

HUDSON PUBLIC LIBRARY
Board of Trustees Monthly Meeting
Monday October 2, 2023, 5:30 p.m.

1. Call to Order.
2. Roll Call & Introductions.
3. Approval of Agenda.*
4. Oral Presentations: Public Forum
 - A. _____
 - B. _____
5. Consent Agenda: Approval of Minutes, Review of Financial Statements:
 - A. Approval of Minutes: Wednesday, August 30, 2023. *
 - B. Final Statement for September. *
 - C. Approval of Bills to Pay in October. *
 - D. Projected Statement for October. *
 - E. Donations and Other Unbudgeted Spending FY24. *
 - F. Account Statements: Library Trust Fund.
 - G. Account Statements: Library Memorial Fund.
6. Policy and Administration:
 - A. Policy: Dealing With Challenged Materials
 - B. Potential Board Member Turnover
7. Reports
 - A. Upcoming Projects and Capital Spending:
 1. Motion Light for the Back Door
 2. Automatic Door Opener Servicing
 3. Purchase Hand Held Inventory Scanner
 4. Purchase 4 Computers
 - B. Board Education Article for Discussion: Iowa Library Trustee's Handbook: Chapter 13: Library Law and Legal Matters Part 2.*
 - C. October Programming Events. *
 - D. Staff Meeting Minutes, August 30, 2023. *
8. Other.
9. Adjourn.

The Hudson Public Library Board of Trustees meets in regular monthly session on the first Monday of each month. Meetings are conducted in the program room and are open to the public.

**Hudson Public Library
Board of Trustees Meeting
August 30, 2023
Board of Trustees**

Mary Bucy, Library Director
Ambri Refer, Asst. Director
Debbie Larsen, President
Darryl Koch, Vice President
Beth Swanson, Secretary

Wanda Birdsong
Bob Regenwether
Christy McNeal
Alan Clausen

Call to Order:

President, Debbie Larsen, called the meeting to order at 5:30pm.

Roll call/Absent:

All members present.

Approval of Agenda:

Darryl moved to approve and Christy provided second, all ayes. Motion approved.

Oral Presentation/Public Forum:

None.

Consent Agenda:

Motion was made by Beth to approve and Al provided 2nd to approve consent agenda except for the financials. All ayes. Motion approved. Ambri Refer passed out her corrected financial spreadsheets with updated FICA, IPERS, and additional monthly bills. Motion was made by Al to approve new financials, Wanda provided the 2nd. All ayes, motion approved.

Policy and Administration:

Request for Reconsideration of Library Resources: This will be tabled until the October meeting. Debbie and Mary attended a meeting in which other library policies were discussed. Debbie and Mary to complete additional research prior to bringing policy to the board for discussion. Mary will also be reviewing the circulation policy to possibly bring before the board also.

Board Education: The Library Trustee's Handbook: Chapter 13: Library Law and Legal Matters part 1. The board discussed open vs closed meetings, confidentiality, a warrant is required in order to provide information. It was also discussed that the library does not keep records of what patrons check out. Discussion of how the library fits into the city government was discussed as public libraries are part of the city but not ran by the city.

Reports:

Dolly Parton Imagination Library: The library has signed up 107 children for the program.

Library Staff Meeting: Mary is working with Kay Marquard to offer a series of watercolor painting classes. Currently scheduled for the last two Thursdays in October and the first two Thursdays

in November. Adrienne is working on a possible cake decorating program in which patrons could check out cake forms from the library collection.

The library will be closed on Monday, September 4, 2023 in honor of the Labor Day holiday.

Adjourn: The meeting was adjourned at 6:07 pm. The next meeting will be held on Monday, October 2, 2023.

The Hudson Public Library Board of Trustees meets in a regular monthly session on the first Monday of each month. Meetings are conducted at the library and are open to the public.

