

## NOTICE OF PUBLIC MEETING

Governmental Body: Van Meter Public Library

Date of Meeting: March 30, 2015

Time/Place 6:30 American Legion Reception Center

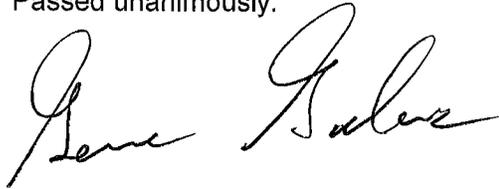
Our Mission: The mission of the Van Meter Public Library is to provide access to materials and services for recreational reading and informational needs of the public library customers.

1. Call to Order
2. Roll Call
3. Emergency additions and Approval of the agenda
4. Consent Agenda
  - a. Minutes
  - b. Claims
  - c. Stats
  - d. Finances
  - e. Contract for New Library Director
5. Discussion Items
  - a. Behavior Policy for Patrons and Loitering Policy
  - b. Library Director's Job Description
  - c. Hire High School Students to update Surpass
6. Action Items
  - a. Review and vote on Director's Job Description
  - b. Loitering Policy
  - c. Behavior Policy for Patrons
  - d. Hire High School Students to update Surpass
7. Director's Report
8. Liaison's Report
9. Adjourn

Van Meter Public Library  
Library Board Minutes – 02-23-2015

- 1) The Van Meter Public Library Board met for a regular board meeting on Monday, February 23, 2015 at the American Legion. President Gene Gabus called the meeting to order at 6:30 PM.
- 2) The following board members were present upon roll call: Gene Gabus, Nancy Lacy, Rachel Backstrom, and John Seefeld. Amanda Durflinger was absent.
- 3) President Gabus asked for a motion to approve the agenda. Moved by Seefeld supported by Backstrom. Passed unanimously.
- 4) President Gabus reviewed the consent agenda, and asked for discussion. There was none. President Gabus asked for a motion to adopt the consent agenda which included the following:
  - a. Minutes of the January 26, 2015 Van Meter Public Library Board meeting.
  - b. January Claims List
  - c. January Stats
  - d. January Financial Statements
- 5) Discussion Items:
  - a. Goals for the new Library Director were referred to the policy committee for development and presentation at a later meeting.
  - b. A discussion was held on current background checks for volunteers.
  - c. Open meeting rules, including whether an open forum is required, were discussed with City Attorney, Erik Fisk.
  - d. Committee assignments were discussed. The assignments will be presented as an action item at a later meeting.
  - e. Rules for the library were discussed. These rules were referred to the policy committee and will be presented at a future meeting as an action item.
- 6) Action Items:
  - a. Backstrom motioned and Lacy supported the motion to defer the job description to the policy committee. Passed unanimously.
  - b. Policies on loitering and patron behavior were, by consensus, referred to the policy committee for an action item at a later meeting.
  - c. Backstrom motioned and Lacy supported to remove the finger printing requirement for volunteers 18 years old and over. Passed unanimously. Seefeld motioned, supported by Lacy, to exempt children under the age of 18 from background checks. Passed unanimously.
  - d. Seefeld motioned and Lacy supported approval of Jolena Welker's resignation. Passed unanimously.

- e. Backstrom motioned and Lacy supported approval of the broad band initiative. Passed unanimously.
  - f. Seefeld motioned and Lacy supported a resolution acknowledging and approving the City Administrator's assignment of a special assistant to the Public Library, paid for with City funds. Resolution #2015-1 passed unanimously.
  - g. Lacy motioned supported by Seefeld a resolution to temporarily close the Public Library. Voting yes were Lacy and Seefeld. Voting no were Gabus and Backstrom. Motion did not pass. Motion made by Backstrom, supported by Gabus to keep the Library temporarily closed until March 1, 2015. Beginning March 2, the Library will be open Monday, Wednesday, and Friday from 2:00 PM until 4:00 PM. This will continue until such time as a new Library Director is hired. Resolution #2015-2 Passed unanimously.
- 7) Director's Report – there was no Director's Report
- 8) Liaison's Report – there was no Liaison's Report
- 9) Having no further business Seefeld motioned to adjourn, supported by Backstrom. Passed unanimously.

