

SIoux RAPIDS MEMORIAL LIBRARY

AGENDA: LIBRARY BOARD MEETING

Tuesday, February 13, 2024 at 6 p.m.

At the Sioux Rapids Memorial Library – Meeting Room

February 13, 2024 at 6pm in the library.

CALL MEETING TO ORDER

APPROVE AGENDA

- A. Approve minutes from previous meeting
- B. Approve monthly bills/financial report

DISCUSSION AND ACTION ITEMS

- C. Board CE report
- D. Budget Update
- E. Updated Bylaws Approval
- F. Policy review: Handbook
- G. Tier paperwork loose ends
- H. E-Rate discussion and Approval
- I. Digitizing Newspapers
- J. Delivery program
- K. New board member nominations
- L. Discussion of state bills introduced: SSB 3131
- M. Director's report
 - Cataloging update
 - Grants & Donations
 - Events & programming
 - Bethany's CE

ADJOURNMENT

MINUTES FEBRUARY 13, 2024

ROLL CALL:

Dorothy Machholz		present
Jamie Dorenkamp		present
Suzie Haight		present
Denise Pierce		present
Lacy Garberding	City Council Liaison (non-voting)	present
Jim Wise	Mayor (non-voting)	
Bethany Peat	Library Director (non-voting)	present
Eric Waldstein	(prospective board member)	present

MEETING CALLED TO ORDER AT 6:00 PM

MINUTES AMENDED

to strike line about Bethany's request for FT hours & benefits under wages in budget section

MINUTES APPROVED unanimously after correction made.

BILLS APPROVED unanimously.

DISCUSSION AND ACTION ITEMS

BOARD CE REPORT

	Date	Training/items to share from training
Dorothy Machholz		
Jamie Dorenkamp		
Suzie Haight	January 2024	Boardroom training series – Budget completed, began Personnel training
Denise Pierce	January 2024	HR & Finance sessions of the Boardroom series

Board CE records need dates, titles, & short description of what was learned.

- One reason why it is important to list trainings in the minutes—I was able to get some information from Bonnie and Dorothy, but there is NOTHING recorded in minutes for board CE for the 3 FY this Tier renewal covers.

Moving forward, we need to make sure that names and dates of training are recorded each month. If it's easier to send the library an email with the name of the training the day you finish it (and I can pull the date from the email), please do that and I will pre-fill the minutes form for the appropriate month.

Any other trainings to report?

- Please send IA LEARNS transcripts to Bethany if you have them—as soon as possible.

BUDGET UPDATE FROM DOROTHY

- City Council to work on budget 2-14-24.
- City council expected to ask for 3% total budget cut somewhere—will need to discuss where unless we want them to choose for us.
- Dorothy to bring more information from City Council at March board meeting.

UPDATED BYLAWS APPROVAL

- Versions of bylaws by Bethany and Dorothy submitted to board for consideration by email 2-12-2024.
- Discussion regarding which version to use: settled on Bethany's second set of suggestions to Dorothy (not version submitted in January but the version sent back with explanation comments 2-13-24/clean copy)
- Dorothy would like the procedure going forward for large policy changes to be:
 - Find out policy requirements from Bethany
 - Board members to do the actual writing of policies
 - Drafting of large changes to be done through committees at separate meetings
 - Board to approve at regular meetings

Approval of updated bylaws (final version to be appended to these minutes)

	Approved	Not Approved	Abstain
Dorothy Machholz	X		
Jamie Dorenkamp	X		
Suzie Haight	X		
Denise Pierce	X		

POLICY REVIEW: HANDBOOK

Slight correction to wording on page 33 under trustee policy to match the bylaws exactly.

Approval vote on handbook as a whole:

	Approved	Not Approved	Abstain
Dorothy Machholz	X		
Jamie Dorenkamp	X		
Suzie Haight	X		
Denise Pierce	X		

TIER PAPERWORK LOOSE ENDS

Bylaws

Covered earlier in discussion.

Board CE

Any other trainings to report?

- Please send IA LEARNS transcripts/ list of previous trainings to Bethany if you have them—as soon as possible.

Covered earlier in discussion.

E-RATE DISCUSSION AND APPROVAL

- IGL/Premier replaced router—computers still laggy and new router caused printer problems—since have managed a work-around.
- The comparison charts between vendors and notes on process were emailed to board with packet 2-13-24.
- E-rate discount will cover 60-80% of cost of internet (not installation).
- Company chosen: Evertek. Speed chosen: 100Mbps.

