



# MINUTES

## Library Board

5:00 PM - Monday, December 15, 2025

Library, 1101 6th Avenue

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The Library Board of the City of Marion, Linn County, Iowa met on Monday, December 15, 2025, at 5:00 PM, with the following members present:

**PRESENT:** In Person: Bob Hoyt, Bob Read, Julie Lammers, Kelsey Logan, Krystle Mullin, Melissa Alexander, Nancy Miller, Ross McIntyre, Ryan Norton, Sabrina Beyer, Susan Kling  
Via Zoom: Becky Garms

**ABSENT:** Krystle Mullin, Chelsea Nunn

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

**FRIENDS REP:** Tana Leaverton

**GUESTS PRESENT:** None

### 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 modified to add the Library Board Assessments to Agenda Item number one that were referenced to in Chapter 8 of the *Iowa Library Trustee's Handbook*. (**Action Requested**)

Moved by Alexander, seconded by Lammers, to approve the Agenda as modified.  
Approved unanimously

### INTRODUCTION OF 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.*

### LIBRARY SPOTLIGHT

1. November Staff Milestone Anniversaries - One Year of Service - Chad Surom and

Chelsea Prior

2. Chelsea Nunn Recognition - Thank you to Chelsea for her years spent on the Library Board.

## MINUTES

**Motion** to approve the November 2025 Meeting minutes. (**Action Requested**)

Moved by Logan, seconded by Beyer, to approve the November 2025 Meeting Minutes as presented.

Approved unanimously

## REPORTS

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

- Tana Leaverton reported that the Friends November Booksale brought in nearly \$2,400. Extra books were donated to various organizations.
- Lifelong Friends Memberships are no longer available. Rather yearly renewals are \$25/year or a Five year renewal is \$100.

### 2. Marion Public Library Foundation Report

- Hilery Livengood reported that several Grants have come in for DPIL.
- A reimbursement Grant from the DNR will allow us to move forward on the Library's Food Pantry.
- A year-end ask has gone out to previous donors.

### 3. Board Continuing Education

- None to report.

### 4. Director's Report

- Statistics Highlights
  - A mistake was found on the program attendance stats mentioned for November 2024. Correct number for November 2024 was 6,204 program attendees.
- General Department Updates
  - Annual Fall Staff Training consisted of Safety Training for staff.
  - Ventilation project in the MakerSpace started last week.
  - Julie Lammers asked how the transition from Communico to Library Market is going. Ashley Osborn responded that overall it has been going well despite a few hiccups initially.

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

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

Approved unanimously

## REGULAR AGENDA

### 1. State Library Board of *Trustees Handbook* - Ch. 7-8 (*Discussion*)

- The *Iowa Library Trustees Handbook* Assessments, referenced to in Chapter 8, have been attached to the minutes to be included in discussion.
- Kelsey Logan led the discussion on Chapter 7-8. First discussion question for Ch.

- 7: Were there any surprising aspects of the Strategic Plan section?
  - Julie Lammers mentioned the definition between goals and objectives was surprising.
- Question two for Ch. 7: What are the biggest obstacles for putting a Strategic Plan together?
  - Ross McIntyre said scheduling the 'Group Think' was the most difficult.
  - Susan Kling agreed that Time was the biggest obstacle.
  - Kelsey Logan added that thinking that far ahead can be challenging.
- Question one for Ch. 8: How can Trustees Advocate?
  - Bob Hoyt referenced Nancy Miller's letter to the editor as a great way to advocate, as well as contacting Legislators.
  - Bill Carroll let Trustees know they've already been advocating with perhaps not even realizing it by volunteering at the Library table at Uptown Farmers Markets, attending Legislator day, and just being library users.
  - Sabrina Beyer advocates by sharing about library programs to friends and family.
  - Becky McGraw advocates by sharing awareness about library collections on social media.
  - Hilery Livengood mentioned that when she was a Trustee for CRPL, she often attended League of Women Voters Meetings.
  - Ross McIntyre encouraged everyone to not forget that kids can be great ones to advocate to as well, not just adults.
- Question two for Ch. 8: Would Trustees like to make an effort to work through the Full Library Board Assessment next year?
  - Julie Lammers asked if the Board has done this before? Bill Carroll replied that they have not.
  - Bob Hoyt recommended breaking the Assessment up into three or four parts to discuss at future meetings.
  - Bill Carroll will get this added to future agendas.

#### Iowa Library Trustee Handbook Assessments

##### 2. Final Report 2025 Plan of Service (**Action Requested** - Receive & File)

- Trustees recognized that a LOT has been accomplished in one year.
- Susan Kling asked if this report has been shared with City Council. Bill Carroll replied that it has not been shared yet.

Moved by Norton, seconded by Lammers, to receive and file the 2025 Plan of Service.

Approved unanimously

##### 3. PO Approval for Door Trench Project (**Action Requested** - Approval Recommended)

- Bill Carroll explained that a drainage system for the Terrace doors will fix at least half of the leaking roof problem. Money to fix this will come from funds that were originally budgeted from Local Options Sales Tax to fix a roof drain on the North side of the building. But this fix is no longer needed. Susan Kling asked if there will be any possibility of getting any of this money back from contractors, Carroll said this may be possible in the future.

