



MINUTES

Library Board

5:00 PM - Monday, April 20, 2026

Library, 1101 6th Avenue

The Library Board of the City of Marion, Linn County, Iowa met on Monday, April 20, 2026, at 5:00 PM, with the following members present:

PRESENT: Am Thayer, Becky Garms, Bob Hoyt, Bob Read, Kelsey Logan, Melissa Alexander, Nancy Miller, Ross McIntyre, Ryan Norton, Sabrina Beyer, Susan Kling

ABSENT: Krystle Mullin and Julie Lammers

STAFF PRESENT: Bill Carroll, Kimberly Cowger, Ashley Osborn, Bob Reynolds

FRIENDS REP: Wynelle Lindsley

GUESTS PRESENT: None

CALL TO ORDER

The Meeting was called to order at 5:01 p.m. by Board President, Ross McIntyre

AGENDA APPROVAL

Motion to approve agenda as presented. **(Action Requested)**

Moved by Alexander, seconded by Garms, to approve the Agenda as presented.
Approved unanimously

INTRODUCTION OF GUESTS

No guests.

PUBLIC FORUM

This time is set aside for comments from the public. Please understand that the Library Board of Trustees will not take any action on your comments at this time due to requirements of the Open Meetings Law but may do so at a future meeting. You will have five minutes to address the Board.

MINUTES

Motion to approve the March 2026 Meeting minutes. **(Action Requested)**

Moved by Thayer, seconded by Beyer, to approve the March 2026 Meeting Minutes as presented.

Approved unanimously

REPORTS

1. Friends of the Marion Public Library Report

- Wynelle Lindsley passed around copies of the new Friends of the Marion Public Library brochure, designed by Ashley Osborn.
- Jo and Judy are retiring as Bookstore Managers, they are being replaced by five people with the duties spread out among them.
- The Friends Booksale was very successful this past weekend.
- The Friends will provide treats for the Library Staff on May 15th.
- The Friends approved \$15,000 for FY26 Library Programming, Continuing Education, etc.

2. Marion Public Library Foundation Report

- Hilery Livengood was unable to provide a report before leaving for vacation.

3. Board Continuing Education

- None to report.

4. Director's Report

- Budget Update - The Fiscal Year has lapsed by 75%, Library Expenses are at 67% and Revenue is at 78%.
- Statistics Highlights - corrected Programming Stats have been provided for FY26.
- General Department Updates - Ashley Osborn has been working on a Marketing Evaluation for the Library.

Motion to accept all reports 1 - 4 as presented. **(Action Requested)**

Moved by Kling, seconded by Alexander, to accept Reports 1-4 as presented.

Approved unanimously

REGULAR AGENDA

1. State Library Board of *Trustees Handbook* - Full Board Assessment (*Discussion*)

- Important or interesting items on this assessment were:
 - Kelsey Logan commented, in regards to the statement "The board is familiar with state and federal laws governing libraries.", that laws are constantly changing.
 - Bob Hoyt said that Intellectual Freedom could change in the future.
 - Melissa Alexander felt that the statement "The board is representative of the community it serves." was an important one.
 - Becky Garms said the Library does a good job with its Budget in regards to the statement "The board stays abreast of the financial status of the library and its funding sources."

Moved by Alexander, seconded by Logan, to remove Agenda Item #1 from table.

Approved unanimously

2. State Library Board of *Trustees Handbook* - Ch. 11 - 12 (*Discussion*)

- Chapter 11 Discussion Question One: There was a recent addition to the chapter regarding open meeting laws. What steps can the Board take to ensure compliance with the Open Meetings Law, including electronic participation and

