



MINUTES

Library Board

5:00 PM - Monday, August 12, 2024

Library, 1101 6th Avenue

The Library Board of the City of Marion, Linn County, Iowa met on Monday, August 12, 2024, at 5:00 PM, with the following members present:

PRESENT: In Person: Jack Zumwalt, Sandy Rosenberger, Okpara Rice, Kim Rose, Ross McIntyre, Chelsea Nunn, Melissa Alexander, Kelsey Logan, Nancy Miller, Bob Hoyt
Via Zoom: None

ABSENT: Susan Kling, Cara Briggs Farmer, and Seth Moomey

STAFF PRESENT: Bill Carroll, James Teahen, Kimberly Cowger, Sue Gerth, Kylee Pusteoska, Bob Reynolds

FRIENDS REP: Natalie Esparza

GUESTS PRESENT: In Person: Nick Tharalson, Cheryl Kiburz
Via Zoom: Sally Reck, Christine Brodrecht

CALL TO ORDER

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

AGENDA APPROVAL

Motion to approve agenda as presented.

Moved by Rose, seconded by Rice, to approve the agenda as presented.

Approved unanimously

INTRODUCTION OF GUESTS

Friends of the Marion Public Library Introduction and Dolly Parton Imagination Library (DPIL) Presentation (Discussion and Q & A to follow)

Cheryl Kiburz showed a presentation about the Dolly Parton Imagination Library to the Board that she and Hilery Livengood will use as a tool to approach donors about the program.

Board members asked questions.

PUBLIC FORUM

No comments

MINUTES

Motion to approve the July 2024 Meeting minutes.

Moved by Rosenberger, seconded by Rose, to approve the July 2024 Meeting Minutes as presented.

Approved unanimously

REPORTS

Friends of the Marion Public Library Report

- Natalie Esparza told the Board about a fundraiser that will be happening at La Cantina in Marion all day on Thursday, August 15. 10% of sales that day will be donated to the Friends of the Marion Public Library.

Marion Public Library Foundation Report

- Bill Carroll presented in place of Hilery Livengood.
- \$5,000 Grant was received from Collins for Bookmobile materials.
- \$1,100 in memorial donations for Mary Lensing were received for the Bookmobile.
- The CAT Grant has been closed out.

Board Continuing Education

- Bill Carroll let Board Members know that the State Library's Continuing Education tool, IA Learns, will be migrating to a new system called Workday Learning. Those that already have an IA Learns account should receive instructions on how to log in once the migration takes place. Those that do not currently have an IA Learns account are encouraged to sign up for a Workday Learning account once it's available.
- The only Continuing Education report from the past month was the Book Club discussion of the *Iowa Library Trustee's Handbook* at the July 2024 meeting.

Art Advisory Committee Report

- No report.

Finance Committee

- No report.

Personnel Committee Report

- No report.

Director's Report

- General Department Updates - The inspection of our Bookmobile is set for September 10. If all goes well with the inspection, delivery will happen after that.

Policy Committee Report

- Policy Committee did not meet.

Motion to accept all reports as presented. (Action requested)

Moved by Rice, seconded by Zumwalt, to accept all Reports as presented.

Approved unanimously

REGULAR AGENDA

1. State Library Board of *Trustee's Handbook* Ch. 2 - 3 (Discussion)

- Each month this fiscal year, The *Iowa Library Trustee's Handbook* will be discussed at Board Meetings to fulfil a question on the Accreditation Application that asks if we have a "Chapter-by-chapter discussion of the current *Iowa Library Trustee's Handbook* at regularly scheduled board meetings."
- Board Members discussed Chapters 2 - 3. The most notable Public Library Standard mentioned was "**Standard #8 [Tier 1]:** All members of the library board of trustees participate in a variety of board development training each year. The recommended average is five hours per year per trustee."
- Chelsea Nunn requested suggestions on Continuing Education to take.
- Jack Zumwalt asked if the work the Board did on Strategic Planning counts as Continuing Education. Bill Carroll said he will find out.

2. Purchase Approval - Envisionware Renewal (Action Requested)

- This agreement covers the management of most of the technology in the Library.

Moved by Rice, seconded by Nunn, to approve purchase of the Envisionware Renewal.

Approved unanimously

3. Committee Appointments (Action Requested)

- Art Committee - Nancy Miller, Cara Briggs Farmer, Kelsey Logan, Karen Hoyt, Francis (Fuf) Renfor, Sally Reck, Sandy Rosenberger, and Melissa Alexander
- Finance Committee - Kim Rose, Chelsea Nunn, Okpara Rice
- Policy Committee - Jack Zumwalt, Seth Moomey, Cara Briggs Farmer, Bob Hoyt, Nancy Miller

Moved by Logan, seconded by Rose, to approve Committee Appointments as presented, with the addition of Sandy Rosenberger and Melissa Alexander to the Art Committee.

Approved unanimously

4. Meeting Day for Monthly Library Board of Trustees Meeting (Discussion and Action Requested)

- Board Meetings currently take place on the second Monday of the month.
- Bill Carroll asked the Board to consider moving the meeting date to the third Monday of the month. City Finance Budget reports are rarely ever finalized by the second Monday of the month. Staff have often had difficulties compiling statistics so early in the month.
- All Board members in attendance agreed that the change would be fine, except Ross McIntyre who mentioned it might be an issue for him. It was decided to go ahead with the change and re-evaluate in six months to see how well it works.

Moved by Zumwalt, seconded by Rosenberger, to approve moving the Library Board of Trustees monthly meeting day to the third Monday of each month, starting in September 2024.

Approved unanimously

5. Accumulated Transaction Listing Report (Discussion and Action Requested)

- The inclusion of this report in the Board Packet contributes to the packet being very lengthy.
- Several Board members agreed that this report is overwhelming and hard to follow.

Moved by Rice, seconded by Nunn, to remove the Accumulated Transaction Listing Report from the Board Packet.

Approved unanimously

6. Library Board Operating Guidelines (Discussion and Action Requested; Initial Consideration)

- Article III, Section 4 needs to be updated to reflect that Committee appointments have changed from a two-year term to a one-year term.
- This will be voted on at the next Board Meeting.

7. Attendance Policy - Supplemental Personnel Policy (Action Requested)

- This policy was sent to City HR for review in 2021 and has been tabled ever since.
- Bill Carroll recommends rescinding this policy and adopting the City's Attendance Policy.

Moved by Zumwalt, seconded by Rose, to rescind the current Supplemental Personnel Attendance Policy.

Approved unanimously

8. Fall Into Marion Parade (Discussion)

- Ross McIntyre mentioned it would be good for the Library to have a presence in City Events such as the Fall Into Marion Parade. Though he recognizes the Library does not have budget or staff able to participate this year, he suggested next year we might make it a priority. This would likely require volunteer commitment from Board Members.
- Ross and Kelsey Logan were going to discuss after the meeting the possibility of doing something for this year's parade.

ADJOURN

Moved by Rice, seconded by Zumwalt, to adjourn at 6:17 p.m.

Approved unanimously

Respectfully submitted by:

Kimberly Cowger, Administrative Assistant