Minutes submitted by Beth Swanson, Secretary

FY 2024	ACCOUNT NUMBER	TOTAL ANNUAL BUDGET	PREVIOUS YTD TOTALS	CURRENT MONTH AMOUNT	TOTALS: END OF MONTH	PERCENT USED TO DATE	UNUSED BALANCE
September 2023, Final							
City of Hudson		\$ 273,075.00	\$ 45,512.50	\$ 22,756.25	\$ 68,268.75	25.00%	\$ 204,806.25
Open Access		\$ -	\$ -	\$ 9,245.50	\$ 9,245.50	#DIV/0!	\$ (9,245.50)
Black Hawk County		\$ 20,000.00	\$ -	\$ -	\$ -	0.00%	\$ 20,000.00
State of Iowa (UB)		\$ -	\$ -	\$ 1,855.46	\$ 1,855.46	#DIV/0!	\$ (1,855.46)
Foundation (UB)		\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Library Accounts (as expended)		\$ 9,000.00	\$ -	\$ -	\$ -	0.00%	\$ 9,000.00
Fines		\$ 100.00	\$ 14.40	\$ 7.10	\$ 21.50	21.50%	\$ 78.50
Replacements		\$ 200.00	\$ -	\$ 25.00	\$ 25.00	12.50%	\$ 175.00
Gifts & Grants		\$ 50.00	\$ -	\$ -	\$ -	0.00%	\$ 50.00
Fax		\$ 100.00	\$ 24.50	\$ 23.00	\$ 47.50	47.50%	\$ 52.50
Copying		\$ 1,500.00	\$ 160.15	\$ 57.20	\$ 217.35	14.49%	\$ 1,282.65
Other		\$ 50.00	\$ 3.75	\$ 0.50	\$ 4.25	8.50%	\$ 45.75
Transfer In: Wages		\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Total Income:		\$ 304,075.00	\$ 45,715.30	\$ 33,970.01	\$ 79,685.31	26.21%	\$ 224,389.69
Wages	001-410-6010	\$ 179,992.00	\$ 35,678.22	\$ 13,997.32	\$ 49,675.54	27.60%	\$ 130,316.46
FICA	001-410-6110	\$ 13,769.00	\$ 2,626.43	\$ 1,019.35	\$ 3,645.78	26.48%	\$ 10,123.22
IPERS	001-410-6130	\$ 16,992.00	\$ 2,962.30	\$ 1,184.92	\$ 4,147.22	24.41%	\$ 12,844.78
Association Dues	001-410-6210	\$ 779.00	\$ 175.00	\$ -	\$ 175.00	22.46%	\$ 604.00
Training	001-410-6230	\$ 1,200.00	\$ 470.00	\$ -	\$ 470.00	39.17%	\$ 730.00
Meetings & Confere	001-410-6240	\$ 4,000.00	\$ -	\$ -	\$ -	0.00%	\$ 4,000.00
Bldg Maintenance	001-410-6310	\$ 6,000.00	\$ 306.00	\$ 159.71	\$ 465.71	7.76%	\$ 5,534.29
Operational Equip F	001-410-6350	\$ 1,040.00	\$ 104.98	\$ 49.82	\$ 154.80	14.88%	\$ 885.20
Electric/Gas Expen:	001-410-6371	\$ 8,500.00	\$ 1,598.87	\$ 836.54	\$ 2,435.41	28.65%	\$ 6,064.59
Telecommunication	001-410-6373	\$ 3,555.00	\$ 554.61	\$ 292.23	\$ 846.84	23.82%	\$ 2,708.16
Janitorial Supplies	001-410-6409	\$ 100.00	\$ 60.65	\$ -	\$ 60.65	60.65%	\$ 39.35
Tech Services Exp	001-410-6419	\$ 2,670.00	\$ 385.93	\$ -	\$ 385.93	14.45%	\$ 2,284.07
Prog: Other Prof Se	001-410-6490	\$ 4,000.00	\$ 656.27	\$ -	\$ 656.27	16.41%	\$ 3,343.73
Janitorial: Other Co	001-410-6499	\$ 6,360.00	\$ 1,100.00	\$ 550.00	\$ 1,650.00	25.94%	\$ 4,710.00
Office Supplies	001-410-6506	\$ 1,100.00	\$ -	\$ 252.53	\$ 252.53	22.96%	\$ 847.47
Operating Supplies	001-410-6507	\$ 3,700.00	\$ 460.75	\$ -	\$ 460.75	12.45%	\$ 3,239.25
Postage/Shipping	001-410-6508	\$ 1,750.00	\$ -	\$ -	\$ -	0.00%	\$ 1,750.00
Memorial Fund	001-410-6516	\$ 3,000.00	\$ -	\$ -	\$ -	0.00%	\$ 3,000.00
Books	001-410-6520	\$ 17,000.00	\$ 1,775.52	\$ 1,390.79	\$ 3,166.31	18.63%	\$ 13,833.69
Audio/Book/CD's	001-410-6521	\$ 650.00	\$ -	\$ -	\$ -	0.00%	\$ 650.00
Audio/Music/CD's	001-410-6522	\$ 400.00	\$ -	\$ -	\$ -	0.00%	\$ 400.00
Electronic Equip.	001-410-6523	\$ 5,000.00	\$ -	\$ 4,845.99	\$ 4,845.99	96.92%	\$ 154.01
DVD's	001-410-6524	\$ 1,000.00	\$ 19.95	\$ 19.96	\$ 39.91	3.99%	\$ 960.09
Software/Games	001-410-6525	\$ 400.00	\$ 66.57	\$ -	\$ 66.57	16.64%	\$ 333.43
Books-Foundation	001-410-6526	\$ -	\$ 789.16	\$ 82.73	\$ 871.89		\$ (871.89)
Subscriptions	001-410-6527	\$ 3,500.00	\$ 515.84	\$ 161.20	\$ 677.04	19.34%	\$ 2,822.96
Electronic Subscrip	001-410-6528	\$ 4,718.00	\$ -	\$ 834.66	\$ 834.66	17.69%	\$ 3,883.34
State of Iowa: Othe	001-410-6599	\$ -	\$ -	\$ -	\$ -		\$ -
Office Equip-Reser	001-410-6725	\$ 4,300.00	\$ -	\$ -	\$ -	0.00%	\$ 4,300.00
Buildings-Reserves	001-410-6750	\$ 8,600.00	\$ -	\$ -	\$ -	0.00%	\$ 8,600.00
Total Expenditures		\$ 304,075.00	\$ 50,307.05	\$ 25,677.75	\$ 75,984.80	24.99%	\$ 228,090.20
SUMMARY:							
Income		\$ 304,075.00	\$ 45,715.30	\$ 33,970.01	\$ 79,685.31	26.21%	\$ 224,389.69
Expense		\$ 304,075.00	\$ 50,307.05	\$ 25,677.75	\$ 75,984.80	24.99%	\$ 228,090.20
Net		\$ -	\$ (4,591.75)	\$ 8,292.26	\$ 3,700.51	1.22%	\$ (3,700.51)

