



MINUTES

Library Board

5:00 PM - Monday, September 16, 2024

Library, 1101 6th Avenue

The Library Board of the City of Marion, Linn County, Iowa met on Monday, September 16, 2024, at 5:00 PM, with the following members present:

PRESENT: In Person: Jack Zumwalt, Sandy Rosenberger, Ross McIntyre, Melissa Alexander, Kelsey Logan, Nancy Miller, Bob Hoyt, and Cara Briggs Farmer (arrived late at 5:08 p.m. and left early at 5:22 p.m.)
Via Zoom: Okpara Rice (left early at 5:56 p.m.)

ABSENT: Susan Kling, Kim Rose, Chelsea Nunn

STAFF PRESENT: Bill Carroll, James Teahen, Kimberly Cowger, Sue Gerth, Ashley Osborn, Bob Reynolds, Darryn Gradhandt

FRIENDS REP: Carolyn Stucker

GUESTS PRESENT: In Person: Nick Tharalson, Brooklyn Coburn
Via Zoom: Unnamed guest

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 Zumwalt, seconded by Rosenberger, to approve the agenda as presented.
Approved unanimously

INTRODUCTION OF GUESTS

PUBLIC FORUM

No comments

MINUTES

Motion to approve the August 2024 Meeting minutes.

Moved by Logan, seconded by Zumwalt, to approve the August 2024 Meeting Minutes as presented.

Approved unanimously

REPORTS

Friends of the Marion Public Library Report

- Carolyn Stucker reported that the Friends will be at the Library's Adult Book Fair selling books and encouraging new Friends Memberships.
- The next Friends Booksale will be November 15-17, 2024.

Marion Public Library Foundation Report

- Three Community Foundation Grants have been submitted on behalf of the Bookmobile.
- The Foundation Board approved \$4,000 for the Library's Spring Staff Training Day.
- The Foundation Board Treasure would like to resign from her position. If any Board Members are interested in this position, or know of anyone that would be interested, please let Hilery Livengood know.
- Foundation Board regular meetings will now meet on the fourth Tuesday of odd number months from 8-9 a.m.
- The CAT Grant has been closed.

Board Continuing Education

- None to report.
- Later in the meeting Cara Briggs Farmer asked if some time she spent traveling could be counted as Continuing Education, Bill Carroll said he'd have to check with the State Library.

Art Advisory Committee Report

- This Committee will meet in October.

Finance Committee Report

- This committee did not meet but Board Treasurer Kim Rose sent this statement since she was absent from this meeting, "I have reviewed the invoices for this month, per my responsibilities as Board Treasurer. All items seem to be well within normal operating parameters."

Personnel Committee Report

- No report.

Director's Report

- Budget Update - Final Budget Reports for July are included in the Board packet.
- General Department Updates - Summer Library Program had 2,006 check-ins this summer. It was a team effort on behalf of all staff during our busy Summer time.

Policy Committee Report

- Attendance Policy - Last month, the Library's Supplemental Personnel Attendance Policy was rescinded by the Board, the Library will now be under the jurisdiction of the City's Attendance Policy.
- Circulation Policy - Tablets were added to the Checkout chart.
- Financial Policy and Procedures - Changes in language to be more specific.
- Interlibrary Loan (ILL) Policy - Removed Metro Lite Library Card as it no longer exists.
- Internet Policy - Change in language to mirror the Laptop & Tablet Loan Policy.

- Laptop & Tablet Loan Policy - Change in language to mirror the Internet Policy.
- Programming Policy - No changes suggested.
- Public Participation Policy - Suggested changes from City Legal.
- Volunteer Policy - No changes suggested.

Motion to accept all reports as presented. (Action Requested - Approval Requested)

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

Approved unanimously

REGULAR AGENDA

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

- Follow up from the State Library from last month's meeting - Discussing the *Trustee's Handbook* at Board Meetings does count as Board Continuing Education, as do staff presentations on library services at Board Meetings.
- Jack Zumwalt mentioned this Chapter is a good guide for hiring a Library Director. Sandy Rosenberger added that we also have to follow the City HR Policy.

2. Library Board Operating Guidelines (Action Requested)

- This is the second reading to change the language in Article 3, Section 4 regarding the terms of Committee Members, from two year terms to one year terms.

Moved by Alexander, seconded by Logan, to accept changes to Library Board Operating Guidelines regarding Committee terms.

Approved unanimously

3. Bookmobile Presentation

- Staff Presentation and Discussion - Patron Services Bookmobile Team Lead Darryn Gradhandt presented about our new Bookmobile. There will always be two people on the Bookmobile at a time. We expect to start off running two days per week with approximately three stops per day, during daylight hours in the Winter. This will increase in time.
- Bookmobile Punch List (Action Requested - Receive and File) - After the Bookmobile's inspection last week, the most significant item noted on the Punch List was that the storage boxes on the outside of the Bookmobile only had a 9" clearance from the ground. The manufacturers are ordering new storage boxes that will be reduced in size, bringing them up to the 12" clearance that was called for in the specs.
- Launch Schedule (Discussion and Direction Requested) - Bill Carroll recommends to the Board that we have a Ribbon Cutting for the Bookmobile this Fall, rather than doing a soft launch with a ribbon cutting in Spring. The Board agrees with this direction. Bill will bring a list of dates for a ribbon cutting to the next Board Meeting. Sandy Rosenberger suggests the Bookmobile be in all future Marion parades.

Moved by Zumwalt, seconded by Alexander, to receive and file the Bookmobile Punch List.

Approved unanimously

4. Library Board of Trustees Open Seat (Update - No Action Required)

- Seth Moomey's resignation has left an open seat on our Library Board. The City

Clerk and City Manager's Office confirmed that any applicants that were not chosen for recent Board vacancies are still eligible if another position opens up. We had another applicant who is still interested in serving on our Board. We are hoping they can be appointed by the Mayor at the next City Council Meeting.

5. Strategic Plan (Discussion and Direction Requested)

- Board members directed that the design elements of the Strategic Plan looks nice and are easy to read. A final draft will be brought to the October Board Meeting for Board approval.
- The Board agreed that the letter looks good.
- The Board had a few suggestions on changes to the Mission and Vision.
- The Board agreed that it was appropriate to call out the extra effort put forth by Sally Reck into the Strategic Plan.

6. Library Spotlight - Brooklyn Coburn, Library Practicum Student (No Action Requested)

- Brooklyn will write and present the Director's Report at the December Board Meeting.
- Brooklyn is also organizing a Volunteer Fair at the Library on October 19.

ADJOURN

Meeting ended at 6:12 p.m. It was moved by Melissa Alexander and seconded by Sandy Rosenberger to adjourn but the motion was not carried due to lack of quorum.

Respectfully submitted by:
Kimberly Cowger, Administrative Assistant