A handwritten signature in cursive script, appearing to read "Gene Gabus". The signature is written in black ink on a white background.

City of Van Meter, Iowa  
Library Board of Trustees Meeting Minutes – 03-20-2015

- 1) The Van Meter Library Board of Trustees met in special session on Friday, March 20, 2015 at the Veterans Reception Center. President Gene Gabus called the meeting to order at 2:00p.m. The following members were present upon roll call: Rachel Backstrom, Amanda Durflinger, Nancy Lacy, and John Seefeld.

Staff present: City Administrator Jake Anderson.

- 2) Mr. Gabus asked for a motion to approve the agenda. Motioned by Lacy supported by Backstrom. Passed unanimously.
- 3) Mr. Gabus declared that the Library Board would interview a Library Director Candidate, and that the candidate requested a closed session. Mr. Gabus asked for a motion to adjourn into closed session pursuant to Iowa Code Chapter 21.5 (1) (i). Moved by Durflinger supported by Seefeld. Passed unanimously and adjourned into closed session at 2:01P.

~Closed Session~

At the conclusion of the closed session Backstrom moved supported by Lacy to adjourn the closed session and reopen the meeting to the public at 3:01p.m. Passed unanimously.

- 4) Mr. Gabus asked for a motion on a proposed resolution approving an offer of employment to Dorothy B. Knight. Moved by Backstrom supported by Seefeld to approve Resolution #2015-3, "A Resolution Approving an Offer of Employment to Dorothy B. Knight." Passed unanimously.
- 5) Mr. Gabus announced that the regular March business meeting of the Van Meter Public Library Board of Trustees would be pushed back one week to be held on March 30, 2015 at 6:30p.m. at the Veterans Reception Center at 910 Main Street in Van Meter.
- 6) Having no further business Mr. Gabus asked for a motion to adjourn. Moved by Seefeld supported by Lacy. Passed unanimously.

  
Gene G. Gabus, President

ATTEST:

\_\_\_\_\_ Jake Anderson, City Administrator

ACCOUNT NUMBER	ACCOUNT NAME	DATE	JRNL	NAME/OTHER REFERENCE	PO NUMBER	INVOICE	CHECK NO	REF/DESCRIPTION	AMOUNT
-----									
182	LIBRARY TRUST FUND								
410	LIBRARY								
182-410-6010	WAGES - FULL TIME								
	3/19/15 AP0779 DOROTHY KNIGHT				032015			25158 MILEAGE	840.05
	ACCOUNT TOTAL								840.05
182-410-6311	OPERATION & MAINTENANCE								
	3/12/15 AP0775 LOWE'S				032015			25144 SHOP/CITY HALL/LIB/FIRE DEPT	14.96
	3/12/15 AP0775 BALDON HARDWARE				76723			25124 MISC LIB SUPPLIES - LOCK, KEY	53.25
	3/12/15 AP0775 SURPASS SOFTWARE				19547			25152 SLIP PRINTER KIT	522.00
	ACCOUNT TOTAL								590.21
182-410-6371	UTILITIES								
	3/12/15 AP0775 MIDAMERICAN ENERGY				032015			25146 GAS/ELEC	177.80
	ACCOUNT TOTAL								177.80
182-410-6373	TELEPHONE/COMMUNICATIONS								
	3/12/15 AP0775 CENTURY LINK				032015			25128 LIBRARY PHONE	49.07
	ACCOUNT TOTAL								49.07
182-410-6499	OTHER CONTRACTUAL SERV								
	3/12/15 AP0775 WELLS FARGO CC				032015			25156 DCI	30.00
	ACCOUNT TOTAL								30.00
182-410-6502	LIBRARY MATERIALS								
	3/12/15 AP0775 CONSUMER REPORTS				032015			25130 SUBSCRIPTION X 1 YR	26.00
	3/12/15 AP0775 COUNTRY LIVING				032015			25132 SUBSCRIPTION X 1 YR	31.77
	3/12/15 AP0775 SYNCB/AMAZON				032015			25153 BOOKS & SUPPLIES	209.81
	ACCOUNT TOTAL								267.58
182-410-6506	OFFICE SUPPLIES								
	3/12/15 AP0775 OFFICE DEPOT				7542764380			25149 PAPER FOR LIBRARY	34.99
	3/12/15 AP0775 WELLS FARGO CC				032015			25156 LIB POSTAGE	125.40
	ACCOUNT TOTAL								160.39
								DEPT: 410	2,115.10
								REPORT TOTAL	2,115.10

