



Dubuque County  
**Library District**

The Dubuque County Library District Board of Trustees met at 5:30 pm on Tuesday, February 17, at the Epworth Branch, 110 Bierman Road, Epworth, IA 52045.

The meeting was called to order by President Kristen Smith at 5:28 p.m.

President Smith called roll. Present: Susan Henricks, Julita Schneider, Nellie Burk, Teresa Reuter, Jane Boge, Shawn Coenen, and Van Waggoner  
Jane Boge and Sue Ross joined via Zoom.

Also present: Laura Sauser, Library Director; Lauren Offerman, Library Clerk

**Approval of Agenda:**

Sauser provided one addition to the agenda; Under New Business, she would like to discuss an annual increase for Circulation Manager, Ryan Bankson. Schneider made a motion to approve the agenda with this addition, seconded by Ross. All ayes, motion carried.

**Correspondence:** None

**Public Comment:** Linda Kleiner, 3636 Crescent Ridge, Dubuque, Iowa, and Jane Schmitt, Wood Street, Dubuque, Iowa spoke about age restrictions for books in the library.

**Minutes**

The minutes from the January 20 board meeting were provided for approval. No amendments were proposed. Smith approved the unit by general consent.

**Financial Reports**

Accounts Payable-

Following an unexpected \$3,000.00 repair for the library van, 90% of the vehicle maintenance budget has been spent. The DCLD received another invoice from NICC for staff reimbursement. The Marketing and Publicity line includes the cost of the new Holy Cross signage with the current logo.

Smith requested a motion to approve the Accounts Payable Report. A motion was made by Schneider and seconded by Coenen. All ayes, motion carried.

Account Balance -

Health insurance is under budget; historically, this line is budgeted high due to the unpredictable nature of insurance costs. A 10% increase in health insurance costs was included in the FY27 budget. Mileage has gone over budget and Vehicle Maintenance is at 90% as mentioned in the Accounts Payable report. The Library Materials line will continue to be spent as the fiscal year progresses. Sauser noted the current momentum of the Farley Library and Community Center project and the potential for buying materials for that branch yet this fiscal year.

Smith requested a motion to approve the Accounts Balance Report. The motion was made by Coenen and seconded by Henricks. All ayes, motion carried.

### **Director's Report:**

Sauser attended the ILA Capital Day on February 3<sup>rd</sup> in Des Moines. She shared a report generated by the Iowa Library Association that noted bills that could impact libraries. The first legislative funnel date is February 20.

Interviews for the Children's Programming Specialist position are underway.

Sauser was notified by a law firm in the Des Moines area that DCLD branches will receive donations from the Norma Jean Warner Estate. The estate bequests around \$950.00 dollars each to public libraries in towns of less than 7,000 residents.

Sauser shared a strategic plan update document for the end of 2025. In the interest of time, this information will be discussed at the March board meeting.

### **Report of Committees:**

Boge announced the city of Farley's application to the state of Iowa's Community Attraction and Tourism (CAT) grant program has been submitted and is under review. The recipients will be announced on February 20. Cobra Lanes will be hosting a fundraising event and will include the Farley Library and Community Center in the list of nonprofits who will benefit from the proceeds.

Sauser presented a draft branch agreement with the city of Farley for the new location to highlight key points such as scheduling for the community center space and WiFi access throughout the building.

### **New Business:**

Board members were provided with the Circulation Policy for review. The update includes language on the right to involve law enforcement for long lost/long overdue materials. In addition to this change, proposed language was added that would require new patrons to wait 24 hours before being eligible to check out a Wi-Fi hotspot. Smith requested a motion to approve

the Circulation Policy. The motion was made by Schneider and seconded by Waggoner. All ayes, motion carried.

Sauser updated the links in the Collection Development Policy appendix to remain current with updates to the interpretations of the Library Bill of Rights put in place by the American Library Association. Smith requested a motion to approve the updated Collection Development Policy. The motion was made by Schneider and seconded by Coenen. All ayes, motion carried.

The NICC-Peosta 28E Agreement was provided to board members as well as the NICC Lease agreement and Reimbursement agreement. Burk made a motion to approve the renewal of the NICC agreements, seconded by Schnieder. All ayes, motion carried.

Circulation Manager Ryan Bankson is approaching the one-year anniversary of his managerial position. Sauser would like to provide him with a 3.5% pay increase. Schnieder made a motion to approve the increase, seconded by Henricks. All ayes, motion carried.

**Discussion:**

The meeting adjourned at 6:23 p.m.

Minutes submitted by Lauren Offerman.