



MINUTES

Library Board

5:00 PM - Monday, November 17, 2025

Library, 1101 6th Avenue

The Library Board of the City of Marion, Linn County, Iowa met on Monday, November 17, 2025, at 5:00 PM, with the following members present:

PRESENT: Susan Kling, Ross McIntyre, Chelsea Nunn, Melissa Alexander, Kelsey Logan, Nancy Miller, Bob Hoyt, Becky Garms, Bob Read, Julie Lammers, Sabrina Beyer, Krystle Mullin, Kelsey Logan, Ryan Norton

ABSENT: None

STAFF PRESENT: Bill Carroll, Kimberly Cowger, Ashley Osborn

FRIENDS REP: Bonnie Raasch

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 Nunn, 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.

No comments.

LIBRARY SPOTLIGHT

1. Chelsea Nunn Announcement - Chelsea Nunn announce that she will be leaving the Marion Public Library Board of Trustees as her family has purchased a new home and will be moving a half mile outside of the Marion City limits.

2. October Staff Milestone Anniversaries:

- 1 Year of Service - Alex Felker, Chloe Parenteau, and Melissa Brecht
- 5 Years of Service - Bethany Franzen

MINUTES

Motion to approve the October 2025 Meeting minutes. (**Action Requested**)

Moved by Logan, seconded by Mullin, to approve the October 2025 Meeting Minutes as presented.

Approved unanimously

REPORTS

1. Friends of the Marion Public Library Report

- Bonnie Raasch reported that a Volunteer Appreciation event was held for Friends Volunteers.
- Kim Venner taught two sessions on how to make book art that is sold in the Bookstore. 34 people attended.
- The Booksale this past weekend garnered eight new Friends members.
- The Friends Mission Statement has been updated.
- The Friends Booksales for 2026 will be held in April, July, and November.

2. Marion Public Library Foundation Report

- Hilery Livengood submitted a Foundation Report for Library Board of Trustee Members as she was absent from this meeting.

3. Board Continuing Education

- None to report.

4. Director's Report

- Statistics Highlights
 - Ryan Norton asked why Gate Count stats were down from October of last year. Kimberly Cowger explained that this was due to a large turn out for Early Voting in October 2024.
 - Ryan Norton also asked why the number of Programs were down this year from October of last year. Bill Carroll explained that with on of our programmer's shifting to a full-time MakerSpace Librarian, we had few programs this year.
- General Department Updates - Bill Carroll let Board Members know there should details coming soon on the roof repairs from the City Attorney.

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

Moved by Kling, seconded by Alexander, to accept Reports 1 - 4 as presented.

Approved unanimously

REGULAR AGENDA

1. State Library Board of *Trustees Handbook* - Ch. 6 (*Discussion*)

- Julie Lammer's asked about how often Policies are reviewed.
- Bill Carroll explained that the City Attorney reviews all Policies every other year

and that the Policy Work Group will get back on a schedule to review all policies on a set monthly schedule to that all policies are reviewed once per year.

2. Marion Public Library FY25 Annual Report (**Action Requested** - Receive and File and *Discussion*)

- Ross McIntyre presented the Power Point presentation on the Library's FY25 Annual Report that he will also be presenting to City Council.

Moved by Norton, seconded by Lammers, to receive and file the Marion Public Library FY25 Annual Report.

Approved unanimously

3. Marion Public Library FY25 State Library of Iowa Annual Survey (**Action Requested** - Receive and File and *Discussion*)

- Ryan Norton noticed the number of books in the collection seemed to have gone down quite a bit. Bill Carroll explained that this was due to a discrepancy in past years that was noticed and corrected this year.

Moved by Mullin, seconded by Beyer, to receive and file the FY25 State Library of Iowa Annual Survey.

Approved unanimously

4. Policy Review/Recommendation from Policy Work Group (Melissa, Bob, & Bob) (**Action Requested** and *Discussion*)

a. Behavior Guidelines Policy -

- Changes to the policy regarding wet clothing stem from the splash pad that is now located in the park across the street from the library.
- Krystle asked if this policy applies to the Bookmobile. Bill Carroll recommends a separate Behavior Policy for the Bookmobile.
- A typo was noticed in the Policy - footwear will be corrected to footware.

b. Meeting Rooms Policy

- Changes to this policy stem from the new meeting room reservation software the Library will be getting next month that will help reserve rooms in a more efficient way.

Moved by Nunn, seconded by Lammers, to approve the Policies with suggested changes and with the correction of one typo.

Approved unanimously

ADJOURN

Moved by Norton, seconded by Alexander, to adjourn at 6:03 p.m.

Approved unanimously

Respectfully submitted by:

Kimberly Cowger, Administrative Assistant