



MINUTES

Library Board

5:00 PM - Monday, May 18, 2026

Library, 1101 6th Avenue

The Library Board of the City of Marion, Linn County, Iowa met on Monday, May 18, 2026, at 5:00 PM, with the following members present:

PRESENT: In Person: Am Thayer, 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: None

STAFF PRESENT: Bill Carroll, Kimberly Cowger, Bob Reynolds, Sydney Kaup

FRIENDS REP: Carolyn Stucker

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

2026 Summer Library Program Presentation - Sydney Kaup presented a power point to the Library Board with an overview of MPL's 2026 Summer Library Program.

MINUTES

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

Moved by Norton, seconded by Thayer, to approve the April 2026 Meeting Minutes as presented.

Approved unanimously

REPORTS

1. Friends of the Marion Public Library Report

- Carolyn Stucker reported that \$2,000 was made by the Friends at the Adult Book Fair and there were 11 new Friends member sign ups. Mystery and Romance book bundles were very popular as was the book art.
- The Friends will take part in the Summer Uptown Farmers Markets again this year.
- The next Friends Booksale will be July 17 - 20, 2026.

2. Marion Public Library Foundation Report

- Hilery Livengood was unable to provide a report while out on leave.

3. Board Continuing Education

- None to report.

4. Director's Report

- Budget Update - Revenue for the Fiscal Year has come in at 118% as of April 30, 2026.
- General Department Updates
 - On April 6th MPL took part in the second annual Corridor Libraries Staff Training Day.
 - On April 18th Library Staff and Board Members took part in the annual City Showcase and saw over 1,000 attendees.
 - The Dolly Parton Imagination Library display that is up in the Children's area, complete with a Dolly cardboard cutout for selfies, has increased sign ups for DPIL. April saw approximately 40 new registrants.

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

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

Approved unanimously

REGULAR AGENDA

1. State Library Board of *Trustees Handbook* - Ch. 14 - 15 (*Discussion*)

- Chapter 14 Discussion Question: Do we, as a board, understand Iowa's Public Library Standards and our library's current tier or accreditation status? If not, what can we do to make ourselves more familiar with the standards?
 - Board members understood that there are 3 tier statuses and that our Library holds the highest tier and that each tier has a set of requirements that must be met.
 - Julie Lammers asked if a Library were to receive a decrease in funding, could that cause their tier status to go down? Bill Carroll said that it was possible. Susan Kling added that the number of hours a library is open is one of the requirements for tier status, so a decrease in funding could cause hours to be cut.

- Chapter 15 Discussion Question # One: How can we, as the board, make sure we have clear, up-to-date policies that support intellectual freedom and help guide our decision-making?
 - Ross McIntyre said the first thing all board members can do is just show up to meetings. Bill Carroll agreed that our board members do a good job of just being aware of our policies. Kelsey Logan added that our policies are consistently reviewed to make sure they are current.
- Chapter 15 Discussion Question # Two: How should the board respond when community members raise concerns about library materials or programming?
 - Ryan Norton said to listen with empathy and thank them for their concern. Do not argue, but rather offer to pass on information to the Library Director. Kelsey Logan agreed saying we can point them to the reconsideration form, as we have a process in place, but often times, people just want to be heard. Melissa Alexander and Becky Garms reiterated that we don't defend the material in question, but rather people's right to access it if they choose to.

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

- Circulation Policy - Some language was clarified in the policy regarding Quick Cards, In House use only items, and text reminders.
- Confidentiality of Library Records Policy - This policy was reviewed only, no recommended changes.
- Materials Fees and Replacement Costs Policy - updated language to include damaged books as well as lost books.

Moved by Lammers, seconded by Kling, to approve all Policy changes as presented.
Approved unanimously

3. Roof Repair Purchase Order Approval (**Action Requested**)

- Bill Carroll explained that this Purchase Order would cover the removal and eventual replacement of panels by East Moline Sheet Metal that will allow for repairs to be made to the planter boxes on the Library Terrace.
- 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 \$11,766.

Moved by Alexander, seconded by Norton, to approve the East Moline Sheet Metal Purchase Order.
Approved unanimously

4. HVAC Mechanical Maintenance Purchase Order Approval (**Action Requested**)

- Bill Carroll explained that this Purchase Order would cover the HVAC Mechanical Maintenance contract renewal with Pipe Pro for another year.
- This is an expense that is budgeted for each year in the Library's Contracts - Building Maintenance line.
- The PO total for this contract renewal is \$20,225 which is only slightly over the amount budgeted for FY26.

Moved by Kling, seconded by Beyer, to approve the Pipe Pro Purchase Order.
Approved unanimously

5. Board Officers (*Discussion* and Potential Action)

- Bill Carroll recommended to the Board that new Board officers be elected in July, instead of June once a new Board member joins the Board. Meaning current Board officer terms would end on July 31st rather than June 30th.

Moved by Alexander, seconded by Thayer, to extend Board officer terms by one month.

Approved unanimously

6. 2026 Fall Into Marion Parade (*Discussion*)

- Melissa, Ross, Krystle, and Kelsey express interest in meeting to discuss Board involvement in the Fall Into Marion Parade, which will take place on the same day as the Big Marion Read kick off.
- Bill Carroll will put together a Work Group.

7. Director Review (*Discussion*)

- Bill Carroll's self-evaluation and 360 Review from the City will be sent to Board members, likely after May 29th for Board members to review and make comments on.
- The Executive Work Group will meet with Bill to discuss comments from Board members.
- The Board will vote on this at a meeting, any discussion will happen before the meeting/vote.

8. Summer Uptown Market Sign Up (**Action Requested** - Volunteers Needed)

- Sign-up sheet was passed around again for volunteers for the Uptown Markets this summer.

ADJOURN

Moved by Norton, seconded by Mullin, to adjourn at 6:16 p.m.

Approved unanimously

Respectfully submitted by:

Kimberly Cowger, Administrative Assistant