October Bills

<i>COMPANY</i>	<i>DESCRIPTION</i>	<i>ACCOUNT</i>	<i>AMOUNT</i>
Hawkeye Communication	Security Camera Service	6310	\$332.50
Gordon Flesch Co.	Copier Maint.	6350	\$49.73
MidAmerican Energy	Gas/Electric	6371	\$778.18
Mediacom	Phone/Internet	6373	\$429.18
US Cellular	iPad	6373	\$23.36
Card Services	Faronics-Deep Freeze	6419	\$288.80
Amazon Capital Services	Programming	6490	\$120.52
Capital One (Walmart)	Programming	6490	\$52.94
Top to Bottom Cleaning	Contract Cleaning	6499	\$550.00
Amazon Capital Services	Office Supplies	6506	\$523.56
Capital One (Walmart)	Operating Supplies	6507	\$42.28
PSI Plastic Graphics	Library Cards	6507	\$439.12
Hudson Library Postage	Postage Bag Reimburse	6508	\$38.69
Amazon Capital Services	Books	6520	\$40.73
Baker & Taylor	Books	6520	\$663.85
Sibley Public Library	Lost ILL Replacement	6520	\$16.00
Taste of Home	Christmas Book	6520	\$41.02
Dell Marketing	Computers (delayed deposit)	6523	\$4,845.99
Amazon Capital Services	DVD	6524	\$22.99
Baker & Taylor	Books-Foundation	6526	\$44.66
Better Homes and Gardens	Renewal	6527	\$12.00
Our Iowa	Renewal	6527	\$24.98

