

North Liberty Community Library Board of Trustees Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
March 20, 2017

Board Members Present:

President: Barbara Beaumont

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

Library Director: Jennie Garner

Absent: Bud Forbes

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

Additions/Changes to the Agenda:

None

Public Comment:

None

Approval of November Minutes:

Nelson moved and Ziemer seconded approval of the January 2017 meeting minutes. Motion carried.

Reports:

Garner noted that budget continues on track with expenditures at 68.18 percent compared to target of 66.66 percent. Discussion regarding anticipated challenging budget line items which will continue to be managed for overall adherence. There were no budget related questions.

Garner noted the Friends are currently seeking donations for upcoming book sale, with new fiction items welcomed. She reported that funding remains robust with Friends account balances at historic highs. She also reported on a potential funding request from the Friends to be used for training associated with "Family Place" designation, which is currently limited to perhaps 30 libraries in the US. She noted that this fits in with strategic goal of creating young readers. Other funding sources, such as grants, will be considered as well.

She further noted that the FY18 budget has been approved by City Council, which included Caroline Allen's, Asst Youth and Teen Services Librarian, hours expanded to FT status (40 hours). Garner reported new board book shelving has been installed thanks to the Parks Department diligence. She also reported on an initiative by practicum student that is intended to attract non-English speaking patrons or potential patrons. There was discussion regarding the population of the community that this would represent.

Garner reported she served on a panel for Library Science students at the University of Iowa regarding hiring practices. She noted the upcoming Waddle Walk scheduled for April 23rd, which will be a Read to the Bump fundraiser, adding the emphasis on family participation for the event.

As for a conference update, Garner noted she will be speaking at two fall ILA Conference sessions, one on work productivity, and one on library/city relations and community advocacy. She also noted she was invited back to speak at the Arkansas Library Conference in September and she will present on using positive leadership to encourage productivity and success.

Garner reported on progress towards the annual report for FY2016 which was somewhat delayed by a late start but should be completed for review next month. She also reported on Community and Program update regarding need to schedule second session for Eric Litwin and her participation on the Blues and Barbeque Committee for another year.

Nelson inquired as to Shelter House partnership efforts as noted in the Assistant Library Director Report as it is not located within North Liberty. Garner reviewed the role of the Shelter House and that they currently do not have an affiliation with a library for services. Although the Shelter House was located in Iowa City, she felt it falls within the services area scope as the Shelter House serves North Liberty.

Garner reported that the Fort Night was a success, with storyteller Darrin Crow, and was very well attended.

There were no further questions from the Board regarding staff reports.

Policy Review:

Planning for Results – Strategic Planning

Garner reviewed Goals and highlighted differences from previous version. She noted encouraging the use of surveys by staff to help identify needs and guide efforts as goals are tweaked over time. Ziemer was happy with the progress made to date, but encouraged the use of more quantifiable goals that would facilitate application of metrics to confirm progress and identify areas for improvement. Garner noted they would keep this in mind as they worked through the process, but wanted to avoid forced, "check the box" type goals as staff was already spread thin. She noted they would review this as they put together the dashboard to report on progress. Garner also noted they would like to bring in a external facilitator to help with strategic planning in the future; tentatively earmarked for 2018.

Old Business:

None

New Business:

Garner reviewed potential revisions to the Meeting Room Terms of Use, noting this was precipitated by concerns raised relative to recent requests for meeting room scheduling that involved fundraising activities and commercial use. She was recommending that language be added to clarify that library initiatives would be granted priority for meeting room use. Discussion regarding lead-time notification for currently scheduled events that will be added to Public Meeting space section. Nelson motioned for approval with suggested revisions, Ziemer seconded, motion carried.

Other Business:

None

Ziemer motioned to adjourn the meeting, Neale seconded, motion passed. The meeting was adjourned at 7:15 P.M.

Respectfully submitted,
John Henk, Secretary