



MINUTES

Library Board

5:00 PM - Monday, November 18, 2024

Library, 1101 6th Avenue

The Library Board of the City of Marion, Linn County, Iowa met on Monday, November 18, 2024, at 5:00 PM, with the following members present:

PRESENT: In Person: Susan Kling, Jack Zumwalt, Sandy Rosenberger, Kim Rose, Ross McIntyre, Chelsea Nunn, Melissa Alexander, Kelsey Logan, Nancy Miller, Bob Hoyt, Becky Garms
Via Zoom: Okpara Rice, Cara Briggs Farmer

ABSENT: None

STAFF PRESENT: Bill Carroll, James Teahen, Kimberly Cowger, Ashley Osborn, Allyson Lindgren

FRIENDS REP: Wynelle Lindsley

GUESTS PRESENT: Nick Tharalson

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.

Moved by Rose, seconded by Nunn, to approve the agenda as presented.

Approved unanimously

LIBRARY SPOTLIGHT

New Library Board of Trustees Member - Becky Garms

- Board members introduced themselves for the benefit of our new Board member, Becky Garms.

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.

MINUTES

Motion to approve the October 2024 Meeting minutes.

Moved by Rice, seconded by Kling, to approve the October 2024 Meeting Minutes as presented.

Approved unanimously

REPORTS

Friends of the Marion Public Library Report

- Wynnelle Lindsley reported that the Book Sale and Bake Sale the Friends had over the past weekend had lots of traffic and lots of help from volunteers.
- Friends held a Volunteer Appreciation event recently to thank the 38 Book Store volunteers they have.
- Online registration for the Dolly Parton Imagination Library was recently turned back on so current membership of 920 children will likely increase soon.

Marion Public Library Foundation Report

- Bill Carroll reported in Hilery Livengood's absence that Sally Reck is now a member of the Foundation Board.
- Former Foundation Director Amy Gieger and CORDA Credit Union were recently honored on National Philanthropy Day.
- The Linn Area Credit Union donor signage in the library will be updated to CORDA Credit Union soon with financial help from CORDA to pay for it.

Board Continuing Education

- None to report.

Art Advisory Committee Report

- Committee will meet next on November 25th.

Finance Committee

- No report.

Personnel Committee Report

- No report.

Director's Report

- Budget Update - We are 33.3% of the way into the Fiscal Year, Revenue and Expenses are both at 36% for the year.
- Statistics Highlights - Our Annual State Library Survey was submitted last month, ahead of the October 31st deadline.
- General Department Updates - Our Strategic Plan is complete and has been printed. There will be a Bookmobile preview for City Council and Library Board Members in early December. Panic Buttons have been installed at all Service Desks in the Library. Chelsea Nunn asked if there was also an App option for panic buttons, there is not.

Policy Committee Report - only minor changes were suggested for the policies listed below.

- Behavior Guidelines Policy
- Public Records Request Policy
- Recording Studio and Green Screen Room Policy
- Unattended Child Policy

Moved by Alexander, seconded by Rosenberger, to accept all Policies as presented.
Approved unanimously

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

Moved by Kling, seconded by Zumwalt, to accept all Reports as presented.
Approved unanimously

REGULAR AGENDA

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

- The chapter on Policies was discussed.
- The purpose of the Policy Committee is to make recommendations to the whole Board on possible changes but any Board member can give suggestions.

2. Board Charter (Action Requested)

- Second review of the Library Board Operations to update the mission and vision statements.

Moved by Zumwalt, seconded by Rosenberger, to approve the updates to the Board Charter mission and vision statements as presented.

Approved unanimously

3. Purchase Request (Action Requested)

- Funds were added to our FY25 budget to add blinds/shades to the North facing windows in Board Room, MakerSpace, and Teen Programming Room. Since the project cost is over \$10,000, Board approval is needed for this purchase.

Moved by Rice, seconded by Rose, to approve the purchase order for blinds for the Board Room, MakerSpace, and Teen Programming Room.

Approved unanimously

4. Annual Report Presentation (Q & A and Discussion)

- Board President, Ross McIntyre, gave his presentation to Board Members on the Library's FY24 Annual Report that he previously gave to City Council.

5. Library Closure in Relation to Library Generator Project (Action Requested)

- For installation of the Generator project, the main power to the building would need to be turned off for two days. The Library would either need to be closed for these two days or a temporary hook up of power could be arranged for \$35,000.
- Library Director, Bill Carroll, recommended to the Board that the Library be closed for these (yet to be determined) two days. Alternative Library services would still be offered, such as having the Bookmobile parked in the Library Parking lot those days.

Moved by Alexander, seconded by Rose, to approve the plan for a two day closure for the Generator Project installation.

Approved unanimously

6. Meeting Room Policy (Action Requested)

- Suggested changes to the Meeting Room Policy would allow for Meeting Room users to use the Culinary Kitchen if they can demonstrate they have the skills to use the equipment and if they have proper proof of insurance.
- Several Board members were in favor of this change since it would allow more usage of the Culinary Kitchen.

Moved by Logan, seconded by Rice, to approve the suggested changes to the Meeting Room Policy.

Approved unanimously

7. Peppermint Walk/Bookmobile Tours Volunteer Sign-up Sheet

- Volunteers are needed for the Peppermint Walk/Bookmobile ribbon cutting, the sign-up sheet was sent around to Board members.

ADJOURN

Moved by Rosenberger, seconded by Zumwalt, to adjourn at 6:11 p.m.

Approved unanimously

Respectfully submitted by:
Kimberly Cowger, Administrative Assistant