FY 2024	ACCOUNT NUMBER	TOTAL ANNUAL BUDGET	PREVIOUS YTD TOTALS	CURRENT MONTH AMOUNT	TOTALS: END OF MONTH	PERCENT USED TO DATE	UNUSED BALANCE
October 2023, Projected							
City of Hudson		\$ 273,075.00	\$ 68,268.75	\$ 22,756.25	\$ 91,025.00	33.33%	\$ 182,050.00
Open Access		\$ -	\$ 9,245.50	\$ 9,245.50	\$ 18,491.00	#DIV/0!	\$ (18,491.00)
Black Hawk County		\$ 20,000.00	\$ -	\$ -	\$ -	0.00%	\$ 20,000.00
State of Iowa (UB)		\$ -	\$ 1,855.46	\$ -	\$ 1,855.46	#DIV/0!	\$ (1,855.46)
Foundation (UB)		\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Library Accounts (as expended)		\$ 9,000.00	\$ -	\$ -	\$ -	0.00%	\$ 9,000.00
Fines		\$ 100.00	\$ 21.50	\$ 8.34	\$ 29.84	29.84%	\$ 70.16
Replacements		\$ 200.00	\$ 25.00	\$ 16.67	\$ 41.67	20.84%	\$ 158.33
Gifts & Grants		\$ 50.00	\$ -	\$ 4.17	\$ 4.17	8.34%	\$ 45.83
Fax		\$ 100.00	\$ 47.50	\$ 8.34	\$ 55.84	55.84%	\$ 44.16
Copying		\$ 1,500.00	\$ 217.35	\$ 125.00	\$ 342.35	22.82%	\$ 1,157.65
Other		\$ 50.00	\$ 4.25	\$ 4.17	\$ 8.42	16.84%	\$ 41.58
Transfer In: Wages		\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Total Income:		\$ 304,075.00	\$ 79,685.31	\$ 32,168.44	\$ 111,853.75	36.78%	\$ 192,221.25
Wages	001-410-6010	\$ 179,992.00	\$ 49,675.54	\$ 14,999.34	\$ 64,674.88	35.93%	\$ 115,317.12
FICA	001-410-6110	\$ 13,769.00	\$ 3,645.78	\$ 1,147.42	\$ 4,793.20	34.81%	\$ 8,975.80
IPERS	001-410-6130	\$ 16,992.00	\$ 4,147.22	\$ 1,416.00	\$ 5,563.22	32.74%	\$ 11,428.78
Association Dues	001-410-6210	\$ 779.00	\$ 175.00	\$ -	\$ 175.00	22.46%	\$ 604.00
Training	001-410-6230	\$ 1,200.00	\$ 470.00	\$ -	\$ 470.00	39.17%	\$ 730.00
Meetings & Confere	001-410-6240	\$ 4,000.00	\$ -	\$ -	\$ -	0.00%	\$ 4,000.00
Bldg Maintenance	001-410-6310	\$ 6,000.00	\$ 465.71	\$ 332.50	\$ 798.21	13.30%	\$ 5,201.79
Operational Equip F	001-410-6350	\$ 1,040.00	\$ 154.80	\$ 49.73	\$ 204.53	19.67%	\$ 835.47
Electric/Gas Expen	001-410-6371	\$ 8,500.00	\$ 2,435.41	\$ 778.18	\$ 3,213.59	37.81%	\$ 5,286.41
Telecommunication	001-410-6373	\$ 3,555.00	\$ 846.84	\$ 452.54	\$ 1,299.38	36.55%	\$ 2,255.62
Janitorial Supplies	001-410-6409	\$ 100.00	\$ 60.65	\$ -	\$ 60.65	60.65%	\$ 39.35
Tech Services Exp	001-410-6419	\$ 2,670.00	\$ 385.93	\$ 288.80	\$ 674.73	25.27%	\$ 1,995.27
Prog: Other Prof Se	001-410-6490	\$ 4,000.00	\$ 656.27	\$ 173.46	\$ 829.73	20.74%	\$ 3,170.27
Janitorial: Other Co	001-410-6499	\$ 6,360.00	\$ 1,650.00	\$ 550.00	\$ 2,200.00	34.59%	\$ 4,160.00
Office Supplies	001-410-6506	\$ 1,100.00	\$ 252.53	\$ 523.56	\$ 776.09	70.55%	\$ 323.91
Operating Supplies	001-410-6507	\$ 3,700.00	\$ 460.75	\$ 481.40	\$ 942.15	25.46%	\$ 2,757.85
Postage/Shipping	001-410-6508	\$ 1,750.00	\$ -	\$ 38.69	\$ 38.69	2.21%	\$ 1,711.31
Memorial Fund	001-410-6516	\$ 3,000.00	\$ -	\$ -	\$ -	0.00%	\$ 3,000.00
Books	001-410-6520	\$ 17,000.00	\$ 3,166.31	\$ 761.60	\$ 3,927.91	23.11%	\$ 13,072.09
Audio/Book/CD's	001-410-6521	\$ 650.00	\$ -	\$ -	\$ -	0.00%	\$ 650.00
Audio/Music/CD's	001-410-6522	\$ 400.00	\$ -	\$ -	\$ -	0.00%	\$ 400.00
Electronic Equip.	001-410-6523	\$ 5,000.00	\$ 4,845.99	\$ -	\$ 4,845.99	96.92%	\$ 154.01
DVD's	001-410-6524	\$ 1,000.00	\$ 39.91	\$ 22.99	\$ 62.90	6.29%	\$ 937.10
Software/Games	001-410-6525	\$ 400.00	\$ 66.57	\$ -	\$ 66.57	16.64%	\$ 333.43
Books-Foundation	001-410-6526	\$ -	\$ 871.89	\$ 44.66	\$ 916.55		\$ (916.55)
Subscriptions	001-410-6527	\$ 3,500.00	\$ 677.04	\$ 36.98	\$ 714.02	20.40%	\$ 2,785.98
Electronic Subscrip	001-410-6528	\$ 4,718.00	\$ 834.66	\$ -	\$ 834.66	17.69%	\$ 3,883.34
State of Iowa: Othe	001-410-6599	\$ -	\$ -	\$ -	\$ -		\$ -
Office Equip-Reser	001-410-6725	\$ 4,300.00	\$ -	\$ -	\$ -	0.00%	\$ 4,300.00
Buildings-Reserves	001-410-6750	\$ 8,600.00	\$ -	\$ -	\$ -	0.00%	\$ 8,600.00
Total Expenditures		\$ 304,075.00	\$ 75,984.80	\$ 22,097.85	\$ 98,082.65	32.26%	\$ 205,992.35
SUMMARY:							
Income		\$ 304,075.00	\$ 79,685.31	\$ 32,168.44	\$ 111,853.75	36.78%	\$ 192,221.25
Expense		\$ 304,075.00	\$ 75,984.80	\$ 22,097.85	\$ 98,082.65	32.26%	\$ 205,992.35
Net		\$ -	\$ 3,700.51	\$ 10,070.59	\$ 13,771.10	4.53%	\$ (13,771.10)