Van Meter Public Library  
**Circulation Counts by Dewey Class**

Transactions 2/1/2015 through 2/28/2015, Transaction Location: VMPL, Material Location: VMPL

Dewey Class	Checked Out	Renewed	Reserved	Checked In	In-Library Use
	5	0	0	7	0
800	0	0	0	2	0
<b>Totals</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>0</b>

Van Meter Public Library  
**Circulation Counts by Category**

Transactions 2/1/2015 through 2/28/2015, Transaction Location: VMPL, Material Location: VMPL

<b>Circulation Category</b>	<b>Checked Out</b>	<b>Renewed</b>	<b>Reserved</b>	<b>Checked In</b>	<b>In-Library Use</b>
DEFLT	0	0	0	6	0
DVD	2	0	0	1	0
F HOR	1	0	0	0	0
F MYS	1	0	0	0	0
VIDEO	1	0	0	2	0
<b>Totals</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>0</b>

GLTREARP 3/24/15  
10:52

CITY OF VAN METER  
TREASURER'S REPORT  
CALENDAR 2/2015, FISCAL 8/2015

PAGE 1  
OPER: JA

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	14,789.01	45.18	4,314.82	.00	10,519.37
Report Total	14,789.01	45.18	4,314.82	.00	10,519.37

2115.10

27525.<sup>00</sup>  
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35,929.<sup>00</sup>

CITY OF VAN METER  
BUDGET REPORT  
CALENDAR 2/2015, FISCAL 8/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	32,000.00	3,900.43	23,276.69	72.74	8,723.31
182-410-6020	WAGES - PART TIME	12,000.00	.00	5,337.00	44.48	6,663.00
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	200.00	.00	80.00	40.00	120.00
182-410-6220	SUBSCRIPTION	.00	.00	.00	.00	.00
182-410-6230	TRAINING	250.00	.00	.00	.00	250.00
182-410-6311	OPERATION & MAINTENANCE	400.00	.00	34.09	8.52	365.91
182-410-6371	UTILITIES	1,700.00	208.53	976.79	57.46	723.21
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	49.07	391.62	65.27	208.38
182-410-6408	INSURANCE	800.00	.00	.00	.00	800.00
182-410-6424	COMMUNITY INTERSET	200.00	.00	876.47	438.24	676.47-
182-410-6499	OTHER CONTRACTUAL SERV	200.00	.00	1,947.00	973.50	1,747.00-
182-410-6502	LIBRARY MATERIALS	6,100.00	22.84	2,559.31	41.96	3,540.69
182-410-6506	OFFICE SUPPLIES	600.00	133.95	1,158.70	193.12	558.70-
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
	DIFFERENCE	55,050.00	4,314.82	36,637.67	66.55	18,412.33
	PROOF	55,050.00	4,314.82	36,637.67	66.55	18,412.33

ACCOUNT NUMBER	ACCOUNT NAME	RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	AMOUNT
182-410-4705	DONATIONS - LIBRARY TRUST			
2/16/15	RM2404 HALF PRICE BOOKS STORE		13770 LIBRARY DONATIO CASH - SOLD BOOKS	45.00
	ACCOUNT TOTAL			45.00
182-950-4300	INTEREST			
2/28/15	RM2424 IPAIT		13834 IPAIT INTEREST Interest	.18
	ACCOUNT TOTAL			.18
			REPORT TOTAL	45.18

