Police Department who was not concerned it was more than a prank. Youth Services staff attended Kids Matter Conference, on April 5 in Ames, Iowa. Staff found the conference both inspiring and informative. The keynote speaker was Monica Hesse, the author of *Girl in the Blue Coat*. One Book One Siouxland events were well attended in April. The events will be wrapping up in May. Lacey Fullerton, Web Services Specialist, began researching the languages that are spoken in the Sioux City community. She is building and updating our Spanish language collection but wanted the Library to help other language groups in the community. Her research found that after English and Spanish three African languages are most commonly spoken. The challenge has been that no core collection books are available in African languages. We will continue to research this. April 1 was 1st Saturday Storytime and Puppy Power was the theme. Officer Yaneff brought his K-9 partner Cash to share about his work on the police force. Brenda Lussier led a story about a variety of dogs. The skylight was repaired at the Aalfs Downtown Library and construction lasted about a week.
6. Financial Reports
 - A. Expenditures: Approve Claims [Action Item]

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

B. 2018-2019 Monthly Budget Summary

Trustees reviewed the report

C. New Purchases

(1) OCLC Annual Subscription

Rigdon recommends the Board approve payment to OCLC of \$15,492.71 for Sioux City Public Library's FY2020 annual cataloging and interlibrary loan subscription. OCLC is a proven solid vendor that works well with our online systems.

Moon moved approval for payment to OCLC for \$15,492.71 for the annual Cataloging and Interlibrary Loan Subscription. McKenny seconded. Motion approved unanimously.

(2) Cabling at the Morningside Branch Library

Rigdon recommends the Board approve payment to CSI, LLC for the Indoor Cabling and installation for the Morningside Branch Library.

Moon moved approval for payment to CSI, LLC in the amount of \$10,852.67 for the cable and installation for the Morningside Branch Library Renovation. McKenny seconded. Motion approved unanimously.

(3) Ten new computers for Staff.

Rigdon explained ten computers that staff currently use at service desks and for other staff use will need to be replaced by the end of the year. The operating system for these computers will become obsolete January 1 and these computers will not work with newer operating systems. WCICC-IT received a quote for the 10 new computers for \$10,240.40. Rigdon recommends we move forward with the purchase at this time for budget purposes.

McKenny moved approval for the purchase of ten new computers for staff use for \$10,240.40 to be purchased from GovConnection. Schaefer seconded. Motion approved unanimously.

(4) Two self-checkouts for Morningside Branch Library

Staff researched self-checkout systems for the Morningside Branch Library. The lowest quote was from EnvisionWare, who we currently use for our eCommerce and mobile printing software. Rigdon recommends that we move forward with the purchase of two self-checkout stations for the Morningside Branch Library.

McKenny moved approval for the purchase of two self-checkout stations from EnvisionWare for \$12,940. Schaefer seconded. Motion approved unanimously.

(5) Tree for Morningside Branch Library

Rigdon stated that the Friends of the Sioux City Public Library had donated \$12,000 for the construction of a Tree in the Youth area at the Morningside Branch Library. Costs came in higher than the amount gifted to the Library. Rigdon recommends that the Board approve payment to Brown Wegher for the Architectural Tree Installation.

Schaefer moved approval to pay Brown Wegher \$21,230 for the Architectural Tree Installation, \$12,000 paid from restricted funds from the Friends of the Sioux City Public Library and \$9,230 paid from the Library operating budget. McKenny seconded. Motion approved unanimously.

7. Unfinished Business

None was presented.

8. New Business

A. MOU with State Library of Iowa to Lease Office Space [Action Item]

Rigdon recommends the Board approve the Memorandum of Understanding with the State Library for the lease of office space for their Northwest District Office in the AalFs Downtown Library. The state agreed to a 2.02% increase in the lease amount. The new lease amount of \$387 will begin August 1, 2019, which is up from \$379.35 per month currently, all-inclusive.

Moon moved to approve the MOU with the State Library of Iowa to lease office space at a monthly rent of \$387 per month beginning August 1, 2019. McKenny seconded. Motion approved unanimously.

B. Fine Free Week for Morningside Branch Library Grand Opening [Action Item]

Staff suggested that the Library system offer an amnesty week, June 10-15, the week of the Morningside Grand Opening. The patron would have to be in person to receive this benefit and have returned the overdue materials in good condition. Rigdon stated this will also be in conjunction with the Summer Reading Program and will help generate excitement of returning to the Library. This would be for overdue fines only – lost or damage materials fees would not be waived. Moon asked how this would affect the Library budget; Rigdon stated that we would use our operating funds to offset any revenue shortfalls that may occur, as we do every year. Rigdon expects that the costs would be minimal. Stanley asked how would the Library promote this, Rigdon stated that it would be listed on the Library webpage and Facebook page. Rigdon does not anticipate doing any advertising that will incur additional expenses.

Schaefer moved to approve a Fine Free Week for the Sioux City Public Library System June 10-15 for all overdue fines only as long as the materials are returned in good condition. Moon seconded. Motion approved unanimously.

C. Close other Library locations for Morningside Library Grand Opening [Action Item]

Rigdon stated that after she had added this to the agenda she was made aware that there is a Summer Reading movie event at the AalFs Downtown Library the morning of the Morningside Branch Library Grand Opening reception and has decided not to request action on this agenda item. All Library branches will remain open during the Morningside Branch Library Grand Opening reception

No action was taken.

D. Non-Bargaining Personnel Handbook [Action item]

Rigdon met with the City Manager and Human Resources Director for the changes to the Salary and Benefits Policies for Non-Bargaining Staff. Changes include changing the term 'funeral leave' to 'bereavement leave' and to reflect an additional 8 hours (for a total of 24 hours) granted to non-bargaining staff. The vacation section was adjusted to include the change to the Director's vacation schedule and the new salary schedule was included. Non-bargaining staff, with the exception of the Director, will be moved to a step increase system instead of the salary range that was done in the past. Insurance premiums will be changing January 2020 and Human Resources staff will attend the Staff in-service day in November to explain those changes at that time.

McKenny moved to approve changes for Non-Bargaining Personnel Handbook. Moon seconded. Motion approved unanimously.

- E. At 4:14 p.m., Moon moved to enter a closed Session to discuss the professional competency of an individual whose performance is being considered, in order to prevent needless and irreparable injury to that individual's reputation. The individual requests a closed session pursuant to Iowa Code Section 21.5(1) (i). McKenny seconded. McKenny, Moon, Schaefer and Stanley all voted aye. Motion carried. At 4:36 p.m., Moon moved and McKenny seconded that the Board return to open session. Moon, McKenny, Schaefer and Stanley all voted aye.

Schaefer moved to approve an outstanding annual review, for a 5.3175% salary increase, for the Library Director. Moon seconded. Motion approved unanimously.

9. Trustee Concerns

Rigdon shared plans for the Morningside Branch Library Grand Opening event.

10. Next Meetings:

- A. Wednesday, May 29, 2019 10:00 a.m. Press Conference – Morningside Branch Library
- B. Friday, June 14, 2019 10:00 a.m. – Grand Re-Opening – Morningside Branch Library
- C. Wednesday, June 19, 2019 3:30 p.m.
- D. Wednesday, July 17, 2019 3:30 p.m.
- E. Wednesday, August 21, 2019 3:30 p.m.

11. Stanley adjourned the meeting at 4:43 p.m.

Bill McKenny, Secretary
Angela Beeck, Assistant Secretary