

**\*NOTICE OF PUBLIC MEETING\***

Governmental Body : Van Meter Public Library

Date : February 22, 2016

Time/Place : 6:30 PM – Van Meter Public Library, 505 Grant St.

Our Mission : The mission of the Van Meter Public Library is to provide access to materials and services for recreational reading and information 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
5. Discussion Items
  - a. Potential Board Member Nominations
  - b. Department of Labor Rule Changes
  - c. Trustee Continuing Education: "Jumpstart Your Trusteeship" Webinar
  - d. Handicap Accessibility Options
  - e. 5 Year Strategic Plan
  - f. Library Fines
6. Action Items
  - a. Handicapped Accessibility Options
  - b. 5 Year Strategic Plan
  - c. Library Fines
7. Director's Report
  - a. Contract Cataloger
  - b. Accreditation
  - c. Potential Program Update
    - i. STEM programs
    - ii. Community Garden & Seed Exchange
8. Adjourn

Agenda Item #1 - Call to Order

Sample Motions: The time is Six-thirty PM on Monday, February 22, 2016. I hereby call this meeting of the Van Meter Public Library Board to order.

Agenda Item #2 – Roll Call

Sample Language: Roll call please.

Gabus \_\_\_\_; Lacy \_\_\_\_; Seefeld \_\_\_\_; Backstrom \_\_\_\_; Durflinger \_\_\_\_;

Agenda Item #3 - Emergency additions and Approval of the Agenda

Submitted for: Action

Recommendation: Approval

Sample Language: At this time are there any additions to the agenda?

Additions:

Sample Motion: Do I hear a motion to approve the agenda?

Board Member \_\_\_\_\_: So moved. Board Member \_\_\_\_\_: Second.

Agenda Item #4 - Consent Agenda

Submitted for: Action

Recommendation: Approval

Sample Language: Please review the Consent Agenda.

Sample Motion: Does the Library Board wish to discuss any item on the consent agenda separately? If not, I would entertain a motion to approve a Resolution Adopting the Consent Agenda as it has been presented to us.

Board Member \_\_\_\_\_: So moved. Board Member \_\_\_\_\_: Second.

Van Meter Public Library

Library Board Minutes – 01/25/2016

- 1) The Van Meter Public Library Board met for a regular board meeting on Monday, January 25th, 2015 at the Van Meter Public Library. President Gabus called the meeting to order at 6:30 PM.
- 2) Members present at roll call: Gene Gabus, Nancy Lacy, Rachel Backstrom, and Amanda Durflinger
- 3) There were no emergency additions to the agenda. President Gabus asked for a motion to approve the agenda. Moved by Durflinger, supported by Lacy. Passed unanimously.
- 4) President Gabus reviewed the consent agenda, and asked for discussion. Then asked for a motion to adopt the consent agenda which included the following:
  - a. Minutes of the November 23, 2015 Van Meter Public Library Board meeting.
  - b. November and December Claims List
  - c. November and December Stats
  - d. November and December Financial StatementsMoved by Backstrom, supported by Durflinger. Passed unanimously.
- 5) Discussion Items:
  - Policy Changes and Updates: The director gave a review of the proposed policy changes and updates made to the Circulation Policy, Collection Development Policy, Internet Use Policy, Employee Policy Handbook, and By-Laws. The materials were discussed, and minor edits were given to the Collection Development Policy and Bylaws
  - Holiday and Weather Closing: The director gave a review of the proposed Holiday and Weather Policy. The board had a discussion about which holidays to include as Library Holidays and how to assess weather for closings.
- 6) Action Items:
  - President Gabus asked for motion to approve the proposed policy changes. Moved by Backstrom, seconded by Lacy
  - President Gabus asked for a motion to approve the proposed Holiday and Weather Closing Policy, Moved by Backstrom, seconded by Durflinger.
- 7) The Director provided a review of November and December's activities, and gave updates on the Backstage, Collection Maintenance, Accreditation, Library Foundation, Summer Reading, and Programming projects.
- 8) Having no further business President Gabus asked for a motion to adjourn. Moved by Lacy supported by Backstrom. Passed unanimously.