Voting to approve Bethany going forward with Erate approval and form 471:

	Approved	Not Approved	Abstain
Dorothy Machholz	X		
Jamie Dorenkamp	X		
Suzie Haight	X		
Denise Pierce	X		

E-Rate Bid Evaluation Matrix 2024 – 2025

Services Requested: Internet Provider

Factors to Consider	Total Points Available	<u>Evertex</u>		Premiere (IGL's replacement)		<u>Cytranet</u>	
Cost of Eligible Goods & Services (at speed 100/100Mbps)	30	\$83 + \$4 Protection Plan + \$100 Install	30	Not available; best speed is 25/6Mbps	0	\$709/month + \$299 router + \$550 installation + \$349 router installation	3
Prior Experience with Vendor	25		0		0		0
Availability of Services in Area	15	local company	15	local company	15	would most likely partner with CenturyLink in our area	15
Local or In State Preference	10		10		10		0
Flexible Invoicing (BEAR 472/SPI 474)	15	SPI	15	N/A	0	unknown	0
Customer Service	5	easy to contact by phone or email; responds quickly to questions	5	responds to phone queries	2	does not respond quickly to queries	0
Total	100		75		27		18

DIGITIZING NEWSPAPERS- INFORMATIONAL

- Spencer library has Spencer Reporter through 1935. They are not interested in working with us on the project or cost sharing.
- Pages to be digitized: only the *Sioux Rapids Bulletin-Press* pages of the *Spencer Reporter* (2-3 pages/Friday issue).
- Dorothy looking at grant through State Historical Society. Grants Mgr: kristen.vandermolen@iowa.gov
 - This is a grant to help cover the cost of scanning and microfilming printed newspapers. Because we are only scanning, we may not receive, but we can try.
 - Grant would be funding for FY2025 only
 - Postpone project until July if get the grant?
 - Will probably not be able to finish this fiscal year.
- Dorothy speaking with contact at Advantage Preservation about continuing to put our newspaper records online. Estimated cost is \$1800-\$2000 to cover August 1999 through the first part of 2024.
 - Advantage Preservation doing large updates to system and name change
 - Check with businesses for donations
 - If businesses donate, Advantage Preservation will put their logos on the bottom of the webpage for no extra cost.
- Need non-bound copies

- BV County Historical Association and State Historical Association copies are bound and not usable for this project.
- Ginny willing to send her copies in batches 5 years at time on condition that they're returned.
- Procedure moving forward in library to be:
 - Bethany retains copies of the only the *Sioux Rapids Bulletin-Press* pages of the *Spencer Reporter* (2-3 pages/Friday issue).
 - Pages are stored neatly in a labeled plastic bin that will keep them safe from rodent/bug/water damage.
 - If Advantage Preservation amenable, new uploads to happen annually
 - could be budgeted for at an annual cost of about \$60/year at current price of \$0.53/page.

DELIVERY PROGRAM FOLLOWUP

- The school would not be willing to be responsible/liable for any injuries or accidents.
 - City would have to take on
- Board would like to formalize current delivery program to 2 days/month.
- Board to bring names of people they think might be interested in receiving deliveries in March.
- Bethany to bring sample form to be filled out by people wanting in March.

NEW BOARD MEMBER NOMINATIONS

- Eric Waldstein
- Board to keep considering, bring more names the next couple of months.

DISCUSSION OF STATE BILLS INTRODUCED: SSB 3131

The main changes made by this bill are:

1. Library funding becomes optional.
2. City Council directly controls the library board.
3. All library property and possessions go to the city.

Possible effects:

1. Library levy dropped > library budget will come out of police/fire/EMS pot rather than having dedicated tax income OR library will be defunded and have to close.
2. City council given direct authority to change board's makeup means they could decide board should be 0 people and seize control for themselves. Also takes away people's recourse if they don't like decisions regarding board, the makeup of which is currently controlled by public vote. Direct control/veto power of library board decisions means that they can add a political agenda to the library. Also opens the door to getting rid of school boards.
3. Direct control of library assets and banning of separate bank accounts opens door to city taking over library spaces, book banning, censorship, loss of memorial accounts, loss of community oversight.

