



# MINUTES

## Library Board

5:00 PM - Monday, July 8, 2024

Library, 1101 6th Avenue

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

**PRESENT:** In Person: Susan Kling, Jack Zumwalt, Kim Rose, Chelsea Nunn, Kelsey Logan, Nancy Miller, Bob Hoyt  
Via Zoom: Seth Moomey, Okpara Rice, Cara Briggs Farmer

**ABSENT:** Ross McIntyre, Melissa Alexander, Sandy Rosenberger

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

**FRIENDS REP:** None

**GUESTS PRESENT:** Nick Tharalson

### CALL TO ORDER

The meeting was called to order at 5:00 p.m. by Board Vice President, Susan Kling.

### AGENDA APPROVAL

Motion to approve agenda as presented.

Moved by Rose, seconded by Zumwalt, to approve the agenda as amended with the addition of Board Member Introductions to the Library Spotlight.

Approved unanimously

### INTRODUCTION OF GUESTS

### PUBLIC FORUM

No comments

### LIBRARY SPOTLIGHT

June Staff Milestone Anniversaries - One Year of Service: Eddie Higgins

Board Member Introductions - Board Members introduced themselves for the benefit of our new Board Member, Kelsey Logan.

### MINUTES

Moved by Zumwalt, seconded by Rice, to approve the June Meeting Minutes as presented.

Approved unanimously

## REPORTS

Friends of the Marion Public Library Report

- No Report

Marion Public Library Foundation Report

- Hilery Livengood reported that she's been learning the ropes, finalizing grant reports, and processing memorial donations that have come in.

Board Continuing Education

- None to report.

Art Advisory Committee Report

- No report.

Finance Committee

- No report.

Personnel Committee Report

- No report.

Director's Report

- Budget Update - Draft year end budget reports show the Library's budget at 92% spent out for the fiscal year.
- Statistics Highlights - Library usage is up due to the Summer Library Program.
- General Department Updates - The bookmobile build completion has been pushed back to the first week of August, meaning it should be delivered to us by the end of August.
- MLN Updates - There is an RFP out for a new Metro Library Network ILS that has the potential of saving us some money.

Policy Committee Report

- Policy Committee did not meet

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

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

Approved unanimously

## REGULAR AGENDA

State Library Board of *Trustee's Handbook* (Discussion)

- The *Iowa Library Trustee's Handbook* will be discussed at Board Meetings this fiscal year 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 Chapter One. Nancy Miller requested a copy of the City Ordinance.

Circulation Policy (Action Requested)

- The loan period table was updated to add bikes and remove hotspots.

Moved by Zumwalt, seconded by Rose, to approve the Circulation policy as presented.  
Approved unanimously

Purchase Approval - 28E Agreement with City of Cedar Rapids (Action Requested)

- This agreement covers the shared ILS, tech support, courier service, and shared databases.

Moved by Nunn, seconded by Logan, to approve the purchase of the FY25 28E Agreement with City of Cedar Rapids.

Approved unanimously

Committee Appointments - appointments will be made by the Board President at the next Board meeting. For now we're asking for input on what committees Board members would like to serve on.

- Art Committee - Nancy Miller, Cara Briggs Farmer, Kelsey Logan. Community members have included Karen Hoyt and Fuf Renfor, Bill Carroll recommends including Karen and Fuf on the Committee going forward and to add an additional community member - Sally Reck.
- Finance Committee - Kim Rose, Chelsea Nunn, Okpara Rice.
- Policy Committee - Jack Zumwalt, Seth Moomey, Cara Briggs Farmer, Bob Hoyt, Nancy Miller.

Strategic Plan (Discussion and Direction Requested)

- Bill Carroll presented a draft to Board members.
- Jack Zumwalt felt the general direction looks great.
- Susan Kling voiced that a three year plan seemed very ambitious. Okpara Rice recommended the plan be no longer than three years with the understanding that some goals may need to carryover into the next strategic plan.
- Bill Carroll will work on coming up with a more polished version of the plan for the Board's approval.

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, Susan Kling reported that it's been that way at least since she was Library Director.
- 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 also had difficulties compiling statistics so early in the month.
- All Board members in attendance would be fine with this change, but they would prefer to check with Board members not in attendance and vote next month.

## **ADJOURN**

Moved by Rose, seconded by Nunn, to adjourn at 5:52 p.m.

Approved unanimously

Respectfully submitted by:

Kimberly Cowger, Administrative Assistant