Van Meter Public Library  
**Circulation Summary**

Transactions 1/1/2016 through 1/31/2016, VMPL

***Totals for This Period***

Checked out	410
<hr/>	
Checked in	363
<hr/>	
Renewed	42
<hr/>	
Used in-library	4
<hr/>	
Fines and charges	\$70.94
<hr/>	
Payments collected	\$0.00
<hr/>	
Ledger adjustments	\$0.00
<hr/>	

***As of 2/19/2016, 7:35 pm***

Materials checked out	217
<hr/>	
Materials overdue	72
<hr/>	
Patrons overdue	34
<hr/>	

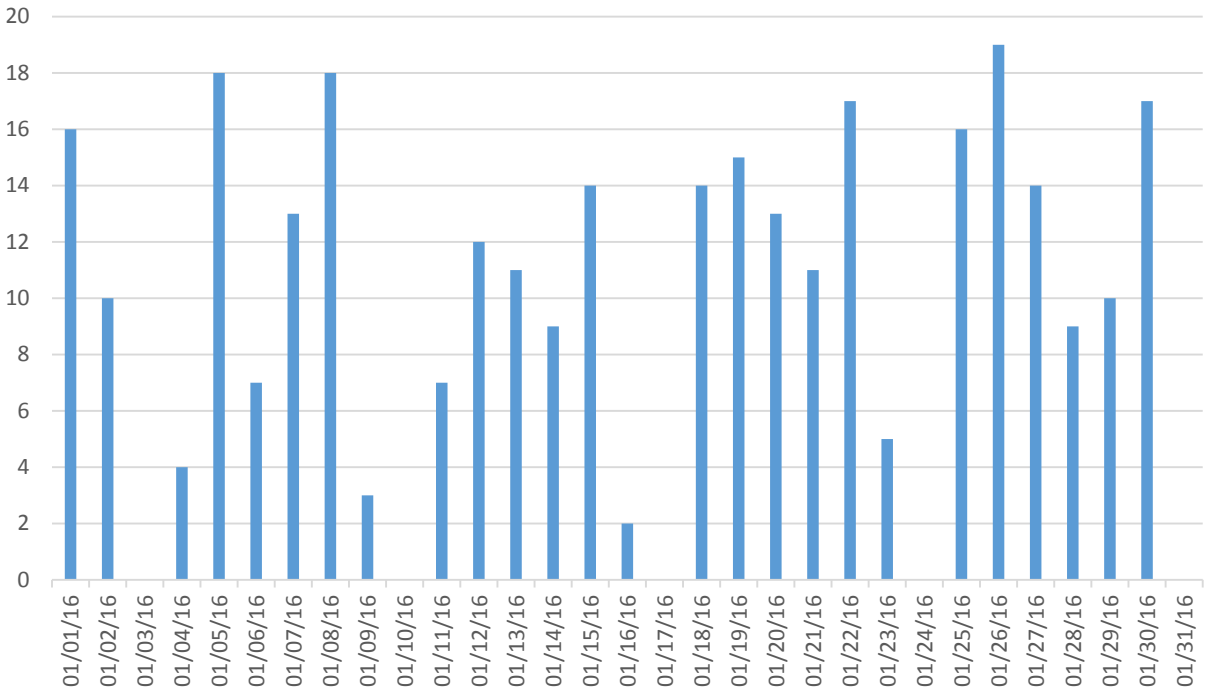
**Van Meter Public Library**  
**Multi-Day Circulation Statistics**

