

**North Liberty Community Library Board of Trustees Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
May 14, 2017**

Board Members Present:

President: Barbara Beaumont

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

Library Director: Jennie Garner

Members Absent: Sue Nelson

The meeting was called to order at 6:30 p.m.

Additions/Changes to the Agenda:

None

Public Comment:

None

Approval of April 2017 Minutes:

Ziemer moved and Neale seconded approval of the March 2017 meeting minutes. Motion carried.

Reports:

Staff Introduction

Garner introduced Andrew Frisbie, Collection Development Librarian for a staff report. Frisbie provided an overview of the duties of his position and summarized a collection development powerpoint presentation. He discussed the interlibrary loan process and associated circulation volumes. Frisbie noted that staff attempt to update catalog materials within a week of receipt, which averages 83 books and 17 DVD's. He reported utilizing Amazon for supplies due to efficiency and pricing. He summarized the fiscal year 2016-2017 circulation review and reviewed methods to even out circulation peaks and valleys. He also discussed a current disparity in purchasing verses circulation demographics and that they are working with a consultant to develop a strategy to address this. Frisbie reported on the demand ratio target of 1% and reviewed weeding criteria. The board thanked Andrew for his thorough report and good work. He then departed the meeting.

Garner continued with summary of reports.

For the budget review, Garner noted that expenditures had evened out and expenses were on track for year end. She did note some needed future expenditures are planned that may cause some variance to budget.

Garner provided a Friends report. She noted that financially the friends are doing well and have more than adequate funding to meet demand. Book sale is coming up and popcorn sales continue that benefit the friends funding.

Library Director Report

Garner reported that there is a focus in the Strategic planning/Planning for Results to add measurable objectives that lend to metric analysis. She noted this has been reorganized, primarily in three goals. She noted this is “in good shape” but that there is a lot there. She also repeated desire to bring in outside party for more formalized planning process – sometime in the next couple of years. She also noted the raised bed garden is complete and is ready for planting.

Garner further reported on the success of the Prairie Lights Future Author program. She noted that Prairie expressed appreciation for assistance and expressed interest in further author participation. The fall author fair planned for September is in the planning stages.

Garner also reported on a crack in the adult reading area that needs repair. Also security and entry lock system installation is pending and the intent is to purchase from shared common vendor with the rec center. She noted funds have been allocated in the budget and demo is scheduled for tomorrow to make decision.

From a staffing standpoint, Garner noted they are looking at adding a summer intern as a potential kids program helper. The job posting for the library assistant closes May 19th at which time interviews will be scheduled. She also reported that Sue Nelson and Barbara Beaumont will be retiring from the board in June. The Johnson County board member will be installed in August with the mayor making the selection. Training is scheduled for June, and Garner noted that specific training needs need to be communicated and must be tracked for state certification purposes.

Garner noted the summer reading program is in full swing. She also noted encouraging fiscal awareness and budget ownership among the staff. This is being worked into the duties of their positions. She also updated on the lactation room usage and progress towards display locations for the planned August/September art exhibits. Garner noted a new policy is pending on this and the plan is to have it in place before exhibits are installed.

For other staff reports, Garner noted the Waddle Walk turnout did not meet expectations. The meeting room software (“Spaces”) is up and running. The software allows online sign up from the library main page which will help make the process more efficient and cut down on calls associated with the space. It was noted that Garner continues to review and approve meeting room requests.

Policy Review

Garner reviewed revisions to the Proctoring Policy, including changes to verbiage to simplify and remove fax reference. She also noted it clarifies that the staff’s ability to proctor is limited. Ziemer moved to approved, Henk seconds, motion carried.

Garner reviewed suggested revisions to the Volunteer Policy, including alignment with current volunteer duties. She discussed volunteer recognition being combined with Fire Department Salute to Summer Fundraiser, and that the fire department is requesting volunteers to help. Ziemer moved, Neale seconded, motion carried.

Old Business

The Board Self-Evaluation was presented for discussion. Evaluation identified areas to improve included: board knowledge of state and federal laws concerning libraries, the need for additional training, and board participation regarding identification and presentation of topics that board members would research and present on rotating basis. Garner discussed board participation in Planning for Results process and making this a joint process with the mission statement formation. There was also discussion regarding the Library Director evaluation process. The current Director evaluation process was reviewed as were potential process enhancements.

New or Other Business

None

With no further business to discuss, Ziemer moved to adjourn, Nelson seconded, motion carried.

The meeting was adjourned at 7:40 PM.

Respectfully submitted,
John Henk, Secretary