

Approved November 13, 2007

The Regular Meeting of the Board of Trustees of the LeClaire Community Library was called to order at 7:10 p.m. on Tuesday, October 9, 2007 at the LeClaire Community Library. Present: Steve Morency, Doug Peterson, Marilyn Irwin, Becky Roller, Georganne Gabrielli, Kirstin Opel, Charlotte Schumacher, and Director, Wanda Gardner. Absent: None

CONSENT AGENDA

Items included in the consent agenda are as follows: Agenda for October 9, 2007, and minutes of the September 11 meeting. Steve reviewed June, July and August Financial Reports. Although confusing, it appears if we stay on budget, we will have approximately \$15,000 to pay toward the project debt of \$34,000. Steve will continue to review the financial reports and try to question changes made by the City to our budget and attempt to explain them at our board meetings. Even though we are not getting reports consistently, we need to sign whatever form of a financial report we receive and apply the president's and secretary's electronic signatures if the expenses appear accurate. Wanda will look into temporary alternatives to supplement the materials budget, since it was severely cut this year. Georganne made a motion to approve the consent agenda, Steve seconded. The motion passed.

LIBRARY DIRECTOR'S REPORT

See Report Attached

Minimum cleaning and maintenance is not being done. The board requested a log sheet for the cleaning crew to use as a record of the work completed. In addition, there needs to be a consistent effort to ensure the snow is cleared at the curbs on Wisconsin Street, the parking lot, sidewalk and stairways to maintain safe access to the library. The Board asked Wanda to create the log sheet and contact Trent at Public Works to discuss these issues.

Monthly Statistics: Monthly statistics were shared.

OLD BUSINESS:

PUBLIC RELATIONS: None

GOVERNANCE ISSUES: There was discussion regarding the board's self evaluation. Steve is going to meet regularly with council members to open communication between the city and our board. Steve will contact the director of the Davenport Library and request a copy of their board policies. Steve, Charlotte, and Wanda will assemble all of the current policies.

FRIENDS OF THE LIBRARY: Georganne updated the board on the progress of the Endowment Committee. Current donations total approximately \$5,000. We were all encouraged to contact anyone who might be willing to donate to the endowment. Board members were also encouraged to make a donation.

Marge Pentland has volunteered to maintain our landscaping. Becky will send Marge a note of appreciation for her continued service to the library.

NEW BUSINESS

None.

PUBLIC COMMENTS

None.

The next Board Meeting is a Regular Meeting scheduled for Tuesday, November 13, at 7:00 P.M. A motion for adjournment was made by Charlotte Schumacher and seconded by Marilyn Irwin. The meeting was adjourned at 9:12 p.m.

Respectfully submitted,



Becky Roller
Secretary

Director's report, September 2007

1. Provide access and instruction in the use of library services and resources, and provide programs for all ages. Story programs on Tuesday mornings have had steady attendance ranging from 10-24 for a total of 89 participants, and Wednesday mornings at Kiddie Karoussel have served from 17-33 children each week for a total of 71. Wednesday afternoon's cooperative "Great Times" has had no participants at Bridgeview in September or October, and over the past five weeks, we had no children three weeks, 9 one week, and 5 last week. Mel and I will assess after tomorrow afternoon, to see if we will continue beyond October. Bob Jones has returned to on-call status as a computer instructor for people using the library computers. Homework Help started this month and we've had a steady turn-out of 5 or 6 children for the three tutors working with the program.

2. Provide outreach targeted to connect with the youth, new community members, and non-traditional library users. Sixth grade students at Bridgeview School are anxious for teen movies to be held on early-out Wednesdays as they were last year. I'm holding off for cooler weather, and am planning on a November through March schedule. Children's nature activities are planned for this weekend to link with the Friends book sale.

