



MINUTES

Library Board

5:00 PM - Monday, September 15, 2025

Library, 1101 6th Avenue

The Library Board of the City of Marion, Linn County, Iowa met on Monday, September 15, 2025, at 5:00 PM, with the following members present:

PRESENT: In Person: Ross McIntyre, Kelsey Logan, Becky Garms, Ryan Norton, Sabrina Beyer, Susan Kling, Bob Hoyt, and Julie Lammers
Via Zoom: Melissa Alexander joined Zoom at 5:02 p.m.

ABSENT: Nancy Miller, Krystle Mullin, Bob Read, Chelsea Nunn

STAFF PRESENT: Bill Carroll, Kimberly Cowger, Ashley Osborn, Bob Renyolds, Hilery Livengood

FRIENDS REP: Debbie Bancks

GUESTS PRESENT: Via Zoom: Chloe Parenteau

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 Logan, seconded by Norton, 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

Library Card Sign-Up Month Proclamation

- Bill Carroll mentioned and passed around the copy of the Proclamation that was made at City Council for Library Card Sign-Up Month.

- Ryan Norton mentioned that the write up about the Library in the recent Marion Messenger was very nice.

MINUTES

Motion to approve the August 2025 Meeting minutes.

Moved by Lammers, seconded by Garms, to approve the August 2025 Meeting Minutes as presented.

Approved unanimously

REPORTS

1. Friends of the Marion Public Library Report

- Debbie Bancks reported that the Friends Book Sale in August brought in around \$1,000 or more.
- The Friends are discussing if their Mission Statement needs any changes.

2. Marion Public Library Foundation Report

- Hilery Livengood reported that we received \$10,000 from Collins Areospace for the MakerSpace.
- \$2,000 will be received to go towards a Food Pantry.
- A \$4,000 Grant was awarded for Bookmobile Tech Backpacks.
- The Library will be part of a Pilot Program featuring a Chef from Meals on Wheels teaching a cooking class and providing Meal Kits based on the classes.

3. Board Continuing Education

- Ryan Norton, Julie Lammers, and Sabrina Beyer all took part in the required 90 minute training for new Board Members from the Iowa Public Information Board (IPIB).

4. Art Advisory Committee Report

5. Finance Committee Report

6. Personnel Committee Report

7. Director's Report

- Statistics Highlights
 - A mistake was noticed on the number of Program Attendees after the Board Packet was sent out. Charts will be updated next month with the accurate number.
- General Department Updates -
 - Ashley Osborn and Sabrina Beyer were both accepted into Marion's Leadership In Action program.
 - Cake Pans have temporarily been moved near DVDs. There will likely be more items from the Marketplace that move once roof repairs begin.

8. Policy Committee Report

- Policy Committee did not meet.

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

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

Approved unanimously

REGULAR AGENDA

1. State Library Board of *Trustee's Handbook* Ch. 4 (*Discussion*)

- Ross McIntyre said it was nice to have a framework of the Director's duties.
- Susan Kling said the chapter provides a good outline if needed.

2. Circulation and Materials Fees Policies (*Discussion* and **Action Requested**)

- The corrections on these policies were suggested after staff noticed some inconsistencies. The suggested corrections make the policies mirror each other.
- In addition to the suggested corrections, it was noted that Section IV of the Circulation Policy needs to have WhaZoodles added to the chart of item loan periods and that Section VI, number 2, needs decimal points and zeros added for consistency.

Moved by Norton, seconded by Beyer, to approve the Policy changes presented, including the additional corrections.

Approved unanimously

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

- Suggested changes are based on recommendations from the City Attorney to remove language on four standing committees and add language for the Library Director creating Working Groups.

Moved by Logan, seconded by Lammers, to vote to approve suggested changes at next month's meeting.

Approved unanimously

4. Fall Into Marion Parade (*Discussion*)

- Ross McIntyre thanked staff that put in work for the parade and thanked those that took part in the parade. Ross will put together a report to send out to Board Members.

ADJOURN

Moved by Kling, seconded by Logan, to adjourn at 5:48 p.m.

Approved unanimously

Respectfully submitted by:

Kimberly Cowger, Administrative Assistant