



MINUTES

Library Board

5:00 PM - Monday, April 10, 2023

Library, 1101 6th Avenue

Minutes are in draft format until approved at the next meeting

The Library Board of the City of Marion, Linn County, Iowa met on Monday, April 10, 2023, at 5:00 PM, with the following members present:

PRESENT: In Person: Sally Reck, Susan Kling, Jack Zumwalt, Sandy Rosenberger, Kim Rose, Eileen Robinson, Cara Briggs Farmer, Nancy Miller, Ross McIntyre
Via Zoom: Okpara Rice and Seth Moomey

ABSENT: Chelsea Nunn

STAFF PRESENT: Bill Carroll, James Teahen, Kimberly Cowger, Amy Geigber, Kylee Pusteoska, Sue Gerth, Ashley Osborn

FRIENDS REP: Cheryl Kibirz

GUESTS PRESENT: In Person: Nick Tharalson
Via Zoom: KCRG

CALL TO ORDER

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

AGENDA APPROVAL

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

LIBRARY SPOTLIGHT

March Staff Anniversaries--10 Years: Curtis Kraetsch

INTRODUCTION OF GUESTS

PUBLIC FORUM

Patron Nick Tharalson addressed the Board requesting that everyone speak loudly and clearly to ensure everyone in the room could hear them. Nick mistakenly thought that the Agenda for the last 2 meetings was not posted. It was explained to him that Agendas are posted online as well as on the bulletin board in the North entrance of the Library. Nick stated that nearly all patrons enter through the Library's South entrance, from the parking lot.

MINUTES

Motion to approve the February Meeting minutes.

Moved by Briggs Farmer, seconded by Kling, to approve the February Meeting minutes.

Approved unanimously

Motion to approve the March Meeting minutes.

Moved by Robinson, seconded by McIntyre, to approve the March Meeting minutes.

Approved unanimously

REPORTS

Friends of the Marion Public Library Report

The previously scheduled Friends Booksale in May will happen depending on book donations that come in. Last month \$186 in donations was collected for DPIL in the Wishing Well. A fundraiser for the Friends will take place at GoldFinch on Thursday April 13th.

Marion Public Library Foundation Report

Donor signage is mostly up. Approximately 90% of Capital Campaign pledges have been fully paid.

Art Advisory Committee Report

No update

Finance Committee

No update

Personnel Committee Report

There will be a closed session later in this meeting to discuss personnel matters.

Policy Committee Report

- Children's Interactive Learning Area Behavioral Guidelines Policy--This is an extension of the Library's Behavior Policy, it is new and will likely need to be amended as we learn as we go. An abbreviated version of the policy will be posted in the Interactive Learning Area.
- Collection Development Policy--formatting changes were recommended, not content changes other than requiring those requesting material be reconsidered must be a resident of Marion.
- Collection Reconsideration Form--The form was edited for format, not content.
- Library Board Operations Guidelines Policy--Two small formatting amendments need to be made.
- Meeting Room Policy--This policy was discussed but will be tabled for now.

Moved by Rice, seconded by Briggs Farmer, to approve the Collection Development Policy and Collection Reconsideration Form as presented.

Approved unanimously

Moved by Rosenberger, seconded by Rose, to approve the Children's Interactive Learning Area Behavior Guidelines.

Approved unanimously

Moved by Kling, seconded by Rose, to approve the Library Board Operations Policy as amended.

Approved unanimously

Director's Report

- Statistics Highlights
- Budget Update--City Council should approve the FY24 Budget in April. If so, it will be presented to the Board at our May Meeting.
- New Building & Bookmobile Project Update--The first sink shroud was installed today! The HVAC commissioning will hopefully take place this week. The drive-thru curb has been replaced and works much better for patrons and staff.
- General Department Updates--As requested, Bill found out the occupancy level in the Children's area over all is 166 people. This includes 96 for the greater children's section and 70 for the Interactive Learning Area. Board Members recommended that these be posted in the Library.
Open hours in the MakerSpace have begun. The Recording Studio was used for the first time by a patron last week.
During Spring Break approximately 46% of our entire collection was checked out. Bill explained how some dollars for marketing are being spent on swag, Board Members recommended laptop/water bottle stickers as swag.
- MLN Updates--Our 28E Agreement with Robins expires on June 30, 2023. So far the Mayor of Robins has not responded to messages from Bill.

Board Continuing Education

- Susan Kling watched the ILA training Trustee on the *Front Lines: Intellectual Freedom in Public Libraries and Your Role*.

REGULAR AGENDA

City Employee Handbook Acceptance

Library Board Member emails through the Library/City--Bill requests if any Board Members would like a Library/City email address, please let him know.

Attendance for Friend's of the Marion Public Library Board Meetings--Seth will attend the September 26th meeting. A representative is still needed at the May 23rd meeting.

Grand Opening Discussion--Various options were discussed. May is too soon. Summer will be too busy but before Back to School would be nice.

Moved by Zumwalt, seconded by Rice, to accept the City Employee handbook including any future modifications made by the City.

Approved unanimously

Moved by Kling, seconded by Rose, to select Saturday August 26th, 2023 as our Grand Opening Date, pending staff approval.

Approved unanimously

CLOSED SESSION

Motion to adjourn to closed session regarding personnel matters as permitted under Section 21.5(1)(i) of the Code of Iowa.

All dismissed except the Library Board of Trustees and Library Director.

Reck read the following statement provided by the City Attorney, "I have reviewed the proposed subject matter for the closed session and find the same to be appropriate under Iowa Code Section 21.5 (1)(i)."

Moved by Briggs Farmer, seconded by Rosenberger, to adjourn to closed session at 6:23pm regarding personnel matters permitted under section 25.1 (1)(i) of the Code of Iowa.

Approved by the following votes:

Ayes: Reck, Robinson, Rose, Rice, Zumwalt, Moomey, McIntyre, Rosenberger, Kling, and Briggs Farmer

CONTINUATION OF REGULAR AGENDA

Motion regarding Library Director compensation

Moved by Rose, seconded by Kling, to authorize Director's 3.5% salary raise plus the recommendation by the Personnel Committee for a market adjustment.

Approved unanimously

ADJOURN

Moved by Zumwalt, seconded by Rosenberger, to adjourn at 6:59pm.

Approved unanimously

Respectfully submitted by:
Kimberly Cowger, Administrative Assistant