Who to contact: The bill was introduced by Senator Jesse Green, with support from Senators Izaah Knox and Mike Klimesh on the subcommittee. Our local representation (voting on the bill): Senator Lynn Evans. Sending emails to our senators may be addressed to: firstname.lastname@legis.iowa.gov.

DIRECTOR'S REPORT given by Bethany, see attached.

ADJOURNMENT at: 7:35 pm

DIRECTOR'S REPORT – FEBRUARY 13, 2023

CATALOGING UPDATE (numbers as of 2-13-24)

- **Fiscal YTD:** (6481-4501=) **1980**
- **January:** (6481-6357) = **124**
- **Total completed since start of project in 2021: 6481**

GRANTS & DONATIONS

\$50 earmarked check received 1-3-2023 from Steve Cadman to buy Nonfiction books in honor of Pixie Jensen has been spent (special order to baker and Taylor so that all prices listed together and that page copied to Mandy and 3/4 books received.

Grant updates:

- Moore Foundation / Eclipse glasses--have not arrived yet, in contact with Sky
- Library Telescopes of IA / telescope for checkout -has not arrived yet,
- Sioux Central donation of 3 chromebooks—chargers ordered from Amazon, Chromebooks charging, not yet added to networks.

EVENTS

- Trivia Night January 18- 2 participants
- Make & Take February 8 – 2 participants

UPCOMING EVENTS

- Trivia Night- February 15 @ 6pm
- Interactive Video Tour of Costa Rica Rainforest/Volcano- 11:30am-12:30pm
- Make & Take- March 7 @ 6pm
- Please be talking to people about or participating in weekly clubs:
 - Mondays @ 4 – Elem. Craft club
 - Tuesdays @ 4—alternating weeks puzzle and lego club—next week puzzles!
 - Tuesdays @ 5—Calm and Color (teen/adult coloring)
 - Thursdays 4-6pm – game club—all ages
 - Saturdays @ 10am—storytime at the library

Planning for SRP underway—lots of adventures planned:

- June 3 Zoo
- June 11 Magic Show
- June 19 Sanford Museum programs—Dinos (kids) and Archeology (teens)
- July 3 County Naturalist
- Week of July 15—astronaut interview??
- July 31 Library Olympics—need to recruit volunteers
- Storywalk?—Bethany to present at City Council March 13

BETHANY'S CE REPORT:

CE courses completed:

02/07/2024 Pop YS Live (February 2024): Prep for the Eclipse!

01/17/2024 All Iowa Reads 2024: Author Presentations

01/10/2024 Pop YS Live (January 2024) | Displays: The Good, The Bad, and The Ugly

Upcoming: E-rate training?

BYLAWS

The following is a copy of the library board's bylaws, as updated February 13, 2024:

Name and Purpose

The Board of Trustees of the Sioux Rapids Memorial Library will be hereafter referred to as the Board.

The Board will comply with the Code of Iowa in all questions of library law and governance and will further comply with the regulations set forth in the city's ordinance. Per chapter 21 of the Sioux Rapids City Code of Ordinances (2018), the Board shall consist of five trustees, each of whom meet the following qualifications:

- Bona fide residents of the city of Sioux Rapids.
- Over the age of 18 years of age.

In accordance with the guidelines in the State Library's trustees handbook *In Service to Iowa* (2021), current board members should develop a list of potential board members to fill vacancies ensuring the list reflects:

- Gender balance
- A variety of ages
- A variety of occupations and knowledge bases
- Participation in community groups and organizations
- Includes library users and non-users

Board member terms of service shall be for six years, except to fill vacancies. Each term shall commence on July 1. Appointments shall be made every two years of one-third the total number or as near as possible, to stagger the terms. The board submits names of prospective board members to the mayor of candidates for appointment, who are then confirmed by the city council. The current Board member's name may be submitted to the mayor for reappointment if the member desires to continue on the board.

The position of any Trustee shall be vacated if such member moves permanently from the City and shall be deemed vacated if such member is absent from six consecutive regular meetings of the Board, except in the case of sickness or temporary absence from the City. Vacancies in the Board shall be filled in the same manner as an original appointment except that the new trustee shall fill out the unexpired term for which the appointment is made.

Trustees shall receive no compensation for their services.