ACCOUNT NUMBER	ACCOUNT NAME	PO NUMBER	INVOICE	CHECK NO	REF/DESCRIPTION	AMOUNT
DATE	JRNL	NAME/OTHER REFERENCE				
182-410-6010	WAGES - FULL TIME					
2/11/15	PR0520			PR DT:	2/08/15	1,278.75
2/23/15	PR0525			PR DT:	2/22/15	480.00
2/28/15	PR0531			PR DT:	2/27/15	2,141.68
ACCOUNT TOTAL						3,900.43
182-410-6371	UTILITIES					
2/10/15	AP0757	MIDAMERICAN ENERGY	022015	25102	GAS/ELEC	208.53
ACCOUNT TOTAL						208.53
182-410-6373	TELEPHONE/COMMUNICATIONS					
2/10/15	AP0757	CENTURY LINK	022015	25083	LIBRARY PHONE	49.07
ACCOUNT TOTAL						49.07
182-410-6502	LIBRARY MATERIALS					
2/10/15	AP0757	OGDEN PUBLICATIONS	022015	25104	MOTHER EARTH NEWS	10.00
2/10/15	AP0757	PERRY PUBLIC LIBRARY	01152015	25105	RED CAPE X 2	12.84
ACCOUNT TOTAL						22.84
182-410-6506	OFFICE SUPPLIES					
2/10/15	AP0757	WELLS FARGO CC	022015	25113	LIBRARY POSTAGE MEETING EXPENSES	133.95
ACCOUNT TOTAL						133.95
REPORT TOTAL						4,314.82

CITY OF VAN METER  
REVENUE REPORT  
CALENDAR 2/2015, FISCAL 8/2015

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
182-410-4440	STATE GRANTS	.00	.00	611.73	.00	611.73-
182-410-4470	LIBRARY SERVICE	680.00	.00	3,703.67	544.66	3,023.67-
182-410-4705	DONATIONS - LIBRARY TRUST	.00	45.00	963.95	.00	963.95-
182-910-4830	TRANSFERS IN	52,950.00	.00	27,525.00	51.98	25,425.00
182-950-4300	INTEREST	.00	.18	1.41	.00	1.41-
	DIFFERENCE	53,630.00	45.18	32,805.76	61.17	20,824.24
	PROOF	53,630.00	45.18	32,805.76	61.17	20,824.24

GLTREARP 3/24/15  
10:56

CITY OF VAN METER  
TREASURER'S REPORT  
CALENDAR 2/2015, FISCAL 8/2015

PAGE 1  
OPER: JA

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
051 LIBRARY TECHNOLOGY FUND	210.03	.01	.00	.00	210.04
Report Total	210.03	.01	.00	.00	210.04

## **Employment Agreement**

### **Introduction**

This Agreement, made and entered into this 1st Day of May 2015 by and between the Van Meter Public Library Board of Trustees acting pursuant to Chapter 22 of the Van Meter Code on behalf of the City of Van Meter, of Dallas County, Iowa, a municipal corporation, (hereinafter called "Employer") and Dorothy B. Knight, (hereinafter called "Employee") an individual who has the education, training and experience in public library management, both of whom agree as follows:

### **Section 1: Term**

This agreement shall remain in full force in effect from May 1, 2015 until December 31, 2016 or until such time as Employee's employment is renewed or terminated by the Employer or Employee as provided in Section 8 or 9 of this agreement.

### **Section 2: Duties and Authority**

Employer agrees to employ Dorothy B. Knight as Director of the Van Meter Public Library to perform the functions and duties specified in Chapter 22 of the Van Meter Code and to perform other legally permissible and proper duties and functions as prescribed in the job description or as the Library Board may from time to time assign.