DONATIONS AND OTHER UNBUDGETED SPENDING: FY24

STATE LIBRARY OF IOWA

Enrich Iowa: \$1855.46

Open Access and ILL Reimbursement Payment:

BLACK HAWK COUNTY

August:

January:

FOUNDATION

Programming:

Books:

Ancestry:

Dolly Parton's Imagination Library:

Total:

RESERVES

Start FY24: \$121,840.77

CERTIFICATES OF DEPOSIT

Memorial Fund Green State Credit Union \$18,902.70 2.25% APY
August 12, 2022 – November 1, 2023

Trust Fund Green State Credit Union \$34,606.07 2.25% APY
August 12, 2022 – November 1, 2023



Cedar Falls | Cedar Rapids | Independence | Jesup
 Lamont | Marion | Norway | Rowley | Waterloo
 800-433-0285

Account Number: ****0913
 Statement Date: 08/31/23
 Pages: 1 of 1

EXPERIENCE *The*
Difference

CITY OF HUDSON
 LIBRARY TRUST FUND
 PO BOX 536
 HUDSON IA 50643-0536

MM PF 1 YR CMT

Account Number: ****0913

Earnings Summary

Interest Paid Year to Date		184.07
Interest for Cycle Ending	08/31/2023	24.87

Balance Summary

Beginning Balance as of	08/01/2023	10,225.69
+ Deposits and Credits	1	24.87
- Withdrawals and Debits	0	.00
Ending Balance as of	08/31/2023	10,250.56
Services Charges for Period		.00
Average Collected for Period		10,225

TRANSACTIONS

Deposits and Other Credits

Date	Amount	Activity Description
8/31	24.87	Interest Paid

DAILY BALANCE SUMMARY

Date	Balance	Date	Balance	Date	Balance
8/31	10,250.56				



Cedar Falls | Cedar Rapids | Independence | Jesup
 Lamont | Marlon | Norway | Rowley | Waterloo
 800-433-0285

Account Number: ****0921
 Statement Date: 08/31/23
 Pages 1 of 1

EXPERIENCE *The*
Difference

CITY OF HUDSON
 LIBRARY MEMORIAL FUND
 PO BOX 536
 HUDSON IA 50643-0536

MM PF 1 YR CMT

Account Number: ****0921

Earnings Summary

Interest Paid Year to Date	128.43
Interest for Cycle Ending 08/31/2023	17.35

Balance Summary

Beginning Balance as of 08/01/2023	7,135.38
+ Deposits and Credits 1	17.35
- Withdrawals and Debits 0	.00
Ending Balance as of 08/31/2023	7,152.73
Services Charges for Period	.00
Average Collected for Period	7,135

