

CAMANCHE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Wednesday, August 7, 2024, at 4:00PM

ROLL CALL - Shannon McManus, Linda Foster, Bambi Blaess, Amanda Hoerschelmann, City Liaison Dave Bowman, Library Director Gail Grim, and Library Clerk Avery Draper.

APPROVAL OF AGENDA – Trustee Foster made a motion to approve the agenda as listed. Trustee Blaess seconding. All Ayes and the motion was approved.

Approval of Consent Agenda - President McManus requested a motion to approve the Consent Agenda line items 1 and 3. Trustee Foster made the motion with Trustee Blaess seconding. Motion approved with all Ayes. Consent Agenda line item 2 (Approve New Bills and Book Orders) was discussed and tabled until the next meeting when Director Grim has items organized and ready to present. She asked if there was a preapproved amount that she can spend without needing board approval and Liaison Bowman advised checking past minutes for the amount we approved in the past. She agreed.

DIRECTORS REPORT

Financial –

- Library Director Grim shared that she received a \$25 check from FOTL from their Book/Bake sale items. Advised to give to City Clerk for deposit.
- Director Grim shared that it's time for renewal on several magazine subscriptions. She shared that past Interim Director McDougall had been keeping track of what magazines were popular and she'll look into renewing those and add to the New Bills list for the next meeting.

Personnel/Operational –

- *Discuss adding another clerk per Director* - Library Director Grim shared that it is getting very hard to have all of the library's open hours covered with just the 4 employee's they have. She asks to add another Library Clerk for 20 hours a week to help cover hours. City Liaison Bowman discussed the budget with the Board and a motion was made by President McManus to have Director Grim start contacting Temp Associates for applicants. The new Library Clerk would have 20 hours a week and start at \$11 / hour for the first 90 days. After 90 days, the applicant and rate will be reviewed and adjusted as needed. Trustee Hoerschelmann seconded the motion and it was passed with all Ayes.
- *Discuss changing start and end hours for staff.* – Discussed leaving hours as is since a new Clerk will help cover all open hours.
- *Received an application for Children's Librarian position.* – Per Director Grim, this is not an option at this time.

Programming –

- Director Grim shares several different programming ideas that will be starting in the next few months. A few ideas shared was a new Music Series and Travel Series. See the calendar of events for details and dates.
- Director Grim shared that they are looking for ways to get more Teens into the library for programs. Trustee Hoerschelmann encouraged talking to CHS Key Club about getting teens involved. Grim agreed.
- Discussed the need for Signed Waivers by Parents/Guardians for all programming activities. Director Grim agreed. Also, a sign needs to be posted during programs that states: “Camanche Public Library Staff is not responsible for accidents or unsupervised children.”

Collection Development –

- Director Grim shares that it appears there hasn’t been an audit of library books and collections in several years. She is starting to audit and scan all library items that can be “checked out” by patrons. This may be a long process, but she is excited to get started.

Facilities –

- Schedule of Board Placement – Director Grim shares that she had a discussion with City Administrator Kida, and they decided to schedule a Public Display for the Architect Boards where the public can ask questions. Results from the Library Vote show the community favors the 2-Story Design at a 53 to 12 ratio. Next step is to contact the architect so they can move forward on the 2-story plan.
- Director Grim shared that the flag outside was tangled so she called Public Works to assist with replacing it.
- Director Grim shared that we have been paying “Sparklean” to clean the library twice a month during the summer and once a month from September to May. The Board discussed these services and reviewed the budget. The Board decided to cancel their services based on the frequency of cleaning versus the cost due to the budget. A motion was made by Trustee Blaess to advise Director Grim to go ahead and terminate services due to the budget. Grim agreed. Trustee Hoerschelmann seconded, and the motion passed unanimously

Summer Reading Program –

- Summer Reading Program Update – Children’s Librarian Melissa was absent from the meeting so Director Grim shared the update. She shared that the SRP had a total of 415 participants. The petting zoo and the sting rays were favorites. Children’s Librarian Melissa is looking for assistance with a Back to

School Carnival. FOTL will donate baked goods for a cake walk. Encouraged reaching out to the Key Club again for volunteers.

Miscellaneous – Director Grim wanted to mention that she reviewed her contract, and it appears that there are no vacation days offered. The Board discussed amending her contract to include 5 PTO days per contract year for the first year, which can be taken as a Full Day (8hrs) or as a Half Day (4hrs). After the first year, the amount of PTO days can be reviewed. Trustee Blaess made a motion to approve this amendment, with Trustee Foster seconding. Motion approved with all Ayes. ****UPDATE – Talked to Andrew and he stated that leaving out the Vacation/PTO was an omission on his part. He is encouraging us to have the contract amended to say “10 Vacation Days Banked”. He will update the contract and when it’s completed, the Board can review and have a special meeting to approve.**