### **Section 3: Compensation**

A. Base Salary: Employer agrees to pay Employee an annual base salary of \$38,000, payable in installments at the same time that the other employees of the Employer/City are paid.

B. Starting on January 1, 2017 consideration shall be given on an annual basis to increase compensation in accordance with the City of Van Meter's personnel policies and standard employment practices

C. This agreement shall be automatically amended to reflect any salary adjustments that are provided or required by the Employer's compensation policies.

### **Section 4: Health, Disability and Life Insurance Benefits**

The Employer agrees to provide and to pay the premiums for health, dental, life, and disability insurance for the Employee and his/her immediate family in accordance with the City's personnel policy.

### **Section 5: Vacation and Sick Leave**

The Employee shall be credited with vacation and sick leave in accordance with the City of Van Meter's Personnel Policy.

### **Section 6: Retirement**

The Employer agrees to enroll the Employee into the applicable state or local retirement system and to make all the appropriate contributions on the Employee's behalf, pursuant to applicable State law.

### **Section 7: Relocation Expenses**

The City of Van Meter has also agreed to pay directly reasonable relocation expenses up to a maximum of \$5,000.00. The Employee shall work with the City Administrator to determine what constitutes reasonable expenses and the proper procurement procedures.

### **Section 8: Termination**

The employee shall not be discharged without just cause. For the purpose of this agreement, termination shall occur when 2/3 of the governing body votes to terminate the Employee pursuant to Chapter 22 of the Van Meter Code at a duly authorized public meeting.

### **Section 9: Resignation**

In the event that the Employee voluntarily resigns his/her position with the Employer, the Employee shall provide a minimum of 30 days' notice unless the parties agree otherwise.

### **Section 10: Performance Evaluation**

Employer shall annually review the performance of the Employee.

**Section 11: Other Terms and Conditions of Employment**

The Employer, only upon agreement with Employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City of Van Meter Code or any other law.

**Section 12: Notices**

Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows: (1) EMPLOYER: Library Board President, PO Box 160, Van Meter, IA 50261 (2) EMPLOYEE: Dorothy B. Knight, \_\_\_\_\_ . Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

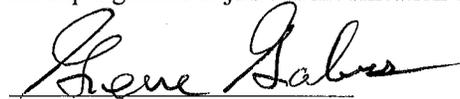
**Section 13: General Provisions**

A. Integration. This Agreement sets forth and establishes the entire understanding between the Employer and the Employee relating to the employment of the Employee by the Employer. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The parties by mutual written agreement may amend any provision of this agreement during the life of the agreement. Such amendments shall be incorporated and made a part of this agreement.

B. Binding Effect. This Agreement shall be binding on the Employer and the Employee as well as their heirs, assigns, executors, personal representatives and successors in interest.

C. Effective Date. This Agreement shall become effective on May 1, 2015.

D. Severability. The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.



Library Board President

\_\_\_\_\_  
Employee

 www.infodepot.org

## Spartanburg County Public Libraries - About Us - Policies

The purpose of the Spartanburg County Public Libraries' behavior policy is to ensure a safe, orderly, and comfortable atmosphere in which all library patrons and staff can use the library. This policy addresses standards of public behavior.

Listed below are examples of unacceptable behavior. This list provides examples only and is not exhaustive or exclusive:

