



MINUTES

Library Board

5:00 PM - Monday, July 10, 2023

Library, 1101 6th Avenue

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, July 10, 2023, at 5:00 PM, with the following members present:

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

ABSENT: Kim Rose, Ross McIntyre, Eileen Robinson

STAFF PRESENT: Bill Carroll, James Teahen, Kimberly Cowger, Kylee Pusteoska, Ashley Osborn, Allyson Lindgren, Lauren Kuethe

FRIENDS REP: Carolyn Stucker

GUESTS PRESENT: Eunice Riesberg, Nick Tharalson

CALL TO ORDER

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

AGENDA APPROVAL

Moved by Briggs Farmer, seconded by Nunn, to approve the agenda as presented.
Approved unanimously

LIBRARY SPOTLIGHT

June Staff Anniversaries—1 Year of Service: Allyson Lindgren and Lauren Kuethe.

INTRODUCTION OF GUESTS

Eunice Riesberg and Nick Tharalson

Eunice Riesberg from the State Library of Iowa presented about strategic planning and why it is important.

We'll be looking for 12-25 people to ask to join in the planning process--Board Members will be asked for suggestions.

Strategic Planning will likely take place in one 3 hour long meeting.

PUBLIC FORUM

No comments.

MINUTES

Motion to approve the June Meeting minutes.

Moved by Rosenberger, seconded by Kling, to approve the June Meeting minutes.

Approved unanimously

REPORTS

Friends of the Marion Public Library Report

- The Bookstore brings in roughly \$750/month in sales.
- The wishing well brings in roughly \$100/month for DPIL.
- DPIL online registration is available once again.
- Rosenberger asked if the Friends track their bookstore inventory, they do not.

Marion Public Library Foundation Report

- No report this month as Foundation Director Amy Geiger lost power and the ability to join the meeting via Zoom.

Art Advisory Committee Report

- No update.

Finance Committee

- No update but the Committee will meet again soon.

Personnel Committee Report

- No update.

Policy Committee Report (June and July Policies)

- Circulation Policy
- Confidentiality of Library Records Policy
- Materials Fees and Replacement Costs Policy
- Programming Policy
- Public Participation Policy

Moved by Rice, seconded by Briggs Farmer, to approve all policies as presented.

Approved unanimously

Director's Report

- Statistics Highlights--After hearing some programming stats Zumwalt and Rosenberger commented that they look forward to Library newsletters being sent out again in the future.
- Budget update--We are set to end the fiscal year with Revenue at 105% and Expenses at about 91-92%. Final numbers are not in from Finance yet. Rice asked about an Art Budget and Carroll stated the Art Budget is on the City Manager's radar.
- New Building & Bookmobile Project Update--Significant progress is set to be made in the next two weeks with the installation of Technology throughout the building. The Bookmobile is still set to arrived in September, we are aiming for an early November launch. We will possibly start with the Bookmobile out three days per week.

- General Department Updates--Budget prep for FY25 has begun.
- MLN Updates--The Director of the Hiawatha Public Library will be retiring soon.

Board Continuing Education

- Reck listened to *The Ten Habits of Highly Effective Library Boards* (1 hour) and *Facing Crucial Conversations* (1.5 hours). She does not recommend that other Board Members take these trainings.

REGULAR AGENDA

- Library phone statistics reporting has changed and will no longer be tracked.
- New Year's Eve Library Hours--The Library normally closes at 2pm on New Year's Eve, but this year the holiday falls on a Sunday, when we don't open until 1pm.

Moved by Kling, seconded by Briggs Farmer, to amend the holiday hours to be closed on New Year's Eve 2023.

Approved unanimously

- Cleaning contract for cleaning services for the library was presented. This was done in an effort for the City to consolidate vendors.

Moved by Rice, seconded by Nunn, to accept the Janitorial Agreement with Office Pride CR.

Approved unanimously

- Grand opening day volunteer signup sheet went around for Board Members to sign up for shifts to either give tours or work at a scavenger hunt stop.

ADJOURN

Moved by Nunn, seconded by Moomey, to adjourn at 6:26pm.

Approved unanimously

Respectfully submitted by:
Kimberly Cowger, Administrative Assistant