TRANSACTIONS

Deposits and Other Credits

Date	Amount	Activity Description
8/31	17.35	Interest Paid

DAILY BALANCE SUMMARY

Date	Balance	Date	Balance	Date	Balance
8/31	7,152.73				

Board Liability

"A person who performs services for a municipality or an agency or subdivision of a municipality and who does not receive compensation is not personally liable for a claim based upon an act or omission of the person performed in the discharge of the person's duties, except for acts or omissions which involve intentional misconduct or knowing violation of the law, or for a transaction from which the person derives an improper personal benefit. For purposes of this section, 'compensation' does not include payments to reimburse a person for expenses." (Iowa Code 670.2)

The legal power of the board comes when the board acts as a body. To guard against potential liability, avoid the following:

- ❖ Acting in excess of authority, i.e. inappropriate expenditures or exceeding budget spending levels
- ❖ Failing to act when action should have been taken, i.e., failure to meet contractual obligations
- ❖ Negligence, i.e., unsafe buildings and grounds, failure to supervise funds
- ❖ Intentional misconduct, i.e., libel, improper discharging of an employee, theft
- ❖ Acting in violation of the law, i.e., authorizing payment of improper expenses, failing to follow proper rules for hiring

Fair Labor Standards Act (FLSA)

The federal Fair Labor Standards Act (FLSA) establishes standards for basic wages, overtime pay, record keeping, and child labor.

Basic Wages

Each library employee must be paid not less than the minimum wage. Library employees must be paid for hours worked and may not volunteer time without pay. As of this writing Iowa's minimum wage is \$7.25. For detailed information on Iowa's minimum wage, refer to the **Iowa Department of Workforce Development**.

Paying Library Staff During Training

According to Iowa Workforce Development: *"If any such gathering is required by an employer, or if an employer leads its employees to believe they will receive adverse treatment for not attending, the employer must pay its employees for the time spent in attendance."* (Iowa Workforce Development) This is also a Tier 1 standard addressed in Iowa Public Library Standards. **Standard #23:** *"The library allows the director to participate in continuing education opportunities during their work time."*

Overtime Pay

Within the public library are employees who are exempt and those who are non-exempt

from the FLSA regulations; one of the deciding criteria is whether the employee has independent decision-making authority. The director of a public library is usually an exempt employee if he or she directs a staff of at least two. Those employees who do not have independent decision-making authority, even if they have a library science degree, are non-exempt from the FLSA. To determine whether a position is exempt or non-exempt, call the Wage and Hour Division of the U.S. Department of Labor Iowa office at 515-284-4625.

Non-exempt employees must be paid overtime at a rate of not less than one and one-half times their regular rates of pay after 40 hours of work in a workweek. A workweek is defined as seven consecutive 24 hour periods, fixed and regularly occurring; each workweek stands alone. Time off may be granted within the workweek if the employee has reached 40 hours before the end of the week. In other words, an employee may work 10 hours each day, four days straight within the workweek without being paid overtime. However, if the employee works 45 hours during one workweek and 35 hours during the next, five hours of overtime must be paid.

For libraries in the public sector, compensatory time may be given in lieu of overtime, but must be given at the rate of "time and a half" to non-exempt employees.

Recordkeeping

The FLSA requires that employers keep records on wages, hours, and other items, as specified in Department of Labor recordkeeping regulations. Most of the information is the kind generally maintained by employers; the records do not have to be kept in any particular form and time clocks need not be used.

Child Labor Standards

Fourteen is the minimum age for library work; youths 14 and 15 years old may work at the library outside of school hours under the following conditions:

- ❖ No more than 3 hours per school day and 18 hours in the school week
- ❖ No more than 8 hours on a non-school day or 40 hours in a non-school week
- ❖ Work may not begin before 7:00 a.m. or continue after 7:00 p.m. except from June 1 through Labor Day when permissible evening hours are extended to 9:00 p.m.

A library may hire youths 16 years of age and older to work unlimited hours within the guidelines of the FLSA.

For more information on FLSA, see the Wage and Hour Division of the U.S. Department of Labor.

Iowa Gift Law

"Except as otherwise provided in this section, a public official, public employee, or

candidate, or that person's immediate family member shall not, directly or indirectly, accept or receive any gift or series of gifts from a restricted donor." (Iowa Code 68B.22)

The library's director and trustees are subject to the Iowa Gift Law. You cannot accept a gift for personal use that has a value of over \$3.00 from anyone who wants to do business with the library. For example, you cannot personally accept a gift from a book salesperson who could sell books to your library. However, if the benefit is available generally, it is not considered a gift. For example, if Baker & Taylor provides book discounts to library staff members in all libraries, it is not considered a gift to an individual employee and does not fall under the Iowa Gift Law.

