

City of West Liberty Public Library Board of Trustees  
Minutes from September 21, 2011  
Recorded by Sharon "Carly" Duytschaver

The meeting was called to order at 7:00 PM. In attendance were: Conrad Gregg, Melissa Ward, Carly Duytschaver, Manuel Rodriquez, Connie Hamilton and Richard Heath. Library Director Janette McMahon was also in attendance. No visitors were present

The agenda was approved (Duytschaver/Heath)

The Minutes from the last meeting were approved. (Ward/Rodriquez)

The Financial Report showed a lot of expenses including: Kirkwood tuition for Janette's class was paid, book purchases at Borders since they went out of business, a higher electrical bill due to rate increases, a new vacuum cleaner, computer supplies and a special program presentation about vampires and storm chaser. Additional bills were received from Mr. Prater. No payments will be made until he talks to the board, city clerk and library director. (Received and file, Hamilton/Heath)

The Director's report listed the library as being BUSY!

- There were 825 hits on the web site.
- All seniors have received Tutor.com information. Jaimie, a staff employee gave information on Tutor.com in Spanish to The Puentes (Bridges) group of Spanish speaking people. Freshmen, Sophomores, and Juniors will have presentations soon.
- A Graphic Novel Club is beginning to meet.
- The Children's Department had a Ducktape workshop.
- There will be a lock in on September featuring Diary of a Wimpy Kid.
- Richard Heath will participate in the Game Show at the Children's Festival to represent the board.
- Janette will be in Spain for the Book Fair from October 2-5. Her purchases will focus on upper level and adult books.
- There is a paranormal Ghost Hunger booked in January.
- Nichols City Council has not returned their contract as of date.
- Janette was appointed to a State advisory board for teen and young adults.

The report was received and filed. (Ward/Rodriquez)

Old Business No lawn care will be completed until the building repairs are completed in 2012-2013 as the big equipment on the lawn and sidewalk may cause some damage. Decision approved (Ward/Hamilton)

New Business

Janette mentioned some of the items which she had discussed with Shrive-Hattery. More will be presented at the next meeting. The library should only need to be closed for two days when the repairs on the stone caps are made. Otherwise, the library will work around the repairs

Special items she would like the board to consider include: Taking bookshelves off the wall in repaired areas so books more accessible to patrons. (Hamilton/Rodriquez)

The carpet may need to be replaced in parts of the library due to mold. Tiled carpeting will be considered so that the carpet can be replaced upstairs and downstairs as needed. Tile or something other than carpet may be installed in staff area due to wear. Bids will have to be submitted due to the cost of this project. Money from donations should cover the expenses for the flooring.

Only two parking places in the lot will be closed during construction. No spaces in front of the library will be taken.

Approval for initial building design is needed. The City Council will need to approve the expenditure at a future meeting. (Duytschaver/Hamilton)

Item B Library Board Bylaws The Library Board is short one member at this time. Melissa Ward's term is up in January. Please send Janette names of suggested members. The Bylaws were approved with one typo correction. (Ward/Heath)

Item C E-Reader Policy A policy to begin using the three e-reader for check out was submitted. It is a standard policy used in many other libraries. (Ward/Hamilton)

Item D PLA Conference There is \$3000 in the professional use fund that can be used for conferences. Janette and Deb Lowman wish to attend the PLA Conference in Philadelphia. The fees are half price for the conference. They plan to travel by car to save expenses for the library.

Sara Brugman will attend the Kids First Conference, but it only occurs every other year. (Heath/Rodriquez)

The meeting was adjourned at 8:15. (Ward/Hamilton)