

Library Board Minutes
City of Clive
Monday, January 21, 2008

The meeting of the Clive Library Board of Trustees was held Monday, January 21, 2008, at Clive City Hall at 6:00 P.M.

The Meeting was called to order by Secretary Janssen at 6:01 p.m.

Board Members Present: Janssen, Palestini, Rullman, Durick, and Marquardt. Faux joined the meeting at 6:03 p.m. and Langren joined the meeting at 6:06 p.m. Absent: None
Also present: Director Hibbert, Office Assistant Hungerford.

New Board Member Larry Marquardt was welcomed.

Motion by Palestini, second by Rullman to approve the Agenda. Roll Call: Ayes: Palestini, Rullman, Janssen, Durick, Marquardt. Nays: None. Motion Carried.

Citizen's Presentation/Public Comment: None

Motion by Durick, second by Palestini to approve the Consent Items. 4a. Minutes dated December 10, 2007; 4b. Financial Reports December 2007; 4c. Revenue Reports December 2007; 4d. Attendance Reports December 2007; 4e. Circulation Reports December 2007. Roll Call: Ayes: Durick, Palestini, Rullman, Marquardt, Faux, Janssen. Nays: None. Motion Carried.

Director's Report:

- The Schematic Design Timeline from OPN was reviewed. Discussion followed on dates for Board meetings considering the timeline, City holiday and Spring Break week. A revised timeline will be sent to Board Members. (See February/March Meeting Dates on Page 2)
- Director Hibbert requested Board Members attend the Public Information Meeting on March 13 and the City Council meeting on April 3, 2008, at which time the design will be presented to Council.
- There is no further information to report on the Polk County funding matter.
- The proposed FY '09 Budget request received positive response from the Citizen's Budget Committee.

Policy Revisions:

Proposed changes were reviewed and discussed as follows:

Access to Electronic Information Policy – Add language that Temporary Computer User Accounts are for one month per year; add language that personal laptops are allowed to use the Library's wireless service; add language regarding the privacy of personal information entered on the Library's public computers.

Board requests a photo ID be required for temporary users and that notice be posted in the Tech Room regarding the privacy policy.

Conduct Policy: The use of unauthorized hardware will be added to the paragraph prohibiting the attachment of private equipment to the Library's computers. Board suggested notice also be posted in the Tech Room that the attachment of private equipment is prohibited.

Circulation Policy: Language to be added or changed relating to the renewal of items on accounts with fines of \$5.00 or higher, held items, overdue notices, and requirement of Staff to prepare a written incident report after overriding a fine.

Motion by Faux, second by Langren to approve the revisions as presented to the Conduct and Circulation policies. Roll Call: Ayes: Faux, Langren, Palestini, Rullman, Janssen, Durick, Marquardt. Nays: None. Motion Carried.

Nominating Committee:

The Nominating Committee will be comprised of Faux and Palestini. Their recommendations will be presented to the Board at the next meeting.

February/March Meeting Dates:

- The regular Board meeting of February 18, 2008, will be cancelled due to the City holiday.
- A Special Board Meeting will be held March 3, 2008, for the purpose of reviewing the Schematic Design draft.
- The regular Board meeting of March 17, 2008, will be changed to March 24, 2008, due to Spring Break week.

Motion by Palestini to adjourn. Meeting adjourned by consensus at 7:05 p.m.

Secretary Pro Tem
Kathie Hungerford