



MINUTES

Library Board

5:00 PM - Monday, February 17, 2025

Library, 1101 6th Avenue

The Library Board of the City of Marion, Linn County, Iowa met on Monday, February 17, 2025, at 5:00 PM, with the following members present:

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

ABSENT: Kelsey Logan

STAFF: Bill Carroll, Ashley Osborn

PRESENT:

T:

FRIENDS: Kim Venner

REP:

GUESTS: Kara Bullerman, City Attorney

PRESENT:

T:

CALL TO ORDER

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

AGENDA APPROVAL

Bill Carroll suggested modifying the agenda so that Kim Venner could give her Friends of the Marion Public Library Report prior to Kara Bullerman's 30 - 60 minute Board Training.

Moved by Rice, seconded by Zumwalt, Motion to approve the agenda with the adjustment suggested by Bill Carroll.

Approved unanimously

Friends of the Marion Public Library Report

- Kim Venner, filling in for Bonnie Raasch, reported that the Friends 2024 annual ask letter brought in \$2,600+.
- A recycled book art program is bringing in extra money to the bookstore.
- Next Booksale is the first weekend in April.
- New Volunteer Orientation booklet has been created.
- DPIL meeting with Library staff will be happening soon.

INTRODUCTION OF GUESTS

Kara Bullerman - City Attorney presentation/training on Open Records/Open Meetings

- If a Board Member were to receive a records request it should be passed on to Bill Carroll.
- If a records request were to come in for an email regarding Library Board business it would need to be shared even if a Board Member is using their personal or work email address.
- When it comes to Open Meetings, any time you are discussing library business, with a quorum, it has to be done in public, with notice.
- Okpara Rice asked if there is liability insurance for Board Members, Bill Carroll and Kara Bullerman will check with City Finance.
- Electronic meetings count as meetings, so it is suggested to never 'Reply All' to an email sent to all Board Members.

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 January 2025 Meeting minutes.

Moved by Briggs Farmer, seconded by Alexander, Motion to approve January 2025 Meeting minutes.

Approved unanimously

REPORTS

Marion Public Library Foundation Report

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

[MPL Foundation Report for Trustees Meeting 02-17-2025](#)

Board Continuing Education

- Susan Kling took *Evaluating Your Library's Value Beyond Cost Benefit Analysis*. Susan asked if our checkout receipts show cumulative value of everything you checked out. Receipts printed at a Staff Desk do show this, but not receipts printed at Self-Check kiosks. Bill Carroll will look into the feasibility to adding this to Self-Check Out receipts.
- Nancy Miller asked if attending the staff training on February 20th will count as Continuing Education. Bill Carroll replied that Board Members that attend will be eligible for up to 3.75 Continuing Ed hours, based on how long they stay.

Art Advisory Committee Report

- The Art Advisory Committee did not meet. There will be an upcoming agenda item coming soon regarding direction on curating art for a new location.

Finance Committee Report

- The Finance Committee did meet and was given a high-level overview of funding

for the FY26 Budget.

- Okpara Rice noted that there was nothing out of the ordinary in library invoices for the past couple of months.

Personnel Committee Report

- No report.

Director's Report

- General Department Updates - Bill Carroll showed off a new item added to the Library Collection called Whazoodles. They are a non-screen, digital, audio interactive devices for caregivers to use with young children.

Policy Committee Report

- Children's Interactive Learning Area Behavioral Guidelines Policy - just one grammatical change made.
- Meeting Room Policy - a few clarification changes made as well as the addition of Meeting room users including set up and tear down times in their reservations.
 - Meeting Room Policy Agreement
- Study Room Policy - a couple of small changes made.
- Supplemental Personnel Policies
 - Dress Code Policy - Sweat pants and yoga pants were added to unacceptable attire. The rule of staff wearing name badges and City ID badges was added to the policy.
 - Meal and Break Policy - Reviewed with no changes besides formatting.
 - Professional Development Policy - Reviewed with no changes.
 - Working from Home Policy - Reviewed with no changes.

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

Moved by Briggs Farmer, seconded by Kling, Motion to accept all Reports as presented.
Approved unanimously

REGULAR AGENDA

1. State Library Board of *Trustees Handbook* - Ch. 10 (Discussion)

- Chapter 10 discusses the evaluation of the Library Director. The Personnel Committee gives the Library Director a yearly review in early summer.

2. City Council Liaison (Discussion and direction requested)

- While it's not necessary, it would be welcomed if a City Council Member were invited to attend Library Board Meeting.
- Bill Carroll will mention to the City Manager's Office that there is an open invitation to Council Members.
- Okpara Rice suggested perhaps a Quarterly check in.

3. Ad hoc committee discussion regarding staff appreciation (Action requested)

- Nancy Miller, Susan Kling, Becky Garms, and Cara Briggs Farmer will form an Ad Hoc Staff Appreciation Committee.

Moved by Zumwalt, seconded by Briggs Farmer, Motion to approve the formation an Ad Hoc Staff Appreciation Committee with the following appointed members: Nancy, Susan, Becky, and Cara.

Approved unanimously

ADJOURN

Moved by Rice, seconded by Alexander, Motion to adjourn at 6:30 p.m.
Approved unanimously

Respectfully submitted by:
Kimberly Cowger, Administrative Assistant

Marion Public Library Foundation

February 2025 report to Board of Trustees

- Fundraising for the bookmobile opening collection continues. To date, \$51,504.07 has been raised of the \$70,000 goal.
- Hills Bank presented to the MPL Foundation Board of Directors on the history of the Foundation's funds and the board-approved investment policies.
- The Foundation's biennial report has been filed with the State of Iowa.
- In consultation with Bill Carroll and Sue Gerth, opted to pause on the National Endowment for the Arts' "Big Read" program. This is related to the shortages in the programming staff. We will consider this next year.
- Capital campaign pledge balance as of 1/28/25, \$83,075.17.