

HORTON PUBLIC LIBRARY

Special Meeting Minutes
02/25/2020

Present: Tammy Shoemaker, Sherry Wellman, Leo McClaskey, Cathy Gordon, Nancy Martin, Lynn Allen & Interim Director Jessica Ray Buhrman. Missing: Barbara McClain.

Call to Order: Tammy Shoemaker called the meeting to order at 5:17pm. Due to not having a quorum on Feb 19th this is a special meeting. The Board reviewed Accreditation requirements and did not do the meeting in the normal order due to the necessity of the Accreditation matters and the approaching deadline. These matters are addressed first. All other reports will be available for members to review. The remaining old & new business is addressed at latter end of the meeting.

Agenda: Due to this being a special meeting the agenda was not used.

Minutes: The minutes of the 01/15/20 meeting are present & available to be reviewed if members so wish. There is no vote to accept as they are not being officially reviewed at this meeting.

Director's Report: The Director's report for January is provided and available to review.

Treasurer's Report: Monthly & yearly budget, payroll, and profit & loss documents are presented and available for review.

Budget Review: Budget was presented. The document is available for review.

Correspondence: None

Old Business: Discuss tabled items; QuickBooks- there is no reasonable costing plan that would provide any additional applications, tabled indefinitely. Board discussed the electrical issues, the city meeting was attended and the city will not assist in the electrical issues. We had an out of regular meeting vote via-email to search for local electricians to complete the work, since we received no resolutions from the City. We have received one bid from IAO electric in Hiawatha. The bid just states parts and labor. I have asked Carl Gaskell to please itemize the bid including time necessity of each included project. Corey Baker was mentioned as a possible person to contact to check on our electrical situations, he was spoken with him once over the phone & set a time to arrive. He did not arrive when he stated he would and he has not returned the 3 calls with messages made to him since. Other




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electricians were suggested and the board members suggesting them were asked to give the director the contact information after the meeting or at a future time.


New Business: Accreditation: The documents and requirements for accreditation were reviewed. The board then discussed Policy changes & additions; updating the Strategic Plan; as well as Waivers all within the needed requirements for the accreditation to be continued.

