

The regular monthly meeting of the Clear Lake Public Library Board of Trustees was held at the library on April 13, 2010 at 5:15 p.m. The meeting was called to order by Mike Mahaffey, Vice-President. The following members were present: Mike Mahaffey, Mary Alexander, Ann Bagby, Betsy Cherry and Diane Glynn. Library director Jean Casey was also in attendance.

A motion was made by Glynn and seconded by Cherry to approve the minutes of the March meeting. Motion carried unanimously.

A motion was made by Alexander and seconded by Glynn to approve all expense items for the period March – April. Motion carried unanimously.

#### Librarian's Report

1. Circulation for March increased by 300 items over the same month of the previous year. Casey expressed concern that the road work on North 4<sup>th</sup> Street might negatively affect circulation during April and May. The street will be surfaced with gravel as soon as weather allows. The road work is projected to be completed in June.
2. Casey shared the spring edition of the Friends of the Library Newsletter with the board. She encouraged board members to attend the Friends' annual meeting on May 6<sup>th</sup>.

#### Old Business

1. Casey reported on state legislation impacting libraries. State government reorganization reduced the budget for the Library Service Areas by \$300,000 and consolidated the East Central and Southeast Library Service Areas. The North Central Library Service Area's budget was cut by approximately 14%. The Iowa Legislature mandated that "the Library Service Areas and State Library shall work collaboratively to conduct a study of ways to streamline state-funded operations and services." A study committee with members representing the Library Service Areas, State Library, Iowa Library Association and public libraries in communities of varying populations will develop recommendations concerning this and submit a report to the General Assembly by November 1.
2. Casey provided an update on the BEACON project. Several area public libraries including Fort Dodge, Webster City, Iowa Falls and Garner will go live with the project the third week in April. The Clear Lake Public Library is scheduled to join the project in the fall. North Central Library Service Area administrator Barb Shultz continues to coordinate this project.

#### New Business

1. Casey presented the 2010-11 library staff salary schedule for approval. All employees will receive a 3.4% annual wage increase on July 1. A motion was made by Glynn and seconded by Alexander to adopt the library salary schedule as presented. Motion carried unanimously.
2. Casey presented a proposed Study Room Policy. The library staff has concerns about potential commercial activities taking place in the study rooms. The library's meeting room policy prohibits direct sale of services or products in the meeting rooms. Casey recommended that a similar policy be developed for the study rooms. There was

discussion of the use of study rooms by paid tutors. The consensus of the board was that use of the study rooms by tutors was appropriate because support of formal education is a part of the library's stated mission. It was moved by Alexander and seconded by Cherry that the proposed Study Room Policy be adopted with the following changes to Section 2: (Changes are in italics and deletions are bracketed.)

2. The study rooms are not available for the purpose of selling merchandise or services, *with the exception of academic tutoring*, soliciting for later sales or social events. [No fee shall be charged for any activity taking place in the study rooms.]

Motion carried unanimously.

The board viewed the first section of "Trustee Trouble" public library trustee training program developed by the State Library. The program reviewed basic responsibilities of public library trustees.

There being no further business, it was moved by Glynn and seconded by Cherry that the meeting adjourn at 6 p.m. Motion carried unanimously.

Next meeting will be May 11 at 5:15 p.m.

Ann Bagby  
Secretary

**Clear Lake Public Library Bill Summary      March/April 2010**

Alliant Energy	1,506.58
Baker & Taylor	2,820.56
Martha Boyes	54.16
City of CL	21.64
CL Telephone	174.73
Demco	109.82
Liz DenHartog	14.00
Fiala Office Products	25.00
Fareway	35.96
Globe Gazette	204.00
Hobby Lobby	9.13
Iowa Workforce Development	325.00
Johnson Sanitary	89.82
Lake Plumbing	66.00
Larson Mercantile	24.52
Larson Plumbing	478.72
Larson Printing	47.75
Marshall & Swift	77.79
Midwest Tape	487.62

New York Times	335.40
Office Elements	460.01
Otis Elevator	892.80
Petty Cash	287.90
Quality Pest Control	32.10
Target	266.32
TQ Technologies	200.00
Subtotal	9,047.33
Salaries	15,319.29
TOTAL	24,366.62