



# MINUTES

## Library Board

5:00 PM - Monday, April 21, 2025

Library, 1101 6th Avenue

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The Library Board of the City of Marion, Linn County, Iowa met on Monday, April 21, 2025, at 5:00 PM, with the following members present:

PRESENT: In Person: Jack Zumwalt, Sandy Rosenberger, Ross McIntyre, Chelsea Nunn, Melissa Alexander, Nancy Miller, Bob Hoyt  
Via Zoom: Susan Kling, Okpara Rice, Kim Rose, Becky Garms, Kelsey Logan

ABSENT: None

STAFF PRESENT: Bill Carroll, Ashley Osborn, Kimberly Cowger

FRIENDS REP: Debbie Bancks

GUESTS PRESENT: Amber Mcnamara, Andy Roach

### CALL TO ORDER

The Meeting was called to order at 5:00 p.m. by Board President, Ross McIntyre

### AGENDA APPROVAL

Bill Carroll mentioned that Regular Agenda Item number 5. Library Art and Art Policy should be (*Discussion and **Action Requested***) rather than just (*Discussion*).

Moved by Nunn, seconded by Rosenberger, to approve the modified Agenda.

Approved unanimously

### INTRODUCTION OF GUESTS

Amber Mcnamara, Advocacy Committee Member from the Cedar Rapids Public Library, presented to the Board about what the CRPL Advocacy Committee does. They meet monthly with 2 Board Members, Library Director, Friends and Foundation Presidents, and additional people as needed. Library Board members asked several questions of Amber.

Andy Roach, Marion resident, attending to see how Board Meetings run and possibly may consider applying to become a Board Member.

### 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.*

## **STAFF SPOTLIGHT**

Staff thank you - a Thank You card to Board members from Library staff was passed around.

## **MINUTES**

Motion to approve the March 2025 Meeting minutes.

Moved by Alexander, seconded by Zumwalt, to approve the March 2025 Meeting minutes as presented.

Approved unanimously

## **REPORTS**

### **1. Friends of the Marion Public Library Report**

- Debbie Bancks reported that the April Book Sale brought in approximately \$2,500. Bake Sale \$101. Book Art \$200.
- Friends are trying to decide if they will charge a convenience fee for those that pay by card.

### **2. Marion Public Library Foundation Report**

- Hilery Livengood submitted a Foundation Report for Board Members as she was absent for this meeting.

### **3. Board Continuing Education**

- None to report.

### **4. Art Advisory Committee Report**

- Next meeting is scheduled for April 28, 2025.
- Bill Carroll anticipates the Art Committee will have recommendations for the Board at the May or June Board Meeting.

### **5. Employee Appreciation Committee Report**

- Lunch was provided for staff on April 8, it went well, though too many pizzas were ordered. (Leftovers were all eaten in following days).
- There was nice conversation between Board Members, staff, and Foundation Members.

### **6. Finance Committee Report**

- Chelsea Nunn reviewed library purchases for March. Things looked good, a sales tax charge was caught by library staff.

### **7. Personnel Committee Report**

- City HR should be reaching out to the Library Board President soon regarding Bill Carroll's yearly review.

### **8. Director's Report**

- Budget Update - We are a little underspent for the year due to several factors.

- Open positions have caused us to be behind on spending.
- Our busy time of year with the Summer Library Program is coming, along with lots of spending for it.
- The City's new Purchasing Card program causes expenses to be behind by about a month due to when the monthly bill is paid.
- Statistics Highlights - Our gate counting software had a glitch recently, so we have secured an addition gate counter to be able to compare it to.

9. Policy Committee Report - The Policies listed below were reviewed with no recommendations for changes.

- Collection Development Policy
  - Collection Reconsideration of Library Materials Form
- Library Board Operations

**Motion** to accept Reports 1-9 as presented. (**Action requested**)

Moved by Rice, seconded by Nunn, to accept Reports 1-9 as presented.

Approved unanimously

## REGULAR AGENDA

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

- Ross McIntyre noted there was a lot of familiar information based on the presentation by City Legal recently.
- Bill Carroll asked the Board if reviewing the *Handbook* is helpful. Board members agreed that there were a lot of good reminders. Melissa Alexander and Becky Garms said there was a lot of helpful information for new Board members.

2. Plan of Service (**Action requested to receive and file**)

- The Plan of Service is the guide for what library staff will accomplish in 2025.

Moved by Nunn, seconded by Alexander, to receive and file the 2025 Plan of Service.

Approved unanimously

3. FY26 Draft Budget (**Action requested to receive and file**)

- Bill Carroll presented the FY26 Budget that was adopted by City Council last week.
- Includes a 4.73% increase in the Library's budget for personnel, digital materials, and physical materials for the bookmobile.
- There were also a few cuts including items for marketing, travel, and ILA memberships for Board members.

Moved by Zumwalt, seconded by Rosenberger, to receive and file the FY26 Budget Worksheet Report.

Approved unanimously

4. Contract Renewal for HVAC (**Action requested to approve**)

- The contract renewal with Pipe Pro is exactly the same as last year.

Moved by Rose, seconded by Zumwalt, to approve the contract renewal with Pipe Pro for HVAC maintenance.

Approved unanimously

5. Library Art and Art Policy (*Discussion and Action requested*)

- Several changes/updates were made to the Art Policy.
- Direction is needed on if any of the library's deaccessioned art pieces that are still held in storage should be re-acquisitioned.
  - Bob Hoyt recommended re-acquisitioning the two paintings, *Flute and Guitar* and *Blues Men* by Peter Thompson and the *Seventh Avenue Bridge* print by Steve Malerich.
  - Okpara Rice does not want to discount the work and thought that previous Art Committee members when deciding on which pieces to deaccession.

Moved by Alexander, seconded by Rosenberger, to approve changes to the Art Policy as presented.

Approved unanimously

Moved by Zumwalt, seconded by Rosenberger, motion to re-acquisition the two art pieces by Peter Thompson for further consideration by the Art Committee.

Approved by the following votes:

Ayes: Zumwalt, Nunn, Rosenberger, Kling, Alexander, and Garms

Nays: Rice and Logan

Abstained: McIntyre

#### 6. Art sub-committee update (*Discussion*)

- Fuf Renfer has resigned from the Art sub-committee, direction is needed on who might replace her. Suggestions from Karen Hoyt include: Jill Ackerman, Janelle McClain, Gail Naughton, Bob Naujoks, and Fred Easker.
- Board Members gave the direction to ask the Art Committee for their recommendation from this list provided by Karen Hoyt.

#### 7. Advocacy Discussion (*Potential action*)

- After hearing the presentation presented by Amber Mcnamara, Bill Carroll recommends forming an Advocacy Committee for MPL.
- Committee members would serve a one year term. The Committee would be made up of a non-quorum of Board members, Library Director, and representation from the Friends and Foundation.
- The decision on a Committee and appointments will wait until July, when all other Board Committees are set at the same time.

#### 8. Library Board Officers (*Discussion*)

- Elections for FY26 Board Officers will be held at the June Board meeting. Since two of our current Officers will be leaving the Board after this year, there will need to be other Board members to step up to be officers.
- Susan Kling stated that the Secretary or Vice President Office positions would be good opportunities for newer Board members to step up and see administrative aspects of the Board.
- Chelsea Nunn asked questions about what duties the Treasurer has.
- Kelsey Logan stated she would consider running for Secretary or Vice President based on Susan's recommendation.

**ADJOURN**

Moved by Nunn, seconded by Zumwalt, to adjourn at 6:27 p.m.  
Approved unanimously

Respectfully submitted by:  
Kimberly Cowger, Administrative Assistant