Transactions 1/1/2016 through 1/31/2016, VMPL

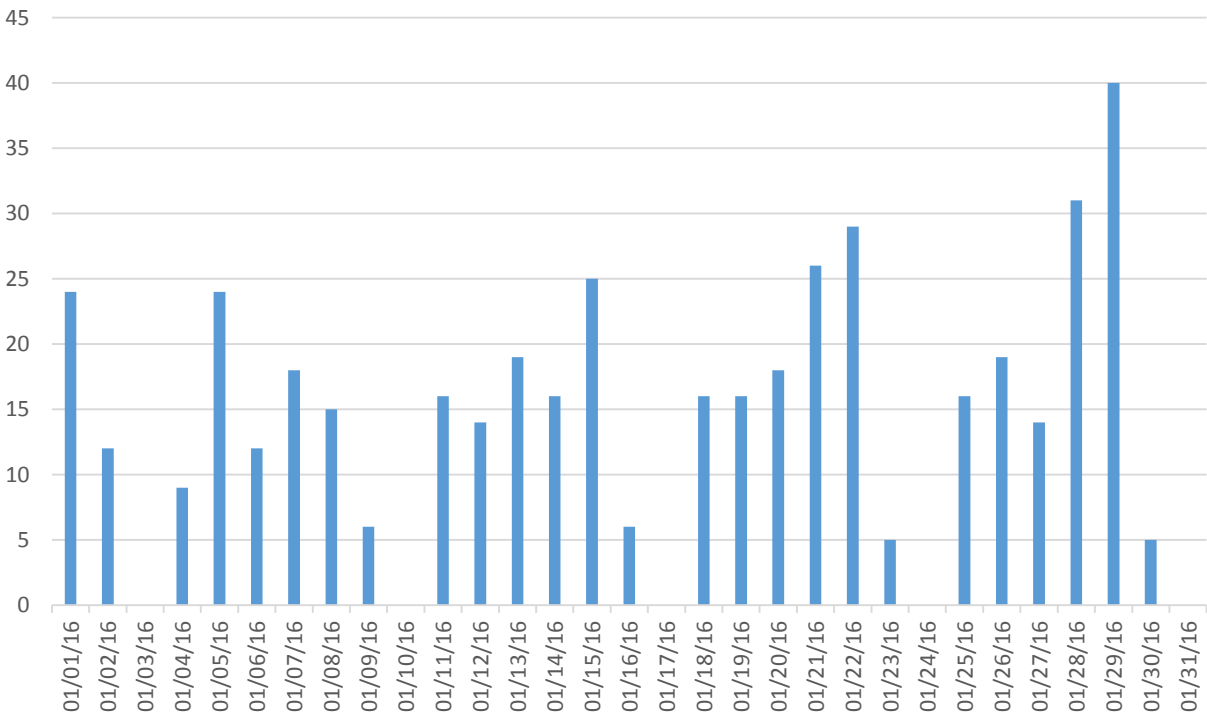
Date		Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Friday	01-Jan-2016							
Saturday	02-Jan-2016	11	12					
Sunday	03-Jan-2016							
Monday	04-Jan-2016	25	11	1				
Tuesday	05-Jan-2016	13	32					
Wednesday	06-Jan-2016	10	6					
Thursday	07-Jan-2016	18	14	2				
Friday	08-Jan-2016	19	3	9				
Saturday	09-Jan-2016	11	13					
Sunday	10-Jan-2016							
Monday	11-Jan-2016	11	10	6				
Tuesday	12-Jan-2016	7	16	4		53.99		
Wednesday	13-Jan-2016	11	11	3				
Thursday	14-Jan-2016	11	12	4				
Friday	15-Jan-2016	18	18					
Saturday	16-Jan-2016	18	9					
Sunday	17-Jan-2016							
Monday	18-Jan-2016	12	14					
Tuesday	19-Jan-2016	19	26	4		16.95		
Wednesday	20-Jan-2016	9	9					
Thursday	21-Jan-2016	33	19	2				
Friday	22-Jan-2016	13	13	1				
Saturday	23-Jan-2016	18	9					
Sunday	24-Jan-2016							
Monday	25-Jan-2016	18	23	5				
Tuesday	26-Jan-2016	19	32					
Wednesday	27-Jan-2016	10	12					
Thursday	28-Jan-2016	24	12	1	4			
Friday	29-Jan-2016	14	12					
Saturday	30-Jan-2016	18	15					
Sunday	31-Jan-2016							
<b>Totals</b>		<b>410</b>	<b>363</b>	<b>42</b>	<b>4</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

^ These were materials marked as "Lost" but were found and returned.

