

**Library Board of Trustees Meeting**

Location: Glenn Schminke Community Room

Date: February 13, 2018

Call to Order: 7:02 pm

1. **Call to Order – Roll Call** Present: Matt Dunbar, Brenda Powers, Jerry Mohwinkle, and Karlene Nesslage. Also present: Jeaneal Weeks-HPL Director.
2. **Approval of Agenda**

The Agenda was reviewed. Brenda Powers made a motion to accept the agenda, Matt Dunbar seconded and the motion was carried.

1. **Approval of Consent Agenda**
   1. [Approval of bills](http://www.hiawathapubliclibrary.org/uploads/9/8/6/5/98654294/february_bills.pdf)
   2. [Minutes: January 9, 2018](http://www.hiawathapubliclibrary.org/uploads/9/8/6/5/98654294/january_9_2018_minutes__1_.docx)
   3. [Minutes: January 18, 2018](http://www.hiawathapubliclibrary.org/uploads/9/8/6/5/98654294/january_18_2018_minutes__1_.docx)
   4. [Library Director’s Report](http://www.hiawathapubliclibrary.org/uploads/9/8/6/5/98654294/february_2018.doc)
   5. [Monthly Report](http://www.hiawathapubliclibrary.org/uploads/9/8/6/5/98654294/january_2018_monthly_report.pdf)
   6. Annual Report

Unanimous approval was given for the Consent Agenda

1. **Old Business –**
2. Expansion update:

A Request was made to the Linn County Supervisors for funds for the expansion project. Fundraising continues. Jeaneal and the staff are looking at furnishings and shelving.

1. Trustee Training:

Many trustees attended a webinar where Lance Werner, Executive Director of the Kent District Library in Michigan presented *The Value of Personal Relationships in Advocacy* on January 18th.

Upcoming webinars were discussed to continue training for the trustees.

1. **New Business –**
   1. Policy Review:
      1. [By-laws](http://www.hiawathapubliclibrary.org/uploads/9/8/6/5/98654294/amended_by-laws_sept._13_2016.pdf)
      2. Personnel policy
         1. [Full Time](http://www.hiawathapubliclibrary.org/uploads/9/8/6/5/98654294/2010-employee-handbook-final_with-feb-2012-revisions_kk-copy.pdf)
         2. [Part-Time](http://www.hiawathapubliclibrary.org/uploads/9/8/6/5/98654294/2010-part-time-temporary-seasonal-employee-handbook-final.pdf)
      3. [Circulation policy](http://www.hiawathapubliclibrary.org/uploads/9/8/6/5/98654294/circulation_policy_2-7-18__1_.docx)
      4. [Collection development](http://www.hiawathapubliclibrary.org/uploads/9/8/6/5/98654294/collection_development1-25-18.doc)
      5. [Internet policy](http://www.hiawathapubliclibrary.org/uploads/9/8/6/5/98654294/internet_policy_2-7-18.docx)
      6. [Photo and Video Recording](http://www.hiawathapubliclibrary.org/uploads/9/8/6/5/98654294/photo_and_video_recording.docx)

Policies were reviewed and discussed. Karlene Nesslage made a motion to approve the policies, Matt Dunbar seconded and the motion carried.

* + 1. Resolution:

Resolution 001-004 (amended)

Resolution Regarding Incentives Regarding Incentive Pay for Sunday Hours

Be it resolved that library employees receive incentive pay for working Sunday hours. Part-time employees (29 hours per week or fewer) will receive time and a half pay for Sunday hours worked. This excludes Page positions. Full time employees (30 hours per week or more) with the exemption of salaried employees will receive time and a half comp time for Sunday hours worked.

The changes to the resolution were discussed and approve by unanimous roll call.

* 1. Approval of County Contract**:**

The 2018 contract with Linn County was reviewed and approved by unanimous roll call**.**

* 1. Friends of the Library:

The Friends of the Library have recruited 3 new members and have started a new fundraiser.

1. **General Discussion – none**
2. **President’s Report –**

Update on the plaque for Janet Libe; plans are being finalized.

1. **Adjournment –** Karlene Nesslage made a motion to adjourn the meeting, Brenda Powers seconded and the motion was carried. Meeting adjourned at 7:45 pm.

   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

   Brenda Powers, President

ATTEST:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Karlene Nesslage, Secretary