MINUTES
Library Board
5:00 PM - Monday, June 15, 2026
Library, 1101 6th Avenue

The Library Board of the City of Marion, Linn County, Iowa met on Monday, June 15, 2026, at 5:00 PM, with the following members present:

PRESENT:	In Person: Becky Garms, Bob Hoyt, Bob Read, Julie Lammers, Kelsey Logan, Melissa Alexander, Nancy Miller, Ross McIntyre, Ryan Norton, Sabrina Beyer, Susan Kling Via Zoom: Krystle Mullin
ABSENT:	Am Thayer
STAFF PRESENT:	Bill Carroll, Kimberly Cowger, Ashley Osborn, Bob Reynolds
FRIENDS REP:	Marcia Hughes
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 presented. **(Action Requested)**

Moved by Alexander, seconded by Lammers, to approve the Agenda as presented. 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. May Staff Milestone Anniversaries - Thank you to La Della Gallagher who is celebrating her one year anniversary with the Library.
2. Susan Kling Recognition - Many thanks to Susan for 35 years of service to the Library as a former Library Director and as a Board Member.

MINUTES

Motion to approve the May 2026 Meeting minutes. **(Action Requested)**

Moved by Beyer, seconded by Norton, to approve the May 2026 Meeting Minutes as presented.
Approved unanimously

REPORTS

1. Friends of the Marion Public Library Report
    - Marcia Hughes reported that the final total made by Friends at the Grown Up Book Fair was over $3,000.
    - Friends took part in the first Summer Uptown Farmers Market.
    - Three new members will join the Friends Board later this summer.

2. Marion Public Library Foundation Report
    - Hilery Livengood submitted a Foundation Report as a part of the Board Packet as she was absent from this meeting.

3. Board Continuing Education
    - None to report.

4. Director's Report
    - Budget Update
        - It is typical to see revenue over budget and expenses under budget when the Library has had several personnel openings this year.
    - General Department Updates
        - The Electric Vehicle (EV) Charging stations went live today.
        - There were more than 700 attendees at the Grown Up Book Fair.
        - Bookmobile patrons can now place holds on items from the main library and pick them up on the Bookmobile.
    - MLN Updates
        - The Busse Branch is scheduled to open in September.

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

Moved by Read, seconded by Kling, to accept Reports 1-4 as presented.
Approved unanimously

REGULAR AGENDA

1. State Library Board of *Trustees Handbook* - Ch. 16 & Appendix (*Discussion) - Pop Quiz!*
    - Question #1: The Library shall or shall not allow the precinct caucus to take place in the library on a presidential election year?
        - Answer: **Shall**
    - Question #2:With which public facility are libraries allowed to combine? Fire stations / Hospitals / Recreation Departments / Schools
        - Answer: **Schools**
        - Bob Read commented that even though libraries are allowed to combine with schools, it is not a great idea as this could limit what materials are allowed for patrons.

- Question #3: According to the international building code, a library is considered a place of: Jump roping / Eating / Assembly / Firefighting?
    - Answer: **Assembly**
- Question # 4: According to Iowa code on government entities, a formal competitive bidding procedure is applicable for an estimated cost exceeding: $10,000 / $100,000 / $500,000 / $1,000,000?
    - Answer: **$100,000**

2. Policy & Board Charter Review (*Discussion* and **Action Requested**)

- Behavior Guidelines Policy - Only one recommended change, to add language about beverages being allowed in the library as non-alcoholic.
- Financial Policy and Procedures - Reviewed with no recommended changes.
- Programming Policy - Only one change of adding a missing piece of punctuation.
- Public Participation Policy - Reviewed with no recommended changes.
- Library Board Operation Charter - Tabled for now.

Moved by Alexander, seconded by Lammers, to approve all changes as presented to the Behavior Guidelines Policy, Financial Policy and Procedures, Programming Policy, and Public Participation Policy.
Approved unanimously

3. Acme Electric Purchase Order Approval (**Action Requested**)

    - Bill Carroll explained that this Purchase Order would cover the electrical repairs needed due to the leaking Library Terrace roof.
    - Repair costs would come from the Library's Building Maintenance & Repairs budget line with efforts by the City for cost recovery after repairs are made.
    - The PO total for this work is $14,620.

Moved by Logan, seconded by Norton, to approve the PO for Acme Electric for Electrical Repairs.
Approved unanimously

4. Fireplace Repair Purchase Order Approval (**Action Requested**)

    - Bill Carroll explained that this Purchase Order would cover the repair of the Library fireplace, including replacement of the glass panels that contain a protective heat coating that were never meant to get wet.
    - Repair costs would come from the Library's Building Maintenance & Repairs budget line with efforts by the City for cost recovery after repairs are made.
    - The PO total for this work is not to exceed $11,000.

Moved by Lammers, seconded by Alexander, to approve the PO for Hearth & Home Repair, not to exceed $11,000.
Approved unanimously

5. Generator Maintenance Contract Approval (**Action Requested**)

- The five year contract for Generator Maintenance includes an extended warranty that the City Public Works department recommends for the Library generator.

Moved by Kling, seconded by Mullin, to approve the Generator Maintenance Contract.
Approved unanimously

6. Marion Public Library Internet (*Discussion*, Direction, and **Action Requested**)

- Many years ago, the Library entered an agreement with Iowa Communications Network (ICN) for a reduced rate for internet cost by hosting ICN servers in the Library IT closet.
- City IT recommends changing to ImOn for internet service (same as other City Departments use) and to remove the ICN servers from the Library IT closet.
- This would only increase the cost of internet service approximately $60/month.

Moved by Lammers, seconded by Alexander, to approve the three year service agreement with ImOn for Library internet.
Approved unanimously

7. 2026 Holiday (**Action Requested**)

- Changes in the City Personnel Policy would add Martin Luther King Jr. Day and Veterans Day as paid holidays for Library full time staff, taking away two personal days.
- Going forward, the Library Board will not approve the list of Library Holiday closures, only closures for staff continuing education or other necessary operational closures.

Moved by Norton, seconded by Logan, to approve the updated library holiday schedule to match City holidays and only require Board approval for continuing education closures in the future.
Approved unanimously

8. Location of Posted Agenda (**Action Requested**)

- A new law signed by the Iowa Governor requires that open meetings have their Agendas posted in an area that can be seen by the public at all times, even when the building is closed.
- Governing Boards must vote on this location once per year.
- Bill Carroll recommends Board Agendas be posted in the window of the Library's North Entrance.

Moved by Alexander, seconded by Read, to approve the location of posted Board Meeting Agendas as the windows of the Library's North Entrance.
Approved unanimously

9. Director Salary (**Action Requested**)

- The Board Executive Work Group met to discuss comments regarding Bill Carroll's performance review. They then met with Bill and let him know he passed his review.

Moved by Lammers, seconded by Norton, to approve the Director's salary increase.
Approved unanimously

10. Parade Work Group Update (*Discussion)*

- The Fall Into Marion Parade will be held on Saturday, September 12th at 10 a.m.
- A sign-up sheet was passed around for parade volunteers.

ADJOURN

Moved by Kling, seconded by Beyer, to adjourn at 6:11 p.m.
Approved unanimously

Respectfully submitted by:
Kimberly Cowger, Administrative Assistant