

**BRADFORD MEMORIAL LIBRARY**  
Library Board Meeting Minutes of September 19th, 2016

Board Members Present: Mrs. Nancy Wagner, Mrs. Judy Cole, Mrs. Angie Deaver, Mr. Richard King, and Mrs. Susan Holthaus

Others Present: Mrs. Marlene Rethman, Ms. Jolene Erpelding, Mrs. Suzie Locke, Ms. Tabitha Sharp, Mr. Herb Llewellyn, and Mrs. Kristi Jacobs.

**I – CALL TO ORDER**

Mrs. Wagner called the meeting to order.

**II – Pay Grade Discussion – Suzie Locke (City HR Director)**

Mrs. Locke told the board that every three to five years the city does a salary survey to compare positions and pay scales to other like jobs in the area and to audit the city as an organization on how different positions may have changed and to evaluate whether those in similar positions are being paid the same. The different staff positions are categorized into different grades and within these grades there is a minimum and a maximum assigned to a pay scale.

Right now the director position is grade 64 and librarian positions are grade 16. The salary survey will be effective 1/1/18 and in that Mrs. Locke would like to suggest a change for the library board to consider. She suggests moving Mrs. Jacobs to a 76 pay grade. This is an exempt level and would be consistent with other directors, superintendents, and department heads in the city organization. The other change would be from pay grade 16 which is a maintenance worker level, to 19 which is more of a clerk/cashier level. Right now these changes would not impact pay but only the pay grade level.

Another change coming up will be to the Fair Labor Standards Act. Starting 12/1/16 all exempt staff have to meet a new salary threshold. The change will be from a salary of \$23,660 to \$47,476. This is a mandatory change but should only affect the library if the board would need to hire a new director in the future.

When talking about the library employees that are at pay grade 16, this is referring more full-time librarian positions. All part-time employees within the city organization, including the part-time library staff, are set at pay grade 10 which covers wages from \$7.25 per hour to \$35 per hour.

This comes down to the library standardizing with the city. The city commissioners approve the salary schedule every December whether there are any changes or not.

**III – Library Insurance – Jolene Erpelding (ICI Insurance) and Tabitha Sharp (City Clerk)**

Ms. Erpelding is giving the board a summary of the library's insurance coverage as it is now. The library is part of the city's blanket schedule. There is a limit for the total blanket and the library location is scheduled at \$3,159,000 for the library building, \$1,500,000 for the contents, and \$27,563 for the playground equipment which is not part of the library's property. These are the basic limits. The library is subject to the same deductibles as the city which is \$10,000 per occurrence for a loss that is caused by something other than a wind storm or hail which have higher deductibles of \$50,000 per occurrence. If there are damages caused by wind storm or hail over multiple city buildings the library will share that one deductible amount with the city and this would be decided on by the library and the city. But if there is a single occurrence just on the library grounds the library will have the \$10,000 single deductible. There is some blanket electronic data processing coverage with the city also. That deductible is \$1,000. There is some fine arts coverage that is common throughout the entire schedule. If there is an extensive schedule of items then the suggestion would be to put together a schedule with some limits and look into adding it to the policy. There is some earthquake coverage that is common to the entire city schedule. It is a lower sublimit of \$5,000,000 with a \$100,000 deductible. Again, if there are multiple city buildings affected that total would be shared between those. There is some equipment breakdown coverage and sewer backup coverage that are common to the policy. There is some valuable papers and records coverage with a limit of \$500,000 and usually that is used to cover items that need to be recreated such as blueprint drawings. Library books would be considered contents. It is a replacement cost policy designed to put the recipient back into the position they were in before the loss. Items considered irreplaceable however would need to be covered differently. The liability for the library is part of the

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city's liability. The board has public official liability which is liability coverage for decisions that are made. There is workers compensation coverage which would be filed through the city.

