



MINUTES

Library Board

5:00 PM - Monday, October 21, 2024

Library, 1101 6th Avenue

The Library Board of the City of Marion, Linn County, Iowa met on Monday, October 21, 2024, at 5:00 PM, with the following members present:

PRESENT: In Person: Susan Kling, Jack Zumwalt, Sandy Rosenberger, Ross McIntyre, Melissa Alexander, Kelsey Logan, Nancy Miller, Bob Hoyt
Via Zoom: None

ABSENT: Okpara Rice, Kim Rose, Cara Briggs Farmer, Chelsea Nunn

STAFF PRESENT: In Person: Bill Carroll, James Teahen, Ashley Osborn, Hilery Livengood
Via Zoom: Kimberly Cowger

FRIENDS REP: Jo Pearson

GUESTS PRESENT: Nick Tharalson, Stefanie McIntyre, Brooklyn Coburn

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 Rosenberger, seconded by Kling, 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.

MINUTES

Motion to approve the September 2024 minutes.

Moved by Alexander, seconded by Logan, to approve the September 2024 Meeting Minutes as presented.

Approved unanimously

REPORTS

Friends of the Marion Public Library Report

- Jo Pearson reported that the recent Friends financial audit went well.
- The Friends Bookstore is bringing in around \$800/month.
- The next Friends Book Sale will be November 15-17, 2024. There will also be a bake sale on Saturday.
- The Adult Book Fair brought it around \$375 in sales.

Marion Public Library Foundation Report

- Hilery Livengood reports that Sally Reck has joined the Foundation Board.
- The Treasurer position is being filled.
- Working on donor recognition for the Bookmobile.

Board Continuing Education

- None to report.

Art Advisory Committee Report

- Art Committee met last week and will meet again in November.

Finance Committee

- No report.

Personnel Committee Report

- No report.

Director's Report

- General Department Updates - Adult Book Fair brought in over 700 people in just a few hours. Many people signed up for Library cards.

Policy Committee Report

- Distribution and Display Policy - Revised to consolidate and group like things together. Only new language is limiting posting to up to three. Jack Zumwalt noticed a typo under number 5, the word posting is listed twice.
- Photo & Video Recording Policy - No changes to actual policy, only the release form.
- MPL Photo Release Form - All Ages - Address, City/State/Zip, Phone, and Email lines can be removed as we are not required to collect them.
- Social Media Policy - Only reviewed, no revisions.

Moved by Alexander, seconded by Rosenberger, to remove the Address, City/State/Zip, Phone, and Email lines from the photo release form.

Approved unanimously

Moved by Kling, seconded by Logan, to approve the policies as presented, with the one typo in the Distribution and Display Policy being corrected.

Approved unanimously

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

Moved by Alexander, seconded by Rosenberger, to accept all reports as presented.

Approved unanimously

REGULAR AGENDA

1. State Library Board of *Trustees Handbook* – Ch. 5 (Discussion)

- Jack Zumwalt had a question about unexpected funding that is received. Hilery Livengood explained that some donations go through the Foundation. Bill Carroll added that any donations that come in to the Library go into a Special Revenue fund, which is a protected fund, donations do not go into the City's General Fund.
- The Library follows the City's Petty Cash Policy.
- Bob Hoyt asked if there's any possibility of the Special Library Levy being put back in place. Bill Carroll explained that there's been discussion, but not a lot of support.

2. Strategic Plan (Action Requested)

- The Board reviewed the final draft of the Strategic Plan.

Moved by Kling, seconded by Zumwalt, to approve the final draft of the Strategic Plan as presented.

Approved unanimously

3. Library Holiday Schedule for 2025 (Action Requested)

a. Spring 2025 Staff Training Day - Bill Carroll requests moving the Library's 2025 Spring Staff Training Day from Good Friday to Thursday, February 20, 2025 so that staff can take part with six other Corridor Libraries for a training opportunity with a special speaker.

b. Thanksgiving and New Year's Eve (2025 and 2024) - Bill Carroll requested that the 1/2 holiday time be shifted from Thanksgiving Eve to the 1/2 holiday time of New Year's Eve and being closed all day on New Year's Eve to match what the City of Marion and other MLN Libraries do.

Moved by Zumwalt, seconded by Rosenberger, to accept the suggested changes for Spring 2025 Staff Training Day, Thanksgiving Eve, and New Year's Eve holidays in 2025 and 2024.

Approved unanimously

4. Board Charter (Discussion)

- Needs to be updated to the new Mission and Vision from the new Strategic Planning and to remove the Commitments to Our Community and Each Other.

5. PO Approval - Library Bookmobile Wrap (Action Requested)

- The Friends have agreed to sponsor payment for the Bookmobile wrap, full Board approval is needed for the Purchase Order approval.

Moved by Alexander, seconded by Logan, to approve the purchase order for the Bookmobile Wrap.

Approved unanimously

6. Bookmobile Ribbon Cutting (Discussion and Direction Requested)

- Bill Carroll recommends a ribbon cutting date for the Bookmobile of Friday, December 6, 2024 at 3:00 p.m. prior to the Peppermint Walk.
- The Board agrees that this will be a great date.

7. FY 24 Annual Report (Receive and file)

- Copies of the FY 24 Annual Report were handed out to Board Members.
- Ross McIntyre will present the Annual Report to City Council on November 5th.

Moved by Rosenberger, seconded by Kling, to receive and file the FY 24 Annual Report.
Approved unanimously

ADJOURN

Moved by Alexander, seconded by Logan, to adjourn at 6:03 p.m.
Approved unanimously

Respectfully submitted by:

Meeting notes taken by Ashley Osborn, Marketing and Special Events Manager.

Meeting Minutes submitted by Kimberly Cowger, Administrative Assistant