Digital Millennium Copyright Act (DMCA)

On October 12, 1998, Congress passed the Digital Millennium Copyright Act (DMCA). The law became effective in October 2000 and it has been incorporated into the Copyright Act (Title 17 of the U. S. Code). This landmark legislation updated U.S. copyright law to meet the demands of the Digital Age and to conform U.S. law to the requirements of the World Intellectual Property Organization (WIPO) and treaties that the U.S. signed in 1996. Divided into five "titles," the DMCA is a complex act that addresses a number of issues that are of concern to libraries. Among its many provisions, the Act:

- ❖ Imposes rules prohibiting the circumvention of technological protection measures
- ❖ Sets limitations on copyright infringement liability for online service providers (OSPs)
- ❖ Expands an existing exemption for making copies of computer programs
- ❖ Provides a significant updating of the rules and procedures regarding archival preservation
- ❖ Mandates a study of distance education activities in networked environments
- ❖ Mandates a study of the effects of anti-circumvention protection rules on the "first sale" doctrine

The DMCA provides safe harbor from copyright infringement liability for online service providers. In order to qualify for safe harbor protection, certain online service providers—like public libraries—must designate an agent as the person who will receive notices of copyright infringement.

To designate an agent, a service provider must do two things: (1) make contact information for the agent available to the public on its website and (2) provide that same information to the federal copyright office, which maintains a centralized online directory of designated agent contact information for public use. The service provider must also ensure that this information is up to date.

The DMCA License renews for \$6.00 every three years. The license recognizes the public library as a provider of public Internet access and helps to alleviate problems when people illegally download content via the library's computers.

If your library has ever received a "cease and desist" letter from your Internet service provider, you'll appreciate the benefit of this license. It's not uncommon for public libraries to be notified of illegal downloading activity happening on the library's computers, typically by people illegally downloading movies. So this DMCA license indicates that a public library will pledge to curtail illegal use of its public Internet computers and to report the library director (typically) as an "agent."

For more information, see the [DMCA webpage](#) from ALA.

For answers to other legal questions, refer to the [Library Law FAQ](#) developed by the State Library Law Librarian.

October Events at the Hudson Public Library

Library is closed Monday, October 9, in observance of Indigenous Peoples Day

Recurring Events in October:

- 2nd/3rd Grade Book Club: Monday afternoons, October 2, 16, 23, and 30, 3:45 p.m.-4:30 p.m.
- Stories and More Storytime: Monday Evenings October 2, 16, 23, and 30 at 6:30 p.m.
- Community Coffee: Tuesday and Friday mornings, 8:30-12:00 p.m.
- Music: Tuesday and Friday mornings during coffee, 9:00-11:00 a.m.
- 4th-6th Grade Book Club: Thursday afternoons, October 5, 12, 19, and 26, 3:45 p.m.-4:30 p.m.

Special Storytime with Officer Currica

Monday, October 2, 6:30 p.m.

Officer Currica will be guest reading and will have his patrol car available after storytime!

Teen Tuesday: Blackout Poetry

Tuesday, October 3, 3:45 p.m.-4:45 p.m.

The first Tuesday of each month is for teens. Join us in October to write poetry by blacking out words on provided book pages.

Early Out: Super Mario Movie, Rated PG

Wednesday, October 4, 2:15 p.m.

Popcorn will be served!

Unsolved Case Files Game Night

Wednesday, October 4, 6:00-8:00 p.m.

Help us crack the case of Avery and Zoey Gardner. Adults only please.

Early Out: Eclipse

Wednesday, October 11, 2:15 p.m.

Learn about the partial eclipse, make a pinhole viewer, and discover moon phases with Oreos.

Adults Book Club: *"Hello Beautiful"* by Ann Napolitano

Monday, October 16 2:00-3:00 p.m.

Early Out: Spooky Stories

Wednesday, October 18, 2:15 p.m.

Listen to spooky stories or share your own! Recommended for 3rd grade and up.

Watercolor Class

Wednesday, October 18, 6:30-8:00 p.m.

For preregistered participants only.

Early Out: Halloween Party

Wednesday, October 25, 2:15 p.m.

Come dressed in your costume if you wish! Join us for games, crafts, and snacks.

Watercolor Class

Wednesday, October 25, 6:30-8:00 p.m.