Ms. Sharp said that each department pays a percentage of liability based partly on its budget and number of staff. There is a formula she goes by each year. For all of the insurance coverage the library pays \$1,250 per quarter. The city pays approximately \$2,200 per year for the \$500,000 worth of electronic equipment that they have. The library has approximately \$45,000 worth of electronic equipment. She is estimating then that the library's coverage for that would be \$150 per year. Ms. Erpelding figured the worker's compensation total for a year also and she said it was a very minimal amount. Mrs. Jacobs said the last budgeted amount for worker's comp. for a year was \$600. The \$45,000 amount for electronic equipment is in addition to the premises coverage after Mrs. Jacobs and Mr. Ken Huffman provided a list of electronic equipment that is being used at the library to Ms. Sharp. Ms. Erpelding said she can look into the cyber coverage for the library in the event of a cyber attack on the electronic media. Mrs. Jacobs said there is a firewall in place and that the staff computer system is kept separate from the public computer system.

The library is not covered under the city's flood insurance. Damages due to a sewer back-up issue would be covered under the city's blanket schedule but it may be possible to increase this coverage separately for the library if the board would want to.

Mrs. Jacobs said she feels the \$45,000 coverage amount for the electronic equipment is not high enough. Ms. Sharp did say that hers and Mr. Huffman's estimate was a quick estimate and the three of them could go over it all in more detail. Mrs. Jacobs said she felt that even just \$10,000 more would be safer. The suggestion was made to do as the city does and the next time computers are purchased do so from a source that will replace them after a certain amount of time like three years. She said that would mean losing the support and grant availability that the contract with SCKLS covers. There are surge protectors hooked up to all of the equipment and anti-virus protection on it all.

It is best to have a list of all covered assets to give to the insurance adjustor but recording a video of everything would be okay too. Mrs. Jacobs said the library's computer system is based in a server located in California so the cataloged items are backed up there so a list should be easy enough to get. And the architects should have a list of all of the new furniture that was purchased after the remodel.

**IV – CONSENT AGENDA (August minutes, August bills, and financial statement)**

The motion was made by Mrs. Cole to approve the August minutes, bills, and financial statement. This was seconded by Mrs. Deaver and passed unanimously.

**V – COMMITTEE REPORTS**

*Friends of the Library:*

The last Friends meeting was October 12<sup>th</sup>. They confirmed the dates and times for the book/bake sale as Thursday the 29<sup>th</sup> from 5:00 to 8:00, Friday the 30<sup>th</sup> from 9:00 to 5:00, and Saturday October 1<sup>st</sup> from 9:00 to 2:00. They decided to increase the price of a bag of books from \$5.00 to \$7.00 and the price of a book from \$.25 to \$.50.

The next Sloppy Joe Dinner is scheduled for Friday, October 28<sup>th</sup> and tickets are available for purchase for that. This year some of the pies and other baked goods will be for sale with a price tag on them for those that cannot stay for the dessert auction at the end.

One of the FOL members, Arletta, will be auctioning off her time and skills to prepare a dinner for a group of eighteen people. The plans for flower arrangements from Prairie Blossom's did not work out. The idea to have other authors attend the Sloppy Joe Dinner will be put off to another time.

The staff will be handing out book marks with the book sale information on them, there are flyers going up, it is listed on the library's web page, and it has been added to what is printed on the patrons' check out receipts.

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**VI – OLD BUSINESS**

*Donor Recognition Wall Update:*

The proof was emailed to the board for review last week. The names of donors will be listed on the spines of books on what looks like a picture of a book shelf. It was decided the names will be coming down the book spines versus going up them. All agreed the design was good. Mrs. Jacobs did not have the exact measurement numbers with her but the wrap will essentially fill up the wall, opposite the purple wall, at the top of the stairs from the children's department. Mrs. Jacobs and Mrs. Hunter are proof reading the names listed but she did say she would appreciate the board looking them over closely also just in case. Each shelf sticker will be separated from the others, not one big sticker. The different colored books are just for aesthetics and do not have any significance of the amount donated.

On a different subject, Mrs. Cole was asked if the EHS class of 1956 is still planning to use the library for their reunion on October 14th. She said they do.

