



# MINUTES

## Library Board

5:00 PM - Monday, March 16, 2026

Library, 1101 6th Avenue

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The Library Board of the City of Marion, Linn County, Iowa met on Monday, March 16, 2026, at 5:00 PM, with the following members present:

PRESENT: In Person: Bob Hoyt, Kelsey Logan, Krystle Mullin, Melissa Alexander, Ross McIntyre, Ryan Norton, Sabrina Beyer  
Via Zoom: Am Thayer and Susan Kling

ABSENT: Julie Lammers, Becky Garms, Bob Read, and Nancy Miller

STAFF PRESENT: In Person: Bill Carroll, Ashley Osborn, Bob Reynolds, Eddie Higgins  
Via Zoom: Kimberly Cowger

FRIENDS REP: Carlie Etscheidt

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 modified to include a ninth Agenda Item: Staff Luncheon Discussion. **(Action Requested)**

Moved by Alexander, seconded by Mullin, to approve the Agenda as modified.  
Approved unanimously

### INTRODUCTION OF GUESTS

No 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.*

No comments.

### MINUTES

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

Moved by Thayer, seconded by Norton, to approve the February 2026 Meeting Minutes as adjusted to list Am Thayer as present.

Approved unanimously

## REPORTS

### 1. Friends of the Marion Public Library Report

- Carlie Etscheidt reported that the next Friends Book Sale is April 18 - 19.
- Training has begun for Jo and Judy's replacement as Book Store Manager.
- The Friends will participate in the Grown-up Book Fair.
- The Friends approved \$15,000 for various Library items including programming and staff development.

### 2. Marion Public Library Foundation Report

- Hilery Livengood was unable to provide a report before leaving for vacation.

### 3. Board Continuing Education

- None to report.

### 4. Director's Report

- Statistics Highlights - Corrected Programming Stats will be ready for next month's meeting.
- General Department Updates - Two of the four roof leaks on the terrace have been remediated, the other two leaks will be remediated as weather warms up.

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

Moved by Logan, seconded by Beyer, to accept Reports 1-4 as presented.

Approved unanimously

## REGULAR AGENDA

### 1. State Library Board of *Trustees Handbook* - Ch. 11-12 (*Discussion*)

### 2. State Library Board of *Trustees Handbook* - Full Board Assessment (*Discussion*)

Ross McIntyre suggested tabling agenda items one and two.

Moved by Norton, seconded by Mullin, to table items one and two for future meeting.

Approved unanimously

### 3. FY27 Draft Budget (*Discussion* and **Action Requested**)

- There was an overall increase in the recommended budget for FY27. Most increases coming from staffing, utilities, and insurance increases.
- Concessions made included the IT/Maintenance Manager position was cut since we've been getting help for both from the City. There were also minor cuts to the Marketing line.
- There was a modest increase in Programming and Electronic Resources.
- Kelsey Logan asked if next year a summary of increases and decreases could be given to the Board.

Moved by Alexander, seconded by Norton, to approve the FY27 Draft Budget.

Approved unanimously

### 4. Linn County and MPL Agreement (*Discussion* and **Action Requested**)

- Linn County provides the Library with some revenue for serving rural Linn County residents.
- This year's reimbursement was higher than anticipated, it is based on circulation for the past year.

Moved by Logan, seconded by Thayer, to accept the Linn County/MPL Agreement.

Approved unanimously

5. Purchase Order - Book Shelving (*Discussion* and **Action Requested**)

- Additional shelving would be for the Teen area.
- This is a budgeted item but it's over the Library Director's threshold for purchase approval.

Moved by Alexander, seconded by Mullin, to approve the LFI Book Shelving Purchase Order.

Approved unanimously

6. Purchase Order - Braun Intertec (*Discussion* and **Action Requested**)

- For ongoing consultation to ensure that remediation is done to specifications to make sure the leaking stops.
- Costs will come from the Library's building repair budget, while this is not currently budgeted for, the City will have to determine who's responsible for the leaks and seek reimbursement for these costs.
- There will likely be continued costs as consultation continues.
- Board members voiced that more details on the invoice would be nice.

Moved by Mullin, seconded by Norton, to approve the Braun Intertec Purchase Order.

Approved unanimously

7. Art Proposal (*Discussion* and *Direction Requested*)

- As a part of the City's Master Art Plan, a percentage of Capital Funds are to go towards Art. The are funds specifically designated for art and can not be transferred to other Library needs such as programming or staffing.
- One idea of the library is to have a mural installed on the second landing of the grand staircase.
- Library Director, Bill Carroll, is seeking direction from the Board to spend funds on a mural that would include public engagement and input.
- Funds need to be spent by the end of 2026.
- There is no objection from Board Members to proceed with pursuing the idea of a mural for the Library.
- Bill Carroll received the direction needed from the Board and will come back with more information at future meetings.

8. Policy Review from Policy Work Group: Melissa Alexander, Bob Hoyt, & Bob Read (*Discussion* and **Action Requested**)

- Collection Development Policy - more consistent use of language with the words consideration and reconsideration. An additional change is needed in the scope of the policy to say "Reconsideration".
- Reconsideration of Library Materials Form - Age ranges were added to #3 on the form based on how our collection is broken up. We will look into making this a web-based form instead of a PDF.
- Dress Code, Meal & Break, Professional Development, and Work from Home

Supplemental Personnel Policies all had minor changes or were just reviewed.  
Moved by Alexander, seconded by Norton, to approve Policies as presented with one adjustment to the Collection Development Policy.

Approved unanimously

9. Staff Luncheon (*Discussion*) (Item added at beginning of this meeting)

- Bill Carroll is seeking direction from the Board if they would like to provide a luncheon for staff during National Library Week, as was done last year.
- Bill will plan to ask the Foundation for financial support.
- Bob Hoyt, Becky Garms, Sabrina Beyer, and Krystle Mullin have interest in providing lunch for staff.
- Exact date of lunch is TBD.

## **ADJOURN**

Moved by Mullin, seconded by Beyer, to adjourn at 6:03 p.m.

Approved unanimously

Respectfully submitted by:  
Kimberly Cowger, Administrative Assistant