The Library Board of Trustees meeting was called to order by President, Wes Graham on Tuesday, January 15, 2019, at 4:15 PM at the Central Library. Board members present were Jennifer Fiihr, Isobel Osius, and Bob Mahaffey. Jule Thorsen reported she would be absent. Staff present included Director Sue Woody, Linda Roe, Tim Paluch, Sarah Scholten, Brooke Santillan, Jen Tormey, Nikki Hayter, Carolyn Greufe, Jon Hobbs, Brenda Hall, Ashley Molzen, Sarah Lane, and Bekki Kirkland.

Introductions were made.

MINUTES

Board members reviewed the minutes of the December Board meeting. Mahaffey moved to approve the minutes of the December 18, 2018 meeting. Osius seconded the motion. All voted in favor.

UNFINISHED BUSINESS

Forest Avenue Library Plaza – Minturn Inc. Partial Payment No.1 Minturn Inc. has asked for a partial payment of $89,051.31. A retainage amount of $3,717.34 will be the remaining balance due after final improvements are completed. This partial payment has been approved by the City. Fiihr moved to approve the partial payment. Osius seconded the motion. All voted in favor.

Forest Avenue Library Plaza – Minturn Inc. Change Order No. 1 Minturn, Inc. requested to change the contract from seeding to laying down sod. This is a $3,676.00 addition to the contract. Minturn, Inc. also issued a credit for a late start date and later end date for the project. This is a credit for 15 days in the amount of $4,500.00. Overall change order is a credit for $824.00. Mahaffey moved to approve Change Order #1. Osius seconded the motion. All voted in favor.

NEW BUSINESS

Board Education – State Accreditation / ADA Compliance
Linda Roe presented the ADA Checklist, which is a part of the State Accreditation that we are required to meet every three years. This is an “awareness” checklist only, we utilize it to maintain our state accreditation. There are four criteria’s we must meet:

- Clear Approach of Entrance.
- Access to goods and services.
- Bathrooms
- Access to other areas (e.g. drinking fountains).

We just need to inspect one location and meet one criteria. Forest was selected for inspection of access to good and services. Linda confirmed with the State Library that we do not have to fix something that falls short immediately, we are to use this as an awareness tool, and plan for repairs if warranted.
Circulation Policy – Another portion of the State Accreditation is reviewing the circulation policy. The last review was done in 2015. The following changes were suggested:

- Confidentiality of Registration and Circulation Records was removed and is now a separate policy.
- Windsor Heights is no longer contracting with Des Moines Public Library. Their citizens are now considered Open Access as opposed to Patrons in Horizon.
- Safe at Home cards are now considered acceptable proof of address.
- The first overdue notice will go out at five days rather than at ten days.
- Fines and debt collection are no longer applicable to a patron’s credit report.
- If a patron does not have proof of address, at the time of application, the library card will be considered a temporary card until proof of address is presented.

Osius moved to approve the suggested changes. Fihr seconded the motion. All voted in favor. The board asked that the policy be sent out for their review before the next board meeting.

FINANCIAL REPORT

Woody reviewed the Foundation gifts for the month and asked the Board members to approve the Foundation gifts in the total amount of $22,660.78. Mahaffey moved, with gratitude, to approve the Foundation gifts. Fihr seconded the motion. All voted in favor.

Board members reviewed the Check Register and Financial Report. Woody reported on a new comparison graph looking at salaries for the Operating Budget. Woody informed the Board that 70% of the total budget goes to salaries and benefits. After researching, Woody found Des Moines Public Library is slightly lower than other similar sized libraries in Iowa, which run at about 71%. Osius moved to receive and file the financial reports as presented. Mahaffey seconded the motion. All voted in favor.

DIRECTOR’S REPORT

Woody informed the board of new statistics being reported. Social Media has its own section on statistics and is broken down by Facebook, Twitter, and Instagram. New Cards Issued is now being reported by branch. This will be beneficial when comparing our New Library Card campaign against current statistics. The City and Parks and Recreation departments have asked for copies of our Street Card to hand out. Woody reported that the upcoming AViD author Madeline Miller’s book “Circe” was announced by Publishers Weekly’s the book of the year, by the Book of the Month Club. Woody noted that 2020 will be the 20th Anniversary of AViD and we are gearing up to bring in high caliber authors. Various other libraries in the state have asked for more information on the Simple Steps program to use as a program guideline. Woody is happy to comply.

Woody invited the board members to check out the new Wellness room.

FOUNDATION REPORT

Briles was not present. Woody pointed out a key point of Briles report. The annual meeting and board retreat will be held Saturday, January 26, 2019 at Substance Architecture from 9:00 AM to 12:00 PM. The 2019 request for funding will be approved at that time.
ADJOURNMENT

The meeting was adjourned by declaration at 4:50 PM.

The next regular Board meeting will be held at 4:15 PM, February 19, 2019 at the Central Library.