### January Computer Use 304 Hours



### January Library Visits 451 Visitors



GLBUDGRP 2/19/16  
3:39

CITY OF VAN METER  
BUDGET REPORT  
CALENDAR 1/2016, FISCAL 7/2016

PAGE 1  
OPER: JA

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	32,000.00	2,923.08	23,402.90	73.13	8,597.10
182-410-6020	WAGES - PART TIME	12,000.00	618.75	2,654.46	22.12	9,345.54
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	200.00	.00	143.00	71.50	57.00
182-410-6215	PROGRAMMING	.00	.00	1,920.63	.00	1,920.63
182-410-6220	SUBSCRIPTION	.00	.00	918.44	.00	918.44
182-410-6230	TRAINING	250.00	.00	100.00	40.00	150.00
182-410-6311	OPERATION & MAINTENANCE	400.00	37.98	215.84	53.96	184.16
182-410-6371	UTILITIES	1,700.00	135.23	656.52	38.62	1,043.48
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	48.44	339.19	56.53	260.81
182-410-6408	INSURANCE	800.00	.00	.00	.00	800.00
182-410-6419	TECHNOLOGY	.00	.00	.00	.00	.00
182-410-6424	COMMUNITY INTERSET	200.00	.00	972.00	486.00	772.00
182-410-6499	OTHER CONTRACTUAL SERV	200.00	.00	.00	.00	200.00
182-410-6502	LIBRARY MATERIALS	6,100.00	2,392.63	3,860.31	63.28	2,239.69
182-410-6506	OFFICE SUPPLIES	600.00	171.92	1,565.04	260.84	965.04
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
	DIFFERENCE	55,050.00	6,328.03	36,748.33	66.75	18,301.67
	PROOF	55,050.00	6,328.03	36,748.33	66.75	18,301.67

GLTREARP 2/19/16  
3:39

CITY OF VAN METER  
TREASURER'S REPORT  
CALENDAR 1/2016, FISCAL 7/2016

PAGE 1  
OPER: JA

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	61,373.93	.00	6,328.03	320.37-	54,725.53
Report Total	61,373.93	.00	6,328.03	320.37-	54,725.53

ACCOUNT NUMBER	ACCOUNT NAME	FROM 01/2016 TO 1/2016					
DATE	JRNL	NAME/OTHER REFERENCE	PO NUMBER	INVOICE	CHECK NO	REF/DESCRIPTION	AMOUNT
182-410-6010		WAGES - FULL TIME					
1/13/16	PR0635					PR DT: 1/11/16	1,461.54
1/27/16	PR0642					PR DT: 1/24/16	1,461.54
		ACCOUNT TOTAL					2,923.08
182-410-6020		WAGES - PART TIME					
1/13/16	PR0635					PR DT: 1/11/16	327.94
1/27/16	PR0642					PR DT: 1/24/16	290.81
		ACCOUNT TOTAL					618.75
182-410-6311		OPERATION & MAINTENANCE					
1/11/16	AP0929	LOWE'S	012016		25708	LIB	37.98
		ACCOUNT TOTAL					37.98
182-410-6371		UTILITIES					
1/11/16	AP0929	MIDAMERICAN ENERGY	012016		25713	GAS/ELEC	135.23
		ACCOUNT TOTAL					135.23
182-410-6373		TELEPHONE/COMMUNICATIONS					
1/11/16	AP0929	CENTURY LINK	012016		25691	LIB PHONE	48.44



			-----	
	ACCOUNT TOTAL			48.44
182-410-6502	LIBRARY MATERIALS			
1/11/16	AP0929 SURPASS SOFTWARE	170035105	25722 SURPASS SUBSCRIPTION FEE 16/17	1,775.00
1/11/16	AP0929 SYNCB/AMAZON	012016	25723 BOOKS & MOVIES/OFFICE MATERIAL	239.66
1/11/16	AP0929 MONTICELLO PUBLIC LIBRARY	012016	25714 BOOKS	14.00
1/11/16	AP0929 BAKER & TAYLOR	75043644	25687 BOOKS	351.38
1/11/16	AP0929 THOMPSON PUBLIC LIBRARY	012016	25724 MAD MAX DVD	12.59
	ACCOUNT TOTAL		-----	2,392.63
182-410-6506	OFFICE SUPPLIES			
1/11/16	AP0929 OFFICE DEPOT	012016-3	25717 LIB SUPPLIES	91.07
1/11/16	AP0929 WELLS FARGO CC	012016	25730 LIB POSTAGE	80.85
	ACCOUNT TOTAL		-----	171.92
			REPORT TOTAL	=====
				6,328.03

## Agenda Item #5 - Discussion Items

- a. Potential Board Member Nominees
- b. Department of Labor Rule Changes

### UNITED STATES DEPARTMENT OF LABOR : WAGE AND HOUR DIVISION

Fact Sheet : proposed rulemaking to update the regulations defining and delimiting the exemptions for “white collar” employees

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The Department is proposing to update the regulations governing which executive, administrative, and professional employees (white collar workers) are entitled to the Fair Labor Standards Act’s minimum wage and overtime pay protections. The Department last updated these regulations in 2004, and the current salary threshold for exemption is \$455 per week (\$23,660 per year). With this proposed rule, the Department seeks to update the salary level required for exemption to ensure that the FLSA’s intended overtime protections are fully implemented, and to simplify the identification of nonexempt employees, thus making the executive, administrative and professional employee exemption easier for employers and workers to understand and apply.