For preregistered participants only.

September Staff Meeting
Wednesday, August 30, 2023
Present: Mary, Jo, Ambri, Jean
Minutes submitted by Jo

Reviewed August minutes.

1. Staff Reports:

Jo

- Reported that we currently have 107 children registered in our zip code for Dolly Parton Imagination Library.
- Has Kathy Wilson's program on the Salem witch trials scheduled for September 21. Will send postcards next week.
- Will host a game night, tentatively set for Wednesday, October 4. Will play the new Unsolved Case game we just added to our collection.
- Will do a Christmas DIY program with supplies purchased on clearance last season. Need to go through the box and see what we still need to purchase, if anything. This program is scheduled for Thursday, November 30.
- Has a "petal art" craft ready to go, but will wait until January/February to schedule.
- Has taken down Best of 2022 display and working on putting up a "Spooky Reads" display. Working on signage, but has books pulled and ready to go.
- Looked at Humanities Iowa website and noticed a couple new programs have been added.

Ambri

- Has 2nd-3rd grade book club and 4th-6th grade book club starting after Labor Day. Has at least 5 kids registered in each group.
- Has a meeting with elementary teachers on Thursday afternoon, September 7. Jo will start the 4th-6th book club until Ambri returns.
- Halloween Party is scheduled for Oct. 25. Wanda Birdsong has offered to help with this event.
- Officer Currica will be bringing a police car to Stories and More on October 2 for a safety program. Ambri looking into getting a firetruck at the event as well.
- Is working on programming for November/December. We will be hosting a Winter Wonderland event on Saturday, Dec. 2, the day of Santa's visit to the community center.
- A new program "Reading Pals," (from the Pet Pals organization) will start on the second Tuesday of October and continue on the second Tuesday of each month. There will be two dogs/owners here doing 15-minute reading sessions with elementary students. Ambri will get recommendations from teachers on students who would benefit from this.

Jean

- Jean is working on another plant exchange, which will likely be held after the new year, possibly early spring.
- Will look into Humanities Iowa for possible program.

Mary

- Has watercolor class with Kay Marquard set for last two Wednesdays in October and first two Wednesdays in November at 6:30 p.m. Class is limited to 10 participants. We have a signup sheet in staff room for those who call to register. Must get phone and email info and ask them to notify us if they can't attend since we will likely have a wait list. Kay has provided a supply list that we need to email to participants after they sign up. Will post registration info to Facebook the Tuesday after Labor Day.
- After returning from vacation she will be working on the annual survey, which is due at the end of October.
- Will be subscribing to WhoFi, which is a data collection service. Automatically counts and records the number of wifi users and offers other features as well.
- We will do a two-week manual door count starting the Tuesday after Labor Day to check the accuracy of our automatic door counter.

General

- Noted that an area of concern is the recent action by the governor that put the Iowa Commission of Libraries under the Department of Education, which will likely result in changes in guidelines and requirements. This move will take away the power of the commission to hire the state librarian, which instead will be an appointed position.
- Noted that since only full-time staff get Library Talk emails, we need to forward any pertinent information to the part-time staff.
- Had an update on the patron mentioned at the last staff meeting. Days after the first incident, the patron left at closing and went to the Randalls parking lot where he sat outside for several minutes in view of the library. Mary emailed Chief Banks requesting information on whether this patron had any background we need to be aware of. She did not get a response back. Looking into getting a motion sensor light installed at our back door.
- Staff needs to make sure they put a date and time on any incident reports that are filed. A time stamp will help if there is ever a situation where we need to look back at security camera footage.
- Looking into self-defense class for employee/employees. Will ask instructor about possibly coming to teach a class at the library for staff and/or patrons.
- We are updating our "reconsideration form" for patrons who want us to reconsider books in our collection. We will be updating our policy and will have requirements that patrons must come into the library in person to return a reconsideration form. The person named on the form as making the request must be the person returning the form. They also must live in our service area (Hudson or rural Black Hawk County) to turn in a reconsideration form.
- Will be starting shifting/dusting in the nonfiction section. All staff is to work on this as they can. Adjust shelves to be even with other shelves as much as possible. Do shelf reading as you go. Goal is to shift books and end up with an extra bay at the end so that we can add more puzzles to check out. Record your progress on the shelf-reading form.
- Ken Yuska will be in to look at our plants and repot as necessary.
- Black Hawk County Jail will come in tomorrow to pick up boxed books in the program room.

Meeting adjourned at 9:45 a.m.