- Policy E-8 Holidays, Civil Duty, Funeral and other Leave; Director put forth changes to update policy to current standards and wording & with corrected grammatical errors. These changes were discussed & reviewed by the board. Sherry Wellman made the motion to accept the Policy E-8 with the presented revisions, Leo McClaskey 2nd – motion carries unanimously.
 - Policy E-10 Personnel Records; Director put forth changes – adding a statement of appointment of the Director as the Freedom of Information Officer for KORA. This change was discussed & reviewed by the board. Cathy Gordon made the motion to accept Policy E-10 with the revision of the addition of the statement, Sherry 2nd – motion carries unanimously.
 - Policy O-1 Library Lending; Director put forth changes to remove all mentions of VHS materials requirements as we no longer offer them, the addition of the use of italics on statements of the policy where it refers to fee / fine amounts & return restrictions. These changes were discussed & reviewed by the board. Sherry made the motion to accept Policy O-1 with the presented changes, Leo 2nd – motion carries unanimously.
 - Policy O-2 Library Services; Director put forth changes to correct grammatical errors, adding the use of italics on statements of the policy where it refers to fee / fine amounts and list those amounts, current changes to those amounts as well as their effective dates and policy statements of increased importance, adding new policy descriptions, provided material fee amounts, a statement of non-liability for unsecured information and acceptance of terms for usage for new provided services additions of Laminator and Cricut to the policy. These revisions & additions were discussed & reviewed by the board, suggestions on further changes to suggested fee amounts were made and discussed. Lynn Allen made the motion to accept Policy O-2 with the revisions & additions presented and with the further revisions discussed, Sherry 2nd- motion carries unanimously.
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- Policy O-8 Meeting Room Policy; Director put forth that this policy was never officially adopted or attested as there was no signature or dating of approval on the document in the policy book. The only changes to the current unattested document are the addition of italics when referencing to fees, acceptance of agreements and other statements increased importance. These changes were discussed & reviewed by the board. Lynn motioned to adopt Policy O-8 with the revisions presented, 2nd by Leo – motion carries unanimously.
 - Policy O-12 Emergency Preparedness & Response Plan (EPRP); Director put forth a new policy to be adopted to cover all conceived emergencies that may occur within the Library. This policy includes sections that incorporate plans for Evacuation, Severe Weather/Tornado Sheltering/ Outside Airborne Hazard, Lockdown, Medical Emergency, Foreseeable Hazard or Threat-specific events, Geological Hazards, Policy Statements, Property Conservation & Mitigation, Business Information, Emergency Services & Contractors. This policy was discussed & reviewed in full by the board. Suggestions were made on contacting additional resources for review, & future possible improvements to the policy. Sherry motioned to adopt Policy O-12 as presented, 2nd by Nancy Martin – motion carries unanimously.
 - Strategic Plan; Director presented an updated & revised version of the Strategic Plan as the term was expiring on the current plan.
 - Standard #7 previous accreditation requirement waiver addressing Surplus Materials, Emergency Preparedness & Disaster Recovery and KORA Officer Appointment; These were addressed by the following Policies and their adoption or revision: O-11 Disposal of Surplus Material & Equipment 03/2019, O-12 EPRP 02/2020, E-10 Personnel Records 02/2020. We are now compliant with all requirements of this standard.
 - Standard #16 previous accreditation requirement waiver addressing that a minimum of 65% of annual budget to be used for personnel compensation. Our yearly budget is \$79, 973 of that 65% is \$51,982. Payroll budgeted for 2020 is \$43,119 plus budgeted payroll expenses is \$11,443 totaling \$54,562 – which is over the requirement. We are now budgeted as compliant with this standard.
 - Standard #26 previous accreditation requirement waiver addressing that a minimum 12% of total operation expenditures from all income sources excluding capital fund expenditure are to be used for material & electronic resources. \$70,638 is the total 2020 budget for all expenses minus capital expenditures & collection development. 12% is \$8,476, which is our actual 2020 budget amount for collection development. We are now budgeted as compliant with this requirement.
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- Standard #35 previous accreditation requirement waiver addressing that we retain an up to date static or dynamic website and a social media site that is actively maintained and that contains current information about library services & programs. Our website is being actively updated with information relevant to programs & actives and will soon have links to board minutes & Facebook page. Director is seeking assistance with the technical details for those tasks. Facebook is our social media page, which is updated frequently. We also are looking into other applications. We are now compliant with all requirements of this standard.
- Standard #42 previous accreditation requirement waiver addressing that the Library Director has completed the system-approved Applied Public Library Education (APPLE) program after appointment. This is not applicable as the current “director” is in Interim status and was not hired into this position until 11-24-2019. Although the “director” has been accepted into this year’s APPLE program that begins in April 2020 and expects to complete it within the next year. As we are technically currently non-compliant a waiver was resubmitted this year for this standard.

Checks and invoices presented to board for current expenses, some were presented last week as well. All were reviewed & signed by Tammy, Sherry and or Leo. Account authorizations for GN Bank & Union State Bank were discussed, updated, reviewed & signed by the board members present. Board discussed making a policy or adding to an existing policy descriptions for staff dictated Library closure due to inclement weather, hazards, and other unforeseen events. Cover One book repair system was discussed. Information about the system was shared. Director showed two books that were repaired using the system. Discussion was held on where the funds would come from for the system. Leo McClaskey made a motion that we purchase the Cover One book repair system #620 through the NEKLS group order and that the funds for the purchase be utilized from the unrestricted donation from last year’s Library Giving Day, 2nd by Sherry Wellman – motion carries unanimously. The Libraries E-Rate bids are in. The board reviewed two bids, both from Rainbow. We currently have 50 x 10MB Fiber internet connection. The bids are for 100x10 & 250x10 both of which are greater speeds and include in the bid our static IP address. Board discussed these bids, their prices, and their contract terms. Cathy Gordon made a motion that we accept bid #1 and its three-year term as it doubles our speed and is cheaper than our current e-rate payment portion, 2nd by Sherry – motion carries unanimously.

Adjourn: Motion was made by Sherry Wellman, seconded by Nancy Martin to adjourn. Motion carried.
Adjournment at 6:35pm