Old Business –

- CPR/Mandatory Abuse Reporting, RunHideFight, Stop the Bleed - Trustee Hoerschelmann offered to do the CPR training for the staff and Director Grim has an appointment set for Emergency Management to line up RHF trainings. She did look into the Mandatory Abuse Reporting, and it did not appear that library staff needed to have that training, so that will be tabled for now. Director Grim met with Fire Department staff to discuss the need for a KnoxBox. This is a black box attached to the building with a Library key inside that firefighters will have access to if there is a fire within the building. The amount of the KnoxBox was \$559.09 which Director Grim promptly ordered. She did review this order with President McManus and City Clerk Toni Schneider before purchasing. Website for review: <https://www.knoxbox.com/>
- Dress Code Policy – Lanyards have been made and staff are wearing daily.
- Bills/Book Orders – Director Grim is working on Bills and Book orders. Advised to put bills/orders on a spreadsheet so she can present and have approved at the Board Meetings.
- Inventory of Non-Book Items/ Large ticket items – Per Director Grim, photos and a spreadsheet have been started to inventory non-book/large ticket items.
- Hartz Lock – New locks have been placed with keys numbered, listed with Do Not Duplicate and distributed.
- Discuss Director Asst’s move to Children’s Librarian – Fine as of now per Grim.
- Discuss ILL Specialist’s move to Directors Assistant – Fine as of now per Grim.
- Nightly Tracking of Patrons – Grim shared that between July 8 – July 31, there were 1796 people through the doors of the library! Then from Aug 1-6 there have already been 234. Advised to keep track of numbers to share with the community regarding the need for the library expansion.

- Usage numbers for website activities – Per Library Clerk Avery, there is not a great way to keep track of “clicks” for the library website activities.
- Awe Computer – Director Grim called and received a quote to fix the Awe computer, but the quote was very high. After talking to the staff, they decided that they have other library items that they can utilize in place of purchasing a new Awe system. They decided they are not going to replace.
- Personnel Policy Update – The employees will follow the city handbook’s policy’s.
- Updated Time Clock Policy – Director Grim is going to utilize the fingerprint time clock they have presently.
- Personnel Folders – All employees have personal folders.
- Hot Spots Wi-Fi – *This is going to be tabled for now. Will revisit at next meeting.*
- Cricut subscription – *There is a need for the Cricut subscription, but they have not been able to get enough information to move forward on this yet. Tabled for now.*

NEW BUSINESS -

- Talked to Jim Sowle at the Fire Department – he would be happy to help organize a group/community CPR training. Trustee Hoerschelmann offered to provide the CPR training for the Library so they will work together to find a time for the training.
- Sent an email to Kurt Wagner in Bellevue regarding having a Story time with Anthony the Mouse. - No reply was sent. Director Grim stated that his schedule looked full, so she wanted to table this idea for now. Advised to send a reply that we will reach out again to schedule a visit. Trustee Hoerschelmann encouraged checking the schools schedules for over Thanksgiving and Christmas breaks as the schools are taking more days off this year.
- Pay \$150 bill for New Life Computers. Sent to City Clerk. Paid.
- President McManus will be out of town for November meeting. Advised board that we need at least 3 members to have a quorum. Will discuss with Vice President Foster that she will need to be present and lead the meeting.

Add to Agenda-

- Director Grim asked if we could look into replacing the parking lot again. Discussed with Grim that we did have the parking lot worked on not long ago but suggested that she present quotes/estimates at the next meeting. Email received from Andrew Kida regarding new parking lot shared here:

From: Daniel C. Solchenberger <dsolchenberger@shive-hattery.com>
Sent: Friday, August 9, 2024 9:54:14 AM
To: Andrew Kida (akida@camancheia.org) <akida@camancheia.org>
Subject: Library Parking Info

Hi Andrew,

Here is some information that is out there on Library and parking requirements.

It looks like the existing library footprint is around 6,775 SF, which based on this information would require 14 parking stalls with one ADA van accessible stall with an accessible pathway to the library. I have included some reference information for your use.

In my opinion, I would "limp" along with the existing parking area until the library buildings improvements are undertaken because in all likelihood the new building improvements will require more parking spaces. The new building improvements will likely require regrading of the parking area to accommodate new access points, or drainage patterns, not to mention construction traffic.

Please take a look at this information and let me know if you have any questions.

Thanks,

Dan

Daniel C. Solchenberger, P.E.
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- Director Grim shared that she received a quote from Per Mar security to take over servicing our security items. Discussed calling Lectronics first, since we are paying them for these services, and having them come in and service the items. Grim agreed.

LIASONS REPORT –

- Liaison Bowman brought up that the city is having a public meeting regarding having Quiet Zones installed at train crossings. He shared that this could cost the city approximately \$1M.

PUBLIC COMMENTS (3 MINUTE LIMIT)- No public present.

NEXT MEETING - The Next Board of Trustee's Meeting will be held September 4th, 2024, at 4:00PM

ADJOURNMENT – Board President McManus adjourned the meeting at 5:40PM.