



MINUTES

Library Board

5:00 PM - Monday, October 11, 2021
Zoom

The Library Board of the City of Marion, Linn County, Iowa met on Monday, October 11, 2021, at 5:00 PM, with the following members present:

PRESENT: Susan Kling, Jack Zumwalt, Sandy Rosenberger, Okpara Rice, Kim Rose, Eileen Robinson, Seth Moomey, Cara Briggs Farmer, Nancy Miller, Ross McIntyre, Chelsa Nunn

ABSENT: Excused: Sally Reck

STAFF PRESENT: Bill Carroll, James Teahen, Kimberly Cowger, Amy Geiger, Dawn Cline, Sue Gerth, Blaine Phillips

FRIENDS REP: Lindsey Weber

GUESTS PRESENT: None

CALL TO ORDER

The meeting was called to order at 5:01pm by Board Vice President, Susan Kling.

AGENDA APPROVAL

Motion to approve agenda as presented.

Moved by Rosenberger, seconded by Briggs Farmer, to approve agenda as presented.
Approved unanimously

PUBLIC FORUM

No comments

MINUTES

Motion to approve the September minutes.

Moved by Rice, seconded by Zumwalt, to approve the September Meeting minutes.
Approved unanimously

REPORTS

Friends of the Marion Public Library Report

Library Friends Report: A children's book sale is planned for November 13th in the lobby

of the old library with proceeds from the sale going towards Dolly Parton Imagination Library.

Marion Public Library Foundation Report

The Capital Campaign has \$236,780 left to raise. The Mobile Library has a balance of \$91,200 left to raise. A Direct Mail letter will go out the second week of November to a specific number of Marion residents. Susan suggested the letter also be sent to Cedar Rapids residents that donated to the 1996 Building Campaign.

Arts Advisory Committee Report

None

Personnel Committee Report

None

Policy Committee Report

- Distribution and Display Policy
- Photo & Video Recording Policy
- Social Media Policy
- Volunteer Policy

Moved by Robinson, seconded by Rice, to approve the policies as presented.

Approved unanimously

Director's Report

- Budget Report--We are currently about 6% under where we'd expect to be this time of year, but this is partially due to some open staff positions. There will likely be a flurry of spending when we move into the new building.
- New Building Project Update--The Building Project is still currently under budget and on time. The fireplace and landscaping will be coming in the next several weeks. Blaine will make a new virtual tour soon.
- General Department Updates--James has stepped into his new role as Deputy Director. His IT position will transfer into 3 part-time frontline staff positions to help us when we move into the new, much larger building. James will continue to take care of some of the Library's IT needs, with some help from City IT staff. Okpara asked if we have an agreement in writing with City IT, Bill agreed that a formal MOU would be a good idea.
- Library Art Holdings Update--Bill has created a spreadsheet with extensive information about the Library's art holdings. He is also tracking down a lead on a home for the TumbleRead sculpture.

Board Continuing Education

None

REGULAR AGENDA

- Revisit Board Continuing Education--Bill has suggested that after the November Election we have the State Library representative come in to do some Board training. Board members are open to this.
- Ad-Hoc Art Committee--The task of the Committee formed last year was to go through the art that we had at the old library and decide what would go to the new library and what would be deaccessioned. A new Ad-Hoc Art Committee should

be formed regarding new art for the new building. Many Board members agree that we need to make sure we have an acquisition policy so that we don't back ourselves into a corner and have to say yes to offers from patrons wanting to donate artwork. This will be tabled for now, a vote perhaps taking place next month.

- Bookmobile Update and Discussion--The company we have an agreement with for the build of our Bookmobile contacted us to say they would be cancelling our agreement due to supply shortages. They have offered us a full refund on the deposit we've paid. This gives us the option of starting from scratch and putting out a new RFP. Or we can work with the other company that responded to our initial RFP to complete our build. They will give us two price options. Going this route could give us a timeline of the Bookmobile being complete by the 3rd or 4th Quarter of 2022, which would be much faster than starting over with a new RFP. James and Bill recommend the latter option.
- 2022 Library Holidays--The suggested date for Spring Staff Training Day is Good Friday, since that's a City Holiday and other City Departments will be closed that day.

Moved by Rice, seconded by Zumwalt, to approve Library Holidays for 2022.

Approved unanimously

- Contract for Website Maintenance

Moved by Zumwalt, seconded by Briggs Farmer, to approve contract with FUEL for website maintenance.

Approved unanimously

ADJOURN

Moved by Zumwalt, seconded by Robinson, to adjourn at 6:27pm.

Approved unanimously

Respectfully submitted by:
Kimberly Cowger, Administrative Assistant