**VII – NEW BUSINESS**

*Clymer Room Policy:*

A copy of the current Clymer room policy and a rough draft of a revised version were emailed to the board for review last week. The policy has needed to be updated for a while now. Recently a patron booked the room saying she was doing a card class. As it turns out she was doing a demonstration for a craft/stamp/scrapbooking company that she sells products for. So she was booking the room for commercial business purposes. Mrs. Jacobs talked to her about it and she found a different venue. And although the commercial advertising policy states that this is not allowed the meeting room policy does not specifically say this. In the revised version, it states "Commercial organizations are not eligible to use the meeting room unless the purpose of the meeting is continuing education for the organization's employees." And for further clarification it also states "This policy does not apply to Library-sponsored programs." An example of this would be the FOL book sale. All agreed that this would be fine.

Another area in question is where it states "Groups and organizations desiring to use the meeting facilities should book the rooms at least one week, but no more than 30 days, in advance." Mrs. Jacobs tried to figure out why this policy would need to be in place. For instance, if there is no one in the room, including the library, there is no reason why someone could not use the room. The "30 days in advance" part has not been being enforced. She feels two or three months in advance would be sufficient. All agreed that the wording should be changed to reflect this including "Exceptions require approval of the Library Director."

The part that states "No group should consider the library as a permanent meeting place." should be changed to be more specific. After discussing the examples of options that Mrs. Jacobs found, all agreed that this wording should be changed to "No more than two consecutive meetings may be scheduled at one time" and should also include "Exceptions require approval of the Library Director."

Mrs. Jacobs suggested changing the sentence "The deposit will be held and returned at the conclusion of the event if the rooms are left in good order." to "The deposit will be held and returned by mail within one week after the event if the room is left in good order." This should eliminate any awkward situations if it is decided that the deposit should not be returned if the room is not left in the same condition in which it was found. This was considered adequate by the board.

Mrs. Jacobs will add "eCigarettes" to the sentence "Drugs, alcohol, and the use of tobacco products are prohibited."

It is stated that the room "must be vacated 15 minutes prior to scheduled time of closing" in order to give staff time to check the room.

All agreed that the statement "All meetings are free and open to the public." can be left out. All agreed to add the statement "Non-library groups are not permitted to engage in fund-raising activities, solicit donations, or charge fees for admission to programs held on library premises other than to recover food costs associated with the meeting when applicable. Club dues and other shared costs within organization are not considered fees." And "Storage of equipment and/or supplies is not permitted in the library."

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It was agreed to add “Cancellation notice must be given at least 48 hours in advance. Failure to give notice may jeopardize future bookings and may result in the loss of the deposit. Exceptions require approval of the Library Director.”

It was suggested that the fact that the library has a projector not be advertised but Mrs. Jacobs could loan it to a group at her discretion.

All agreed to add the statement “In the event a question arises regarding the eligibility of any group requesting use of the meeting room, the library director (and if necessary, the library board) will be consulted. The library board will have the final authority in granting or refusing permission to use the library’s meeting room.”

Currently the amount of the deposit for all groups is \$30 and non-profit groups may use a letter of intent for the deposit typed on company letterhead in lieu of a check. The fee for non-profit groups is \$10. The fee for for-profit groups, or anyone that is not a non-profit group, is \$30. But the question “What is the definition of a non-profit group?” comes up often. Mrs. Jacobs suggested: An organized non-profit association, tax supported institutions, and government entities. Not just somebody who is not making a profit. An organization that has gone through the legal process of being considered a non-profit, or an organization that is tax supported. All agreed that that would work. After some discussion, the board decided to waive the \$10 fee for non-profit groups with a suggestion of a donation to the library for the use of the room.

The decision was made to also add the sentence “Groups may not reserve the meeting room more than once per month” to the paragraph about the room not being used as a permanent meeting place.

Mrs. Jacobs will rewrite the rough draft of the Clymer room policy, with the addition of an application to use the room, for a final review.

**VIII – DIRECTOR’S REPORT**

Please read the director’s report handout.

**IX - FURTHER DISCUSSION AND ADJOURNMENT**

Next meetings: October 10<sup>th</sup>, November 14<sup>th</sup>, and December 12<sup>th</sup>

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Kristi Jacobs, Secretary