



# MINUTES

## Library Board

5:00 PM - Monday, April 8, 2024

Library, 1101 6th Avenue

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The Library Board of the City of Marion, Linn County, Iowa met on Monday, April 8, 2024, at 5:00 PM, with the following members present:

PRESENT: In Person: Sally Reck, Susan Kling, Jack Zumwalt, Sandy Rosenberger, Okpara Rice, Kim Rose, Nancy Miller, Ross McIntyre  
Via Zoom: Cara Briggs Farmer, Chelsea Nunn  
(currently one vacancy)

ABSENT: Seth Moomey

STAFF PRESENT: Bill Carroll, James Teahen, Kimberly Cowger, Ashley Osborn,

FRIENDS REP: Cheryl Kiburz

GUESTS PRESENT: Nick Tharalson

### CALL TO ORDER

The meeting was called to order at 5:00 p.m. by Board President, Sally Reck.

### AGENDA APPROVAL

Moved by Rose, seconded by McIntyre, to approve the agenda as presented.  
Approved unanimously

### INTRODUCTION OF GUESTS

### PUBLIC FORUM

No comments

### LIBRARY SPOTLIGHT

February Staff Milestone Anniversaries - One Year of Service: Shillon Brake and Rachel Kimble

### MINUTES

Moved by Zumwalt, seconded by Rosenberger, to approve the February Meeting minutes with one change noted by Sally Reck.

Approved unanimously

Moved by Rose, seconded by Kling, to approve the March Meeting minutes as

presented.

Approved unanimously

Moved by Zumwalt, seconded by McIntyre, to approve the March 24, 2024 Special Meeting Minutes with the correction of one typo and to approve the March 25, 2024 Special Meeting Minutes as presented.

Approved unanimously

## **REPORTS**

### Friends of the Marion Public Library Report

- The Friends Bookstore can now accept debit and credit card payments.
- Friends brought treats to Library staff for National Library Week.
- The Friends Board now has 15 members with the latest addition of Kim Venner.

### Marion Public Library Foundation Report

- The Foundation Board did not meet in March.
- The recruitment process for a new Foundation Director is underway.

### Board Continuing Education

- Ross McIntyre took a session on Sustainable Libraries.

### Art Advisory Committee Report

- This Committee will start to meet again after the FY25 Budget is approved by City Council on April 18.

### Finance Committee

- Payments for the final Building Project invoices have been made!

### Personnel Committee Report

- The Board Exec Committee will meet in May with the hopes that the City's new Performance Review Form is ready.

### Director's Report

- Budget Update--Revenue is at 94%.
- New Building & Bookmobile Project Update--The Building Project is complete as the last payments have been made.
- General Department Updates--The Programming Team is doing amazing work with some huge attendance numbers at events.

### Policy Committee Report

Collection Development Policy--Reviewed but not revised.

- Collection Reconsideration of Library Materials Form--No changes.

### Supplemental Personnel Policies

- Professional Development Policy--Just a few small changes to meet City Policy.
- Working From Home Policy--Revised to include information about when the Library closes for inclement weather.

Moved by Rosenberger, seconded by Rose, to approve all Policies as presented.

Approved unanimously

Moved by Rice, seconded by Rose, to accept all Reports as presented.  
Approved unanimously

## **REGULAR AGENDA**

Contract Renewal approval (action requested)

- Contract with PipePro, our HVAC Mechanical Vendor, is up for renewal.

Moved by Rice, seconded by Rosenberger, to approve the PipePro Contract Renewal.  
Approved unanimously

Contract approval (action requested)

- A Support Agreement with our HVAC Controls System Vendor, Environmental Controls Solution Inc (ECSI), needs to be approved.

Moved by Zumwalt, seconded by McIntyre, to approve the ECSI Support Agreement.  
Approved unanimously

Financial Policy and Procedures discussion (action requested)

- Proposed changes to this Policy align with the City's Purchasing Policy.
- Any purchases over the threshold of the Department Director, set by City Finance at \$10,000, require approval from the whole Board.
- Though not required by City Finance, any purchases over \$5,000 that require a Purchase Order will still be approved by the Board Treasurer. Jack Zumwalt voiced that he did not agree that purchases between \$5,000 and \$10,000 not going to the whole Board.

Moved by Kling, seconded by Rosenberger, to accept changes to the Financial Policy & Procedures.

Approved by the following votes:

Ayes: Reck, Rose, Rice, McIntyre, Nunn, Rosenberger, Kling, and Briggs  
Farmer

Nays: Zumwalt

Library Board Operations (action requested)

- Library Director Bill Carroll recommends Board Officer terms be changed from two years to one year.
- The Board acknowledged that this information was presented to them and they will vote on it next month.

Board Officers Discussion for FY25 (discussion)

- Library Director asked Board Members to start thinking about who wants to run for Officers as new Officers will need to be elected before July 1st.

Honorary Board Member discussion (potential action)

- There is interest from Bob Hoyt to join our Library Board. Since he does not live in Marion, he can not apply to become a full voting member. City Legal advised the Board can vote to make him an Honorary Member.
- Vote on this will take place next month.

## **ADJOURN**

Moved by McIntyre, seconded by Rose, to adjourn at 6:10 p.m.  
Approved unanimously

Respectfully submitted by:  
Kimberly Cowger, Administrative Assistant