1. Behavior that is harassing, menacing or intimidating in nature.
2. Indecent exposure.
3. Engaging in disorderly conduct, such as fighting, committing a nuisance, or unreasonably disturbing behavior that offends library users or staff.
4. Possession of weapons – except by appropriately identified law enforcement agents.
5. Consumption of alcoholic beverages or use of illegal drugs and substances on library property, including parking lots and grounds.
6. Willful destruction of or damage to any library property.
7. Removal or use of any library property from the building except through established lending procedures.
8. Creating disruptive noises that are not part of a library event.
9. Obscene, threatening or abusive language.
10. Interfering with the free movement of any person or persons.
11. Bringing animals other than guide or lead dogs into the building.
12. Soliciting or selling of any kind.
13. Unauthorized display or distribution of signs, notices or leaflets.
14. Using library equipment by any person other than library personnel unless approved.
15. Consumption of food or beverages unless in a designated area.
16. Rearranging of any library furniture or equipment.
17. Entering areas not open to the public without authorization.
18. Being inappropriately dressed, (normal attire includes shoes and shirt).
19. Sleeping, preaching, speech making, begging, or other conduct not related to library use.
20. Loitering is prohibited. Loitering is defined as lingering idly or aimlessly in any area of the Library without purpose, or hanging around in clusters and causing unusually loud or disturbing noises.
21. Making unwanted sexual advances towards others or inappropriate touching.
22. Having offensive bodily hygiene or soiled clothing which soils Library furniture and property or is offensive with respect to smell.
23. Children under ten years of age not attended by a responsible caregiver who is following and enforcing library policies.
24. Leaving any child or teen (up to age 17) at the Library after closing time.
25. Using library facilities for activities other than their intended purpose.
26. Smoking is prohibited in undesignated areas. Effective November 21, 2013, all branches of the Spartanburg County Public Libraries are tobacco free. This includes electronic and vapor cigarettes (Updated: November 20, 2014).

*unless part of an educational program approved in advance by the library director.*

~~The Children's Department is reserved for use by children, their parents or guardians, and adults interested in children's literature. Use of the Teen Room is reserved for teens 12 through 18 years of age and those who accompany them.~~

All bags and other articles are subject to inspection by security and other authorized personnel. The Library reserves the right to limit the size and number of items brought into the Library.

Unacceptable behavior may result in the loss of library privileges and which shall include not being permitted to enter

Staff

library property. Any person participating in unacceptable behavior will be given a verbal warning by Library Security to cease such unacceptable behavior. If, after receiving a verbal warning, the person continues the unacceptable behavior, Library Security has the authority to suspend all library privileges of the person under the following guidelines: For a first offense, the suspension shall be for 30 days from the date of the offense. For a second offense, the suspension shall be for 60 days from the date of the offense. For a third offense, the suspension shall be for 90 days from the date of the offense. A person who continues to participate in unacceptable behavior after a third offense may have all library privileges ~~resuspended~~ <sup>eliminated</sup> for a period of one year or longer from the date of the most recent offense. With the exception of the unacceptable behavior listed in paragraphs 1 through 7 herein, an offense shall not be deemed to have been committed until a person has been given a verbal warning to cease the unacceptable behavior and the person thereafter continues the behavior for which the verbal warning was issued. The duration of the suspension of library privileges and the specific reasons therefore shall be in writing and delivered to the affected person either personally or by certified mail, return receipt requested, delivery restricted to addressee, to the address on file at the library for the person's library card. The period of suspension shall begin 6 days from the receipt of such written notice of suspension by the affected person. If the suspension is appealed, the period of suspension shall begin with the date of the written findings by the County Librarian on the appeal.

Any person who has had their library privileges suspended by Library Security pursuant to this policy may appeal such suspension to the County Librarian in writing within 10 days from the beginning date of the suspension. The written request for appeal shall set forth the factual basis for the appeal and why the suspension should be reversed. Upon receipt of the written request for appeal, the County Librarian shall schedule a meeting with the person and a representative of Library Security to hear the appeal. At the meeting, both sides shall have the opportunity to present evidence for consideration by the County Librarian in making his decision. The County Librarian shall make his findings on the appeal in writing, setting forth the reasons for his decision.

eliminate? City Council?

## **Library Director Position Information**

### **1. Salary and Benefits**

The Library Board has established a salary range for this position of \$30,000 to \$40,000 per year with full family insurance. Other benefits are outlined in the City of Van Meter Personnel Policy.