Moved by Kling, seconded by Alexander, to approve the PO for the Door Trench Project.

Approved unanimously

##### 4. Email Security (*Discussion and Potential Action*)

- Ross McIntyre brought up email security because several Board Members have received very vague emails and/or text that seemed to be from Ross, but they were spam. Ross said any message from him will have specific details.
- Bill Carroll mentioned that City IT can provide City email address and security training for all Board Members if they would all like to. The cost to the Library would be approximately \$1,700/year.
- Ryan Norton asked if there might be any free resources for email security available.
- Ross mentioned we can revisit this in the future if the Board ever wants to consider City email addresses.

#### 5. MPL Foundation & MPL Friends 2026 Meeting Signups (**Action Requested**)

- Signups were sent around for Board Members to volunteer to attend MPL Foundation and MPL Friends meetings in 2026 as a Board Liaison.

#### **ADJOURN**

Moved by Logan, seconded by Norton, to adjourn at 6:06 p.m.

Approved unanimously

Respectfully submitted by:  
Kimberly Cowger, Administrative Assistant

## Individual Library Trustee Assessment

*(For individual use; typically not shared with others.)*

### Check all statements that apply to you as an individual trustee:

- 1. I understand that the city-library ordinance outlines board structure and authority.
- 2. I am familiar with the library's strategic plan.
- 3. I am familiar with laws that apply to Iowa libraries.
- 4. I am familiar with the board's bylaws.
- 5. I am familiar with library policies.
- 6. I understand there are service standards for Iowa public libraries.
- 7. I know about the State Library of Iowa and its programs and resources.
- 8. I attend board meetings regularly.
- 9. I am available to serve on committees and willing to serve as an officer as needed.
- 10. I come to meetings having already read the information relevant to that meeting.
- 11. I understand and am comfortable with the board's decision-making process.
- 12. I willingly abide by majority board decisions and support them publicly.
- 13. I treat other board members with respect and listen openly to their opinions.
- 14. I understand and respect the different roles/duties of the library director, the board, and the city.
- 15. I know the library staff by name and job position.
- 16. I understand my role to work with the director but not micromanage staff.
- 17. I encourage and support the director in achieving library goals.
- 18. I visit my library frequently enough to be familiar with services and to identify potential needs.
- 19. I am a member of a local community group or organization.
- 20. I advocate on behalf of the library to civic groups and community organizations.
- 21. I attend city council meetings and advocate on behalf of the library.
- 22. I keep abreast of legislation and the impact it has on the library community.
- 23. I have established a relationship with my local and state representatives and discuss library issues with them advocating for their support.
- 24. I belong to a state or national library organization (ILA, ALA, United For Libraries, etc.).
- 25. I have attended ILA's Legislative Day in the past two years.
- 26. I have participated in ILA's Lobby From Home Day event in the past two years.
- 27. I subscribe to State Library newsletters like Monday Morning Eye-Opener.
- 28. I read national library organization newsletters and publications.
- 29. I have attended at least two library programs in the last year.
- 30. I have participated in board education programs in the past year.

(If each box checked represents 5 points – all boxes checked equals 150 points)

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### Full Library Board Assessment

**Instructions:** Discuss each point collectively and come to a rating consensus. Consider the areas of overall board strength, consider the areas that need improvement. Rank the following statements with **1** being “no/never,” **2** being “sometimes,” and **3** being “always.”

Statement	1	2	3
The board has a process for the recruitment and recommendation of people for open positions when vacancies occur.			
The board has a process for new trustee orientation.			
The board stays abreast of the financial status of the library and its funding sources.			
The board sets the direction for the library through strategic planning.			
The board uses the planning document to inform decision-making.			
The board reviews and adopts a budget that reflects the current strategic plan.			
The board evaluates the library director annually based on a written job description.			
The board feels free to communicate problems to the director in a timely manner.			
The board is familiar with state and federal laws governing libraries.			
The board has established bylaws to oversee its governance.			
The board has established clear policies to govern and guide library operations.			
The board continually reviews and updates the library's policies.			
The board safeguards the public's First Amendment and Intellectual Freedom rights by protecting freedom of access, while also being open to the public's comments.			
The board is aware of patron privacy protections under the Iowa Code and ensures that its policies are consistent with the law.			
The board is representative of the community it serves.			
The board is politically active, advocating for libraries in the public policy arena.			
The board annually assesses its own performance.			
The board receives or shares information needed to make informed decisions in a timely manner.			
The board allows time at each meeting for discussion of emerging issues and trends.			
The board encourages open discussion and expression of dissenting opinions during board meetings.			
The board speaks with one voice after a vote is taken.			
The board recognizes and thanks staff and volunteers for their efforts.			
The board embraces a culture of learning for themselves and staff.			
<b>TOTAL</b>			

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