- proper public notice?
- Ryan Norton mentioned that they can assure not to click 'Reply All' on an email sent to the entire Board.
 - Ross McIntyre commented that they can be sure not to discuss Library or City business at any social gatherings Board Members may be at.
 - Chapter 11 Discussion Question Two: How can we, as trustees, balance speaking candidly during meetings with the discomfort of having the public or media present?
 - Melissa Alexander said you can think about how you word things in order to be authentic but not offensive.
 - Becky Garms commented they can listen to understand if there are disagreements. Bob Hoyt agreed saying they should be good listeners.
 - Chapter 12 Discussion Question One: How can we ensure that consensus-building does not silence dissenting voices, especially among newer or quieter trustees?
 - Ryan Norton said it's good not to put people on the spot.
 - Becky Garms commented that more active Board Members can wait 10-15 seconds before jumping in to give newer, quieter trustees a chance to speak up first.
 - Chapter 12 Discussion Question Two: How can board members respectfully "play devil's advocate" to ensure all alternatives are considered without derailing discussion or creating conflict?
 - Bob Read said you can do this with thoughtful questioning, saying "tell me why" and listening to responses.
 - Kelsey Logan said you can think about things from the other person's perspective.

Moved by Norton, seconded by Read, to remove Agenda Item #2 from table.

Approved unanimously

3. State Library Board of *Trustees Handbook* - Ch. 13 (*Discussion*)

- Discussion Question: Anything surprising from Chapter 13?
 - Am Thayer said the part discussing parents seeing what their kids check out was interesting.
 - Becky Garms commented that it's good to remember that failure to act *is* an act when deciding what actions to take or not take.

4. Purchase Order Approval (**Action Requested**)

- Bill Carroll explained that this Purchase Order would cover replacement of the main roof membrane, installation of the missing coverboard, and removal and replacement of insulation that got wet from leaks.
- Repair costs would come from the Library's Building Maintenance & Repairs budget line with efforts by the City for cost recovery after repairs are made.
- The PO total for Terrace Roof Repairs is \$17,500.

5. Purchase Order Approval (**Action Requested**)

- Bill Carroll explained that this Purchase Order would cover replacement of the membrane under the Terrace Planters.
- This PO for Terrace Planter Repairs would be \$17,460.08 with the possible addition of Time and Materials not to exceed \$4,500, for a grand total of up to

\$21,960.08.

Moved by Norton, seconded by Logan, to approve both Blackhawk Roofing Purchase Orders in Agenda Items # four and five.

Approved unanimously

6. Policy Review from Policy Work Group: Melissa Alexander, Bob Hoyt, & Bob Read (*Discussion* and **Action Requested**)

- Art Policy - Language was added to this policy stating that any art plaques must be consistent with the library's brand and design requirements.
- Library Access for Registered Sex Offenders Policy - This policy was reviewed with no recommended changes.
- Reference and Information Services Policy - The only change to this policy updated the name of the Laptop/Tablet Loan Policy that is mentioned.
- Collection Reconsideration of Library Materials Form - this form was not revised but Bill Carroll wanted to follow up on the question if this form could be added to the Library's website as a webform rather than just a PDF that would need to be printed.
 - It was decided to keep this form as a PDF in order to prevent any AI from using a webform.
 - Becky Garms asked if hard copies of this form were available at public desks, Bill Carroll replied that copies could be made for any patron that asked.

Moved by Alexander, seconded by Thayer, to approve all Policy changes as presented.

Approved unanimously

7. Bookmobile Stops (*Discussion* and *Direction Requested*)

- A draft of a rubric was discussed regarding if Special Requests come in for the Bookmobile, how should they be considered?
 - Board members discussed that while more awareness is good, special requests would be very hard to accommodate with limited staff. While it's good to leave open the possibility for a possible great opportunity, the Bookmobile should stay the course in going to it's regular scheduled stops in underserved areas of Marion.

8. Board Officers (*Discussion*)

- Bill Carroll reminded everyone that Board Officers are elected for a one year term. If there is anyone interested in running for a Board Office, please let him know. If any of the current Board Officers do not wish to run again, also please let Bill know.

9. Director Review (*Discussion*)

- Ross McIntyre explained that the City of Marion did 360 Reviews of all City Department Heads. In May, Board Members will be asked for their feedback for Bill Carroll's review.

ADJOURN

Moved by Logan, seconded by Garms, to adjourn at 6:25 p.m.

Approved unanimously

Respectfully submitted by:
Kimberly Cowger, Administrative Assistant