

North Liberty Community Library Board of Trustees

Meeting held at: City Council Chambers, 1 Quail Creek Drive, North Liberty, Iowa

Date: August 28, 2017 @ 6:30 PM

**Board Members Present**

Vice President: Bud Forbes

Members: Marcia Ziemer, Doug Neale, Jessica Beck, John Henk

Library Director: Jennie Garner

One Open Position: county representative of Johnson County

I. **Additions/Changes to the Agenda:** Election of Officers will be New Business on the Agenda

II. **Public Comment:** None

III. **Approval of Minutes:**

A. Month: July 2017

Marcia Ziemer moved: Jessica Beck seconded. Minutes approved.

IV. **Reports:**

A. Budget— 6.9% of budget used for July. Library budget has now passed \$1 million mark for new fiscal year. Major changes to database availability with much broader offerings. Databases will now be placed in categories and organized in groups.

B. Friends---The Waffle Breakfast is scheduled for October 14<sup>th</sup>. The Dance Marathon group may assist with this project. "Another Episode" was enjoyed by more than 100 people and Friends sold \$24 of popcorn (now are "breaking even" on sales). Friends have contributed \$5,000 to the new flooring project for the library, which will be installed on September 12<sup>th</sup>.

C. Director---Since new flooring will be installed on September 12<sup>th</sup>, the library will be closed. However, since this is a voting day, community rooms will be open for polling. The staff will have an "in service" training day and general organizing day to work in their own area. Since the library has had over 20,000 people for 220 programming activities over the past several months (one day had over 1,000 people alone), the staff will take time with consultant Debra Salz during the "in service" to examine stress management. Also, the Library Board VP Forbes wanted to learn more about how the Help Desk manages the large volumes of people and the director discussed the backup plan for that area. Director Garner may need to add more temporary help next year.

D. Staff Reports--- The new checkout format of Self-Service Holds will launch on September 1<sup>st</sup>. The Baby Fair was attended by 160 people and 50 people participated in a survey, providing very good feedback to staff. The Art Display area has been postponed until next year. Discussion of an art hanging system concluded that that expense could be eliminated and that the existing wall will be adequate to support art display. Further policy formation may need to be discussed before proceeding with this project. Director Garner will be speaking at the upcoming Rural and Small Libraries annual conference in St. George, Utah on September 7-9<sup>th</sup>. She will be speaking at the Arkansas Library Association Conference on September 24-25<sup>th</sup>.

V. **Policy Review:**

A. Internet and Personal Computer Policy; Ziemer moved to approve, Neale seconded. Unanimous approval.

VI. **Old Business:** none

VII. **New Business:**

A. Interested Board Members placed their names as candidates for officer positions: Bud Forbes, President; Marcia Ziemer, Vice-President; Doug Neale, Secretary. John Henk moved to approve, Jessica Beck seconded. Unanimous approval.

VIII. **Other Business:**

Board member Ziemer discussed the possibility of Board Training to consider legal issues and the law. Since each Board member is required to have 3 to 5 hours of documented training each year, further discussion for either self-directed, shared training with allotted time at regular board meetings, and staff sharing of library specific information as training were considered.

Adjournment

A motion to adjourn by Henk and seconded by Ziemer. Approved adjournment at 7:23 PM.