



MINUTES

Library Board

5:00 PM - Monday, October 20, 2025

Library, 1101 6th Avenue

The Library Board of the City of Marion, Linn County, Iowa met on Monday, October 20, 2025, at 5:00 PM, with the following members present:

PRESENT: In Person: Ross McIntyre, Kelsey Logan, Ryan Norton, Sabrina Beyer, Susan Kling, Bob Hoyt, Julie Lammers, Bob Read, Melissa Alexander, Krystle Mullin, and Nancy Miller
Via Zoom: Becky Garms, Chelsea Nunn joined Zoom at 5:11 p.m.

ABSENT: None

STAFF PRESENT: Bill Carroll, Kimberly Cowger, Ashley Osborn, Bob Reynolds, Sue Gerth

FRIENDS REP: Mary Hajek

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 Lammers, seconded by Norton, to approve the Agenda with the modification of moving Regular Agenda item #5 to #1.

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

September Staff Milestone Anniversaries - 25 Years of Service: Lara Moellers

MINUTES

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

Moved by Alexander, seconded by Mullin, to approve the September 2025 Meeting Minutes as presented.

Approved unanimously

REPORTS

1. Friends of the Marion Public Library Report

- Mary Hajek reported that the next Friends Booksale will take place November 14-16 and will include a bakesale on November 14-15.
- The Friends will be taking part in the Peppermint Walk on December 5.
- The Friends are working to revise their Mission Statement and creating a new brochure.

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

- Krystle Mullin completed the 90 minute Iowa Public Information Board's (IPIB) Open Meetings and Public Records Training on 10/13/2025

4. Art Advisory Committee Report

5. Finance Committee Report

6. Personnel Committee Report

7. Director's Report

- Budget Update
 - Revenues are currently at 12% for the year.
- Strategic Plan Update
 - A comprehensive report on the 2025 Plan of Service will be presented to Board Members in early 2026.
- General Department Updates
 - We have been working on a Library re-org since last November and we now have Bob Reynolds serving as Youth Services Manager and Sue Gerth serving as Adult Services Manager. The Patron Services Manager position will be recruited for.
 - Nancy Miller asked if the closure of Baker & Taylor will affect our Library. Bill Carroll said that since they weren't one of the main vendors we use, it will cause little impact.

8. Policy Committee Report

- Policy Committee did not meet.

Motion to accept Reports 1 - 8 as presented. **(Action Requested)**

Moved by Kling, seconded by Logan, to accept Reports 1 - 8 as presented.

Approved unanimously

REGULAR AGENDA

~~5.~~ 1. High Five Day at Linn-Mar (*Discussion*)

- Melissa Alexander presented a volunteer opportunity for Library Board Members to take part in Linn Grove Elementary School's High Five Friday to greet kids as they come to school, approximately 8 - 8:15 a.m.
- Anyone interested would need to register as a volunteer with Linn-Mar Schools.
- Bill Carroll will connect with the Principal of Linn Grove for date ranges that need volunteers.
- Becky Garms, Krystle Mullin, and Sabrina Beyer expressed interest.

~~4.~~ 2. State Library Board of *Trustee's Handbook* Ch. 5 (*Discussion*)

- Kelsey Logan appreciated the chart on page 31, as it helped define clear roles.
- Susan Kling asked about Donations and if they are tracked. They are.

~~2.~~ 3. Library Board Operations Policy (*Discussion* and **Action Requested**)

Moved by Alexander, seconded by Read, to accept the Library Board Operations Policy changes as presented.

Approved unanimously

~~3.~~ 4. Library Holiday Schedule for 2026 (**Action Requested**)

- Since 2026 Staff Training Days would be held on different days than they normally are, Becky Garms suggested that perhaps special Programming could be done on Veteran's Day.

Moved by Logan, seconded by Lammers, to approve the 2026 Schedule of Library Holidays.

Approved unanimously

~~4.~~ 5. Fall Into Marion Parade Report (Receive and File)

Moved by Mullin, seconded by Lammers, to receive and file the 2025 Fall Into Marion Parade Report.

Approved unanimously

ADJOURN

Moved by Kling, seconded by Alexander, to adjourn at 5:45 p.m.

Approved unanimously

Respectfully submitted by:
Kimberly Cowger, Administrative Assistant