



Dubuque County
Library District

The Dubuque County Library District Board of Trustees met at 5:30 pm on Tuesday, March 17, at the Asbury Branch, 5290 Grand Meadow Drive, Asbury, IA 52002.

The meeting was called to order by President Kristen Smith at 5:30 p.m.

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

Excused: Jane Boge

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 setting up committees to review two books as part of the reconsideration process. Schneider made a motion to approve the agenda with this addition, seconded by Burk. All ayes, motion carried.

Correspondence: None

Public Comment: None

Minutes

The minutes from the February 17 board meeting were provided for approval. Smith requested a motion to approve the minutes of the February 17 meeting. Moved to accept by Schneider, second by Waggoner. All ayes, motion carried.

The minutes from the March 9 board meeting were provided for approval. Smith requested a motion to approve the minutes of the March 9 meeting. Moved to accept by Schneider, second by Coenen. All ayes, motion carried.

Financial Reports

Accounts Payable –

The selectors are working to spend the library materials budget by the end of the fiscal year. In the office supply line, shelf dividers were purchased to improve accessibility at Epworth

The annual payment for the Farley PO Box was \$126.00. Ross believes there is a way to exempt the library from PO Box payments; Sauser will look into this suggestion.

Smith requested a motion to approve the Accounts Payable Report. A motion was made by Ross and seconded by Henricks; all ayes, motion carried.

Account Balance -

Sauser is working on projections for year-end expenses in each budget line. She plans to meet with the Finance Committee to discuss budget projections for the remainder of the fiscal year.

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

Director's Reports:

The Epworth Clerk job posting received over 50 applicants before closure. Interviews are scheduled.

A candidate has accepted an offer for the Children's Programming Specialist position, pending the successful completion of a background check.

FEH Design has provided a quote for consultation services on updating the Epworth branch. Sauser has questions about the quote, so will present more details later. Sauser will continue to work with Ross and the Epworth city leaders on project plans.

There was discussion about proposed bills in the Iowa Legislature affecting libraries. Sauser explained the content of the bills and discussed the next deadline in the legislative process, the second funnel deadline of March 20.

Report of Committees: Farley Committee- Sauser filled in for Boge and confirmed that the Farley Library and Community Center project will be sent out to bid within the next few weeks.

Unfinished Business:

At the request of the board, Sauser will share the memo created for the March 16 Dubuque County Board of Supervisors work session with members of the Library Agency and other partners. Sauser will also discuss circulation policies with area library directors.

The Circulation Policy was presented with updates from the March 9 meeting. There was discussion about the new requirement to provide a government-issued photo ID to apply for a library card, changing the age a parent/guardian signature is no longer required on a library card from 13 to 14, and how parents are informed as part of the DCLD partnership with Dubuque schools for school library cards. There was also discussion about how family cards and linked cards would work with blended families who may live at different addresses. Sauser will do further research, determine how many cardholders we have in the 13 to 14-year-old age range, talk to her contact at the Dubuque schools about their process, and compare circulation policies

with area library directors. Smith requested a motion to approve the Circulation Policy with modifications. A motion was made by Schneider and seconded by Coenen. All ayes, motion carried.

New Business:

The board discussed the proposed new Public Participation in Library Board Meetings policy draft. Trustees requested further clarification on what constitutes public comments during an open meeting and whether they can include secondary sources, such as recordings. Sauser will do more research to answer this question. Smith asked to table the Public Participation Policy review. A motion was made by Schneider and seconded by Waggoner; all ayes, motion carried.

Sauser shared the Statement of Concerns Policy and the proposed addition of clarifying language that would restrict open-access patrons from submitting a request for reconsideration. Smith requested a motion to approve the updated Statement of Concerns Policy. The motion was made by Schneider and seconded by Waggoner. All ayes, motion carried.

Sauser shared the Emergencies Policy and the proposed addition of clarifying language requiring staff to contact their immediate supervisor if an emergency; either the circulation manager or director based on availability. There was discussion about the severe weather sections of the policy and criteria for taking shelter. Sauser agreed to conduct further research to align the DCLD Emergency Policy with guidance from the National Weather Service. Smith asked for a motion to table the Emergency Policy review. A motion was made by Rueter and seconded by Schneider; all ayes, motion carried.

There was discussion about forming two ad hoc committees to review two books for reconsideration. Henricks, Burk, Coenen, and Schneider volunteered to serve, along with the library director and one of the selectors on staff. These committees will share their recommendations to the Trustees at the April board meeting.

The meeting adjourned at 6:10 p.m.

Minutes submitted by Lauren Offerman.