Board Meetings:

The Board shall meet one day each month, at least ten months of the year, as required by the State Library of Iowa. Board meetings are usually held the second Tuesday of each month, at 6:00 pm in the Library.

A quorum shall consist of three members from its total membership of five trustees. No decisions shall be made without a quorum of members voting. The Director of the Sioux Rapids Memorial Library shall be present and participating at each board meeting.

The Board shall comply with Iowa's Open Meetings law by publicly posting copies of its agenda twenty-four hours prior to the meeting on the library bulleting board, at the post office, and at the city hall. The secretary shall record all proceedings of the board meeting which shall be filed by the director and city clerk and available on request for public inspection.

Special meetings may be called by the President or Secretary with twenty-four hours notice.

A budget meeting will be held in December or January.

The Board will conduct its meetings according to legal procedures detailed in *Roberts Rules of Order*. Typical board meetings approve the previous month's minutes, approve expenditures, and then deal with other issues in the order that they are listed on the agenda.

Officers and Committees:

Officers shall be the Board President, Vice President, and Secretary. The City Clerk shall serve as Board Treasurer, but shall not be a member of the Board. The Board will have annual officer elections in December or January, whichever month we have our yearly budget meeting.

The President shall preside at all meetings and appoints all committees. In the absence of the President, the Vice President shall assume the President's duties. It is the duty of the president to appoint members to committees. Each committee shall act in an advisory capacity and shall report its finding and recommendations to the full Board.

Major Functions, Powers, and Duties:

The major functions of the Library board are to:

1. Hire and Evaluate the Library Director.
2. Set salaries and benefits for all personnel. (included in hiring/budget directives)
3. Create budget proposal for city hall, approve expenditures, and secure adequate funding for the libraries operations and services.
4. Set policies for the library's operations and services.
5. Plan for the library's future.
6. Ensure that the library director and staff participate in training and continuing education.
7. Evaluating Service and Advocating for Advancements.
8. Attend 3-5 hours annually of continuing education related to their work as trustees. After attending training, the board member should make sure that their continuing education hours are noted in the minutes of the next Board meeting.

More information about the board's vital functions is detailed in the State Library's trustees handbook *In Service to Iowa* (2021); further powers and duties of the Board are listed in chapter 21 of the Sioux Rapids City Code of Ordinances (2018).

Amendments:

These bylaws may be amended at any meeting of the Board with a quorum present, by a unanimous vote of the members present, as long as the amendments do not constitute a change which conflicts with state or federal laws or the Sioux Rapids Code of Ordinances. The powers, duties, and procedures shall be subject to all changes or repeals of state or federal laws or the Sioux Rapids Code of Ordinances and all such changes or repeals shall take precedence over these bylaws.

A proposal to alter the composition, manner of selection, or charge of a library board, or to replace it with an alternative form of administrative agency, is subject to the approval of the voters of the city. (Iowa Code 392.5)

Sioux Rapids Memorial Library
FEBRUARY 2024 Claims Report

Bills Paid After January's Meeting

Century Link - January	\$87.24
GFC Leasing (Copier Contract 02/05/24 - 03/04/2024)	\$121.18
Sioux Lumber - (coat rack hanging)	\$2.65
Alliant Energy	\$274.04
Total	\$485.11

Bills Needing Approved for Payment

Baker & Taylor (Books)	\$7.79
Baker & Taylor (Books)	\$79.38
Oriental Trading - (Programs Materials)	\$117.81
Library & Educational Services - Books	\$297.60
Amazon - (Book -Jonathan and the Big Blue Boat)	\$5.23
Amazon- (books, alka seltzer, and film canisters, and chromebook charger cords)	\$195.77
Amazon Order - Puzzles	\$200.44
Amazon - papershedder	\$31.99
Amazon - Book Bins	\$107.94
Amazon - Games	\$489.73
Alejandro Cano Ospina-Costa Rica Interactive Video Tour (program)	\$200.00
School Life - (Programs Materials)	\$295.29
Bethany Peat -(WalMart-Programs Materials)	\$21.76
Bethany Peat - mileage reimbursement BV County	
Supervisors mtg.	\$25.94
Baker & Taylor (Books)	\$11.39
Century Link - February	\$89.00
GFC Leasing (Copier Contract 03/05/24 - 04/04/2024)	\$121.18
Total	\$2,298.24


Staff
Dorothy MacLaughlin
Denise Ruse