



# MINUTES

## Library Board

5:00 PM - Monday, January 8, 2024  
Library, 1101 6th Avenue

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*\*Minutes are in draft format until approved at the next meeting\**

The Library Board of the City of Marion, Linn County, Iowa met on Monday, January 8, 2024, at 5:00 PM, with the following members present:

PRESENT: In Person: Sally Reck, Susan Kling, Jack Zumwalt, Sandy Rosenberger, Okpara Rice, Kim Rose, Ross McIntyre, Chelsea Nunn  
Via Zoom: Cara Briggs Farmer, Seth Moomey, Nancy Miller

ABSENT: Eileen Robinson

STAFF PRESENT: In Person: Bill Carroll, Kimberly Cowger, Ashley Osborn, Amy Geiger, Sue Gerth  
Via Zoom: Kylee Pusteoska

FRIENDS REP: Via Zoom: Cheryl Kinnard

GUESTS PRESENT: In Person: Nick Tharalson  
Via Zoom: Eunice Riesberg

### CALL TO ORDER

The meeting was called to order at 5:00pm by Board President, Sally Reck.

### AGENDA APPROVAL

Motion to approve agenda as presented.

Moved by Rosenberger, seconded by Rose, to approve the agenda as presented.  
Approved unanimously

### INTRODUCTION OF GUESTS

Eunice Riesberg from the State Library of Iowa presented on the strategic planning results from December 6, 2023 Community Forum. Eunice will next meet with Library staff members on Friday, January 12, 2024. The only question asked by Board Members was how many people attended the Community Forum. Eunice answered 30+.

### 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 meeting 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.*

Patron Nick Tharalson commented that he knew the Library had a number of computer issues after our soft opening and he was very glad to hear we were hiring for a Manager to help with IT needs.

## **MINUTES**

Motion to approve the December Meeting minutes.

Moved by Zumwalt, seconded by Rosenberger, to approve the December Meeting minutes as presented.

Approved unanimously

## **REPORTS**

Friends of the Marion Public Library Report

- Cheryl Kinnard reported that the Friends Board did not meet in December.
- The next Friends Book Sale will be March 8th-10th. The Member's only preview night will now take place from 4-5pm on the Friday night of the sale, rather than 4-6pm so they library doesn't have to stay open late.

Marion Public Library Foundation Report

- Amy Geiger reported that \$431,781 was received by the Foundation in 2023, most of it being pledge payments for the Capital Campaign.
- Donor follow up meetings are taking place so we can share data with donors now that the Library has been open over a year.
- The Foundation year-end appeal brought in about \$10,000.
- The Library Wish List shared in the December Library newsletter brought in one gift from a brand new donor.

Art Advisory Committee Report

- No updates

Finance Committee

- This Committee met in December to discuss the draft of the FY25 budget requests. A draft will be shared with the entire Board after City Council meets to discuss the Budget in late January.
- Sandy Rosenberger asked about funds for Art in the Library. Bill Carroll shared that money for art was requested in the City's Capital Improvement Plans.

Personnel Committee Report

- No updates

Policy Committee Report

- No policies to review this month

Director's Report

- Statistics Highlights--It was noticed that Library gate counts seemed to drop starting in December 2019. The reason for this was because the Library got new security gates in December 2019 and it was discovered that previous security gates counted people both as they were coming and going. Board Members requested that future Circulation statistics include both physical

materials and digital material checkouts.

- Budget Update--Budget spending for the FY is starting to even out.
- General Department Updates

There are several job openings at the Library that are either posted or will be posted soon.

Tech/Maintenance Manager position closes on January 11th. We hope to set up interviews the next week.

Sandy Ransier's retirement will transition this Patron Services Lead position to be focused on the Bookmobile.

Amy's upcoming retirement as Foundation Director has led the Foundation to explore if this should be a full time position. The Foundation would like the Board's opinion. The Executive Board agrees full time would be a good idea, especially with future budget cuts leading to the need for more Grants. Cara Briggs Farmer commented that the position being full time will attract a better pool of candidates. Jack Zumwalt wondered if this position could be shared between the Foundation and Friends to justify making it full time.

The Peppermint Walk on December 1st brought 1,004 visitors to the library between 4-8pm that night.

The Collections team has started inventory of all library materials, which has been long overdue. It will now occur on a monthly basis. Jack Zumwalt asked what percent we are at to where we want the Collection to be. Collections Manager Sue Gerth answered between 80-85%.

#### Board Continuing Education

- None to report

### **REGULAR AGENDA**

#### ILA Legislative Day - Tuesday, March 5, 2024

- Bill Carroll and Sally Reck attended ILA Legislative Day last year. Other Board members are invited to attend this year.

#### Library generator update

- The grant for an all building generator was approved and the City will sign a contract for service. The generator will be housed in our current dumpster enclosure and the dumpsters will be relocated to an enclosed area in the parking lot.

#### Strategic Plan retreat discussion (action requested)

- A list of possible dates were shared with the Board.
- Chelsea Nunn suggested 2 half day sessions rather than a full weekend day. Perhaps 1/2 on a weekend day and 1/2 on a week night, with Eunice only having to attend one of them.
- A Doodle Poll will be sent to Board Members once we check with Eunice's schedule.

### **ADJOURN**

Moved by Nunn, seconded by Rose, to adjourn at 5:49pm.

Approved unanimously

Respectfully submitted by:  
Kimberly Cowger, Administrative Assistant