#### Key Provisions of the Proposed Rule

The Notice of Proposed Rulemaking (NPRM) focuses primarily on updating the salary and compensation levels needed for white collar workers to be exempt. Specifically, the Department proposes to:

1. set the standard salary level at the 40th percentile of weekly earnings for full-time salaried workers (\$921 per week, or \$47,892 annually);
2. increase the total annual compensation requirement needed to exempt highly compensated employees (HCEs) to the annualized value of the 90th percentile of weekly earnings of full-time salaried workers (\$122,148 annually); and
3. establish a mechanism for automatically updating the salary and compensation levels going forward to ensure that they will continue to provide a useful and effective test for exemption.

The Department’s proposal to set the standard salary level at the 40th percentile of weekly earnings for full-time salaried workers represents the most appropriate line of demarcation between exempt and nonexempt employees. This salary level minimizes the risk that employees legally entitled to overtime will be subject to misclassification based solely on the salaries they receive, without excluding from exemption an unacceptably high number of employees who meet the duties test. As proposed, this would raise the salary threshold from \$455 a week (the equivalent of \$23,660 a year) to about \$970 a week (\$50,440 a year) in 2016.<sup>1</sup>

The Department is also proposing to automatically update the standard salary and HCE total annual compensation requirements to ensure that they remain meaningful tests for distinguishing between bona fide executive, administrative, and professional workers who are not entitled to overtime and overtime-protected white collar workers. Experience has shown that the salary level test is an effective measure of exempt status only if it is up to date.

In addition, the Department discusses the current duties test and solicits suggestions for additional occupation examples and requests comments on the current requirements. Similarly, the Department seeks comment on the possibility of including nondiscretionary bonuses to satisfy a portion of the standard salary requirement. The Department is not proposing specific regulatory changes on either of these issues.

## Background

Since 1940, the Department's regulations have generally required each of three tests to be met for one of the FLSA's white collar exemptions to apply: (1) the employee must be paid a predetermined and fixed salary that is not subject to reduction because of variations in the quality or quantity of work performed; (2) the amount of salary paid must meet a minimum specified amount; and (3) the employee's job duties must primarily involve executive, administrative, or professional duties as defined by the regulations.

Certain highly compensated employees are exempt from the overtime pay requirement if they are paid total annual compensation of at least \$100,000 (which must include at least \$455 per week paid on a salary or fee basis) and if they customarily and regularly perform at least one of the exempt duties or responsibilities of an executive, administrative, or professional employee identified in the standard tests for exemption.

## How to Comment

The Department encourages interested parties to submit comments on the NPRM. The full text of the NPRM, as well as information on the deadline for submitting comments and the procedures for submitting comments, can be found at the Wage and Hour Division's Proposed Rule website.

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Department will consider all comments received on this proposal in determining the salary level for the Final Rule.

1 The Department of Labor relied upon 2013 data in the development of the NPRM, under which the 40th percentile of weekly earnings for full-time salaried workers was \$921 per week. These figures project what the salary level would likely be in 2016 based on the proposed rule.

<http://www.dol.gov/whd/overtime/NPRM2015/factsheet.htm>

- c. Trustee Continuing Education: "Jumpstart Your Trusteeship" Webinar  
<http://www.statelibraryofiowa.org/ld/c-d/continuing-ed/conted-ials/archives-webinar/jumpstart2016/jumpstart-trustees2016>
- d. Handicapped Accessibility Options
  - Barrier Free Entrance: We have two issues with the door that need addressed. The first issue is the protrusion of the Book Return onto the sidewalk. Unfortunately the book return is very close to the door, and makes it hard for someone in a wheel chair, or walker, to access and open the door. 4 inches to the right is all it would take to get it off the sidewalk and out of the way, but it will likely take some manual labor to unbolt it from the ground and reposition it. The second issue is the door itself. Since we don't have an automatic door, we can add a door bell on the outside that can be rang to alert staff to get the door for those who may be unable to open the door themselves. Door bells cost about \$21.
  - Bathrooms: Each bathroom offers a different level of accessibility. Currently the women's restroom offers grab bars that are close to the toilet and easy to grab, but it does not have enough room for a wheelchair to turn around. The men's restroom on the other hand offers plenty of clearance for a wheelchair to turn around, but the grab bars are far away from the toilet and may be less accessible to others. If we make both bathrooms gender neutral, this will increase bathroom accessibility for all of our patrons, allowing them a choice to use whichever bathroom suites their needs best. We will also need to wrap the pipes underneath the sinks to make them ADA compliant – estimate \$40 for pipe insulation.
- e. 5 Year Strategic Plan



