

**Eager Free Public Library
Board of Trustees Meeting
Meeting Minutes from January 29, 2019**

1. Call to Order

President Eloise Eager called the meeting to order at 5:30 p.m. Trustees present: Eager, Susan Kruser, Gwen Clendenning, Mandi Firgens, Vicki Lecy-Luebke
Also present: Library Director Megan Kloeckner
Absent: Sharon Cybart, Wally Shannon

2. Additions to Agenda

None

3. Approval of December Meeting Minutes

Kruser moved to approve the minutes of the December 27 meeting; Clendenning seconded the motion. Motion carried.

4. Public Comment

None

5. January Bills

Firgens moved to accept the bills as presented; Kruser seconded the motion. Roll call: Ayes—Eager, Firgens, Clendenning, Kruser, Lecy-Luebke. Motion carried.

6. Librarian's Report

Kloeckner shared three graphs with the Board: 1) EFPL Circulation; 2) Items Borrowed from SHARE Libraries; and 3) Items Lent to Other SHARE Libraries. The information represents circulation from the past three years, reflecting the period of time during the expansion and the 2018 participation in SHARE. Program attendance in December was 86; programs will be limited in February due to the closure of the library February 12-19 for furniture installation. Kloeckner also shared budget information for the twelve months of the 2018 year, but will need to meet with City to straighten out some inaccuracies.

7. Treasurer's Report

Clendenning shared the 2018 Annual Report, noting income and expenses.

8. ALS Board Report

Eager reported Emergency Accommodations were the topic of discussion. Kloeckner reported the library has basic First Aid kits, CPR masks, defibrillators on each floor, and a Spill Kit. NARCAN training will occur in April at the library, sponsored by the school district.

9. Old Business

a. Expansion

Estimates for cleaning the outside of the building are being sought.

Cleaning would have to occur in the spring.

Historian and former library director Ruth Montgomery has been working to organize the History Room. Kloeckner reported additional flat files are needed at a cost of \$5,000. Lecy-Luebke moved to take \$5,000 from the expansion fund to purchase the necessary files; Kruser seconded the motion. Roll call: Ayes—Eager, Clendenning, Firgens, Kruser, Lecy-Luebke. Motion carried.

Helen Smith display: a patron was concerned about the appropriateness of the language expressed on one of the pieces of Smith literature. It was hanging in public. The Board decided that particular piece would be stored in the History Room.

b. Unpaid Pledges

Three individuals have not yet come forward with pledged funds and the time is arriving to have names placed on a plaque. One more attempt will be made to reach these individuals.

c. Tier I Standards

This form of self-evaluation is being done. Kloeckner is checking out how we are meeting these standards; there are four levels (tiers).

10. New Business

a. History Room Policy

Guidelines for use were discussed. No changes to the policy were made at this time.

b. Circulation Policy

Kruser moved to accept the Circulation Policy, with amendments, as presented; Firgens seconded the motion. Motion carried.

11. Adjourn

Lecy-Luebke moved to adjourn the meeting; Clendenning seconded the motion.

Meeting adjourned at 6:15 p.m.

Next meeting: February 26, 2019

Minutes by: Trustee Lecy-Luebke

Note: Minutes of the Library Board of Trustees are not official until approved by the Library Board of Trustees at a meeting called and noticed for that purpose.