

## **North Liberty Community Library Board of Trustees Meeting**

### **Board Members Present:**

President: Barbara Beaumont

Members: Bud Forbes, Marcia Ziemer, Doug Neale, Sue Nelson, John Henk

Library Director: Jennie Garner

The meeting was called to order at 6:31 p.m.

### **Additions/Changes to the Agenda:**

Removal of Meeting Room policy from section VI, it was inadvertently included.

### **Public Comment:**

None

### **Approval of November Minutes:**

Neale moved and Ziemer seconded approval of the December meeting minutes. Motion carried.

### **IV. Reports:**

Garner introduced Emily O'Sheridan-Taborto discuss her position as Family Services Librarian. Emily noted she has settled more into her new role, focusing on Family Services and transitioning out of Circulation. She does Story Time, Community Outreach, Family programming, and kids 0-5, and recently rolled out the 1000 Books Before Kindergarten program. Enrollment is available at the library as are logs for kids/families to fill out. When the program is complete, kids receive a Kindergarten Readiness kit. This has been a big program at other libraries. Emily is also working with the Youth and Teen Services Librarian for Bridge to Reading to curate and identifying books for storytime, which we will be working to encourage preschools and parents to utilize. She reported the Noon Year's Eve program had 261 participants, which was welcome but unexpected and they are learning from this. Emily noted in the future they will implement registration for all events to help with planning. She reported on statistics from last year: almost 1500 participants in baby story time, and over 2500 participants in preschool programs. Looking forward she is looking to add STEM and STEAM (science, technology, engineering, art, math) activities after story time. Finally, she's been involved in the revamp of the children's area, which now includes a lego table, a train table, and an activity block. The board thanked her for her efforts and report. With no further questions, Emily departed the meeting.

Garner provided oral update and summary of reports included in Board materials including:

Budget: Garner noted at 47%, budget is on track for this time of fiscal year and we are "doing well". She noted services and commodities were up due to timing of expenditures in these categories. She also noted city budget work session scheduled for tomorrow with considerations of items to include in budget underway, including security updates which they are obtaining quotes.

### **Director Report:**

Garner noted staff evaluations are underway with one remaining. She also noted the lactation room is almost complete.

Garner reported on involvement in various conferences including attendance at Ames conference and involvement in ARSL Conference Planning Committee in Promotions and PR. She noted scheduling of Practicum Students Thursday and Saturday's. Also help with mock interviews, and the success of the author's program with Eric Litwin's presentation sold out with approximately 400 tickets in one week.

Endowment letters are in the process of being finalized with approximately 260 letters planned on going out. Garner noted that they will request board involvement in this process next year to assist with the outreach success. She noted that the population has outgrown the current library facility and they are currently assessing a community survey to initiate discussion regarding community needs and how to accommodate and plan given existing limitations.

**Policy Review:**

Mission Statement:

The recommendation was to leave this as is for now and revisit next year. Garner noted that this needs "deep dive" and that Ziemer will moderate session in the near future. Nelson motioned approval of Mission Statement, Henk seconded, motion passed.

Service Policy:

Henk questioned why the Service Policy was not combined a Usage Policy similar to many libraries and Garner confirmed they were separated by design due to the unique needs of our facility. Ziemer motioned approval of policy, Forbes seconded, motioned passed.

**Old Business:**

Library Director Evaluation:

It was noted that question regarding the Library Director recruiting for library board positions would be eliminated due to potential conflict of interest.

**Other Business:**

Forbes questioned information in the Report to City Council and Garner confirmed incorrect date. It was noted that the Library Use Chart already shows services have surpassed all of last year with 150% growth. There was discussion regarding potential growth and options for expansion, including potentially considering alternate location at some point.

Ziemer noted planning session Friday and that the three year plan went well with good input from participants. She noted it is due to be completed in March.

**New Business:**

There was no new business.

Forbes motioned to adjourn the meeting, Ziemer seconded, motion passed. The meeting was adjourned at 7:20 P.M.

Respectfully submitted,  
John Henk, Secretary