## **Library Director's Job Description**

1. The Director is responsible for all aspects of library operations and functions, for advocating for the library at all times, and meeting the requirements of the Library Board, the community, the staff, and local and state government.
2. Qualifications for the Directorship of the Library will be:
  - a. Master's Degree in Library Science and Iowa Public Library Management 1 and 2 certification within 2 years of hire.
  - b. Commitment to the mission and philosophy of public library service.
  - c. Excellent leadership skills.
  - d. Excellent communication, interpersonal and technology skills.
  - e. Ability to work effectively with library trustees, elected officials and community groups.
  - f. Ability to supervise and motivate library staff and volunteers.
  - g. Ability to work in dynamic library environment, including working with public.
  - h. Physical Conditions – Essential and marginal functions may require maintaining physical condition necessary for sitting and/or standing for prolonged periods of time; moderate lifting and reaching.
  - i. Ability to leverage cutting edge technology to keep library competitive.

- j. Experienced in seeking and obtaining philanthropic and public funding.
  - k. Knowledge of foundations and management of endowment growth.
3. Duties:
- a. Board Relations - The Director shall:
    - 1. Report to the Board, which has the legal responsibility for governing the library and hiring the library's director.
    - 2. Organize and plan agendas for Board meetings in consultation with the President. Distribute agendas and support materials.
    - 3. Notify Board members of meetings and prepare appropriate public notices in compliance with Iowa Open Meetings Laws.
    - 4. Attend all Library Board or committee meetings except when officially excused by the President.
    - 5. Act as executive secretary to the Board.
    - 6. Prepare regular monthly reports and otherwise generally apprise the Board of significant activities, events, problems and concerns of the Library.
    - 7. Formulate and recommend policies for Board approval, and implement the same.
    - 8. Provide administrative support to the Board.
    - 9. Assist with and promote orientation and continuing education for Board members.
    - 10. Develop the library budget and manage the library's money.
  - b. Planning - The Director shall:
    - 1. Continually evaluate the effectiveness of library services in relation to changing needs of the community and develop plans to meet those needs.
    - 2. Evaluate future needs for library services and resources to meet those needs.
    - 3. Prepare long-range plans for the library.

4. Work for compliance with the Iowa Public Library standards.
- c. Finance - The Director shall:
1. Prepare a draft annual budget for Board consideration and adoption.
  2. Present the budget to the Van Meter City Council.
  3. Make or supervise expenditures of library funds
  4. Prepare bills for approval by the Board at regular meetings and subsequent payment by the city.
  5. Prepare monthly and yearly financial reports on budget accounts, receipts, and endowment funds, and present an audit report to the Board.
  6. Prepare and send to Iowa Library Services the required annual report.
- d. Personnel - The Director shall be responsible for all aspects of personnel management, including:
1. Recruitment and interviewing of candidates for positions.
  2. Responsible for employee hiring, firing, and promotions.
  3. Scheduling, organizing and supervising work operations.
  4. Training and professional development of employees.
  5. Preparation of annual evaluations of direct reports.
- e. Public and Patron Relations
1. Advocate for and promote the library. Work with employees, library board, volunteers and library users as well as educational, literacy and literacy organizations.
  2. Work to establish effective communications through news releases, e-mail or print newsletters, blogs, web sites, etc.

3. Establish and maintain effective working relationships with schools, agencies, civic and community groups, the general public and the news media.
  4. Represent the library at and speak before community, civic and other groups regarding the objectives and activities of the library.
  5. Participate as a member in appropriate civic or service organizations.
  6. Monitor public perceptions of the library and its services.
  7. Effectively address patron complaints and public criticism of the library.
  8. Ability to respond to the unique needs of the community as the demography dictates.
  - f. Collections - Supervise selection, acquisition, removal, and processing of library materials to meet public needs within the structure of library selection policies and budgetary limitations.
  - g. Physical Facilities - Supervise housekeeping, maintenance and repair of building and grounds.
  - h. Professional Development - Keep current in library trends. This includes, but is not limited to, participation in professional and other meetings as appropriate, membership in state and national library organizations and networking with regional libraries.
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