3. Involve the community in Library development through suggestions, surveys, displays and volunteer opportunities. Bennett Cournoyer's collection of state Match Box vehicles is currently in the display case. Next month Ron Leiby will display his father's artifacts from WWII. Later this month Jeff Kerr will display nature John Emerson, the gentleman who provided the state quarter display, has donated three special Iowa coins: a proof, a silver-clad and a medallion to be used as a fundraiser. The Friends are discussing a silent auction of donated items to be held during the Christmas Walk book sale at the library. Joel Rutledge, a library user, set up a table and sold iris bulbs, green beans and cucumbers, off-and-on, outside the library for several days. He split the proceeds between the library and tornado victims, netting about \$124 for the Friends. Library volunteers enjoyed an evening cruise aboard the Riversong, courtesy of Steve and Kathi Morency and Captain John Vize.

4. Create alliances with cultural, historical, educational, civic and professional / business organizations. All of the Children's Choice and Iowa Teen Award books have been purchased for the collection, allowing young readers to read and rate their favorites. Mary Ritter and I are putting together a city candidate forum for Thursday, October 25 at 7:30. Invitations have been sent to the seven candidates seeking office. The Friends Endowment committee has been working and meeting steadily, making progress towards the \$10,000 needed by Dec. 31 for matching funds. Between \$4,500 and \$5,000 has been raised to date, though the Foundation has been slow at providing receipt statistics. Plans are firming up for a spring local history fundraising tour with the history and genealogy group. They would supply actors and costumes to tell LeClaire history, while library Friends would supply transportation to the various sites. As currently under discussion, funds would go to the Friends to benefit the library.

Administrative: In response to concerns about cleanliness and library maintenance, basic requirements to assure sanitary conditions in the library will include: On a daily basis, all four restrooms will have toilets, sinks, faucets, door handles and counter surfaces cleaned using an

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anti-bacterial wipe or cleaner. Stainless steel water fountains will be cleaned of lime residue and water spots every-other day. All restroom and work area hard-surface floors will be dusted or swept regularly--including corners--to remove debris, dust, and spider webs, and all will be damp mopped on a weekly basis. All wastebaskets and used paper towel receptacles will be emptied on a daily basis. All library carpeting and rugs will be vacuumed on a weekly basis, and entrance mats more frequently, if needed. Cigarette butts will be removed daily from receptacle outside the front door, and glass entrance doors and sidelights to the building will be cleaned on the inside and outside on a weekly basis. All windowsills will be dusted weekly, and tables and counters will be cleaned weekly with disinfectant cleaners or wipes. All window blinds will be dusted on a monthly basis and furnace filters replaced on a standard schedule to limit building dust.

The library staff will make efforts to remove clutter from areas to be cleaned, and will report any housekeeping, electrical or plumbing problems in a timely manner to avoid permanent damage to the building and equipment. When cumbersome items or landscaping clippings need to be discarded, the library will notify the Public Works Department so that these items may be removed from the library within three working days. The entire width of sidewalks along Wisconsin Street near the library, will have full snow removal during winter months, rather than a path with mounds left at the curb. This is necessary for safety, since parents carrying infants or escorting toddlers, families with strollers, and the elderly must navigate this sidewalk while carrying books or parcels.

Chris Cournoyer is continuing to update and make changes on the library's website, including photos and Endowment information. The public access computers have had some problems with firewalls being insecure and "My Space" and instant messaging programs taking over other programs. John Ladenburger has volunteered to help with our problems and is disabling and preventing future downloads. I will be attending the Iowa Library Conference in Coralville October 10-12. One of the sessions I'm attending deals with library computers and on-line games that attract children and teenagers. Because most of the library's behavior problems and computer shortage stems from youngsters playing on-line games that involve weapons and car chases, we are considering a type of filtering software often used in homes to restrict access to violent game sites.

Statistics for August: 336 new items added to the collection; 21 new LeClaire users registered; 2,415 items checked out. LeClaire received 410 holds from other libraries and sent out 384.