## 5 Year Strategic Plan

2016-2021

### **Mission Statement:**

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

### **Goal 1:**

A New Library Building

- 1.1. Establish a 501c3 Foundation. (Year 1)
- 1.2. Investigate fundraising options, create a timeline, and begin the process of fundraising and collecting donations. (Ongoing)
- 1.3. Create a marketing plan to achieve maximum awareness. (Year 1)
- 1.4. Research architects and advertise building options. (Year 1)
- 1.5. Assess fundraising status, obtain relevant estimates, and establish a budget. (Year 2)
- 1.6. Build a proposal to present to the city. (Year 3)

### **Goal 2:**

Readily Available Technology and Instructional Services

- 2.1. Create a defined space for computer use. (Year 1)
- 2.2. Investigate options for child-centered technologies. (Year 1)
- 2.3. Offer and promote instruction services for emerging technologies. (Ongoing)
- 2.4. Implement time management software to ensure equal access to technology for all users. (Year 2)
- 2.5. Research possibilities for acquiring advanced technologies and software. (Year 2)
- 2.6. Implement a maker-space aimed towards children and teens. (Year 2)
- 2.7. Promote digital book collections. (Ongoing)
- 2.8. Make available free online learning resources through the library's website. (Ongoing)

### **Goal 3:**

Increase Outreach Services

- 3.1. Establish a collaborative relationship with other city entities. (Year 1)
- 3.2. Research community needs and implement at least two outreach programs: Homebound Services, Programs at the Veteran's Center/School, Day Care Story Time, Park Events, etc. (Year 1)
- 3.3. Collaborate with other organizations to provide larger programs for the community. (Ongoing)
- 3.4. Be an active presence in the community by participating in other organizations and community events, such as Raccoon River Days, the Farmer's Market, and the Winter Market. (Ongoing)
- 3.5. Re-assess community needs and expand outreach services to include at least 4 outreach programs. (Year 2-3)

f. Fines

- Proposal: Start implementing fines the first of April, and advertise the change throughout the community. This adjustment to the Circulation Policy will include:  
1 Day Grace Period  
\$.10 per day for books/audiobooks  
\$.50 per day for movies  
\$1.00 per day for Interlibrary Loans  
Courtesy e-mail reminders available 3 days before due date  
7 and 14 day overdue notice  
Billed for full price of the item after 30 days overdue  
Account is blocked and computer privileges suspended after accumulating \$5.00 or more in overdue fees  
Offer option for blocked patrons to gain computer privileges for the day by paying 10% on their fines.

Agenda Item #6 - Action Items

a. Handicapped Accessible Options:

- Adjust the position of the Book Return to maximize accessibility to the door
- Add a door bell for handicapped persons who cannot open it themselves
- Change the bathrooms to gender neutral for optimal accessibility
- Wrap/Insulate sink pipes to ensure wheelchair access

Submitted for: Action

Recommendation: Approval

Sample Motion: Do I hear a motion to approve these changes?

Board Member \_\_\_\_\_: So moved. Board Member \_\_\_\_\_: Second.

b. 5 Year Strategic Plan

- A New Library Building
- Readily Available Technology and Instructional Services
- Increase Outreach Services

Submitted for: Action

Recommendation: Approval

Sample Motion: Do I hear a motion to approve the new strategic plan?

Board Member \_\_\_\_\_: So moved. Board Member \_\_\_\_\_: Second.

c. Fines

Submitted for: Action

Recommendation: Approval

Sample Motion: Do I hear a motion to approve the plan for implementing fines on the first of April?

Board Member \_\_\_\_\_: So moved. Board Member \_\_\_\_\_: Second.

Agenda Item #7 - Director's Report

- a. Contract Cataloger
- b. Accreditation
- c. Potential Program Update
  - i. STEM programs
  - ii. Community Garden & Seed Exchange

Agenda Item #8 – Adjourn

Submitted for: Action

Recommendation: Approval

Sample Motion: With no further business do I hear a motion to adjourn?

Board Member \_\_\_\_\_: So moved.

Board Member \_\_\_\_\_: Second.

Sample Language: The meeting is adjourned. Thank you.