



MINUTES

Library Board

5:00 PM - Monday, October 10, 2022

City Hall Council Chambers

The Library Board of the City of Marion, Linn County, Iowa met on Monday, October 10, 2022, at 5:00 PM, with the following members present:

PRESENT: In Person: Sally Reck, Susan Kling, Jack Zumwalt, Kim Rose, Eileen Robinson, Nancy Miller, Ross McIntyre, Chelsa Nunn
Via Zoom: Sandy Rosenberger, Okpara Rice, Cara Briggs Farmer, Seth Moomey

ABSENT: None

STAFF PRESENT: In Person: Bill Carroll, James Teahen, Amy Geiger, Sue Gerth, Sam Exline, Miranda Vollmer, Sandy Ransier
Via Zoom: Kimberly Cowger, Kylee Pusteoska, Bethany Franzen

FRIENDS REP: Jo Pearson

GUESTS PRESENT: In Person: Wynelle Lindsley, Nick Tharalson
Via Zoom: Bob Hoyt, Bonnie Raasch, Richard Pratt, Marion Resident

CALL TO ORDER

The meeting was called to order at 5:00pm by Board President, Sally Reck

AGENDA APPROVAL

Motion to approve agenda as presented.

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

Approved unanimously

PUBLIC FORUM

No comments

LIBRARY SPOTLIGHT

Staff Milestone Anniversaries -- Sam Exline - 1 year, Linda Foens - 5 years, Miranda Vollmer - 10 years, Sandy Ransier - 40 years.

MINUTES

Motion to approve the September Meeting minutes.

Motion to approve the September 22, 2022 Special Meeting minutes.

Moved by Robinson, seconded by Zumwalt, to approve the September Regular Meeting minutes and the September 22, 2022 Special Meeting minutes as presented.

Approved unanimously

REPORTS

Friends of the Marion Public Library Report

Jo Pearson reported that the Bookstore in the new Library is being set up. Venmo will be a payment option at the Bookstore. Besides books, items like mugs, bags, journals, and keychains will be available for sale. Training of Bookstore volunteers will be starting next week.

Marion Public Library Foundation Report

We are currently sitting about about \$100,000 over our Capital Campaign goal.

We should find out the results of the ARPA Grant soon, which has the potential of fully funding the Bookmobile.

Art Advisory Committee Report

Karen Hoyt and Fuf Renfer have joined the Art Committee. We may wait 6-12 months after the Library opens to decide on what kind of art will be best for the space.

Finance Committee

This Committee has met to lay some ground work, but nothing to report at this time.

Personnel Committee Report

Bill's contract has been signed and is on file.

Policy Committee Report

Moved by McIntyre, seconded by Rice, Policies discussed, but not approved, at the September meeting were approved as presented, including:

Distribution & Display Policy

Laptop Loan Policy

Photo & Video Recording Policy

as well as the Public Records Request Policy

Approved unanimously

Moved by Rice, seconded by Briggs Farmer, to approve the Behavior Guidelines Policy and Unattended Child Policy.

Approved unanimously

Moved by Nunn, seconded by McIntyre, to approve a skeleton of a Meeting Room Policy to update it from the current policy based on the old building. Policy was discussed, Parts I. thru V. (with a minor change to part II. 4.) were agreed upon to serve as the skeleton Policy. Further research will be done and changes will be made to this Policy in the future concerning fees for room use and if private parties will be allowed, etc.

Approved unanimously

Director's Report

- Budget Update--with 24% of the Fiscal Year passed, we are at 22% expenditures.
- New Building & Bookmobile Project Update--Staff have worked on finding a solution for using the Drive Thru sliding window while the drawer is out of order.

Plans to remove the curb are in the works so that the drive up bookdrop can be used.

The design of the sink shrouds, created by a local vendor, is being approved by the architect.

James has found a vendor that has an adult changing table that we can have on site in less than a week.

LFI is here this week moving the Uptown Branch to the new Library.

- General Department Updates--Our new Marketing and Special Events Manager, Ashley Osborn, will start next week.
Interviews for the Patron Services Manager position have started again.
- MLN Updates--The Directors of CRPL and HPL came for a tour of the new Library.

Board Continuing Education

None

REGULAR AGENDA

- Approval of Library Holidays for 2023 calendar year

Moved by Kling, seconded by Robinson, to approved the Library Holidays for the 2023 calendar year.

Approved unanimously

- Opening date for new Library was discussed. Bill recommends a soft opening on Thursday, November 10th and to cancel our staff training day on Friday, November 11th. Sally requested that Board Members be available in the weeks after opening.

Moved by Rose, seconded by McIntyre, to approve a soft opening on Thursday, November 10th at 9am.

Approved unanimously

ADJOURN

Moved by Nunn, seconded by Rose, to adjourn at 6:19pm.

Approved unanimously

Respectfully submitted by:

Kimberly Cowger, Administrative Assistant