

North Liberty Community Library Board of Trustees Meeting

City Council Chambers 1 Quail Creek Drive

North Liberty 6:30 PM, October 16, 2017

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

Library Director: Jennie Garner

Member not present: Bud Forbes

Call to Order: 6:30 PM

- I. Additions/Changes to the Agenda:
 - a. New Business: November meeting date
 - b. Other Business: Board training webinar discussion
- II. Public Comment: Brian Wayson, City Council member, introduced himself to the Library Board
- III. September Minutes: John motioned to approve. Jessica seconded the motion. Approved.
- IV. Reports
 - a. Staff Introduction: Melanie; Monthly newsletter started and since March have 88 people have signed up. Links and sign-ups for programs are listed in the newsletter. Template by Mailchimp for newsletter. On October 27th, Trunk or Treat will be offered for the third year. Many City departments decorate various vehicles and hand out treats. This year non-profit groups will be part of the program. Melanie has been instrumental in establishing this ongoing activity. Melanie has communicated with other marketing groups to gain insight to methods. She wants to work on tracking programs with Janet to determine if the website is being useful. An example might be to organize links for faster searches. Marketing and programming for kids is easy, it is the adults who are harder to reach.
 - b. Budget: Part time staffing up by 3% but expenditures are in "good shape". However, database payments will "spike" budget in the future, but will smooth out over the year. Andrew is doing a good job of tracking the ordering expenses. Other staff are now responsible for more of the expense oversight, giving them "ownership" to the budget process. Janet has the paper copier coin machine implemented into the software system.
 - c. Friends: Have good funds and greatly support the library (\$5,000 recently to help with flooring project). Waffle breakfast went very well, with more profits than recent years. Cookie Walk is December 9th and cookies are \$6.00 per dozen. Friends are interested in larger projects and want to pursue this way of support.

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- d. Director: Marie is leaving and a part time position is now filled by Bethany (interviewed by staff). Annual report is now being prepared. Budget for commodity services will be flat, but will request a full time Public Services position. A half-time position will also be requested to work with Youth and Teen desk and as a “resource” officer that is not librarian but can work with challenging situations. Also, additional staffing for programs. Training at the Iowa Library Association Conference October 18-20 (Erin and Jennie will presenting). Caroline traveling to Kentucky for YALSA Symposium. Erin and Angie Pilkingot (Iowa City Public Library) had a proposal accepted to present at ALA’s Association for Library Service to Children (ALSC) National Institute Sept 2018 in Cincinnati.

V. Policy Review

- a. Meeting Room Terms of Use Policy: Motion to approve; Jessica, seconded; John. Approved.
- b. Child Safety Policy; behavior based rather than aged based. Board member Ziemer asked for comparison to the Council Bluffs findings (who have implemented this type of behavior based policy). Library Staff are eager to try this approach and will give them guidance and support. John motioned to approve, Jessica seconded, motion approved.
- c. Director Evaluation Form: Board member Beck wanted to know about director’s goals. General agreement that the survey met our goals and needs and will proceed with using this survey.

VI. Old Business: none

VII. New Business: November meeting date Meeting will be held November 13th.

VIII. Other Business: Board Training Review of webinar by Pat Wagner (one hour video); General comments by board members:

Be direct and get to the source of the issue (ex: what is the legal status, call the AG and get answer).

Lean Principles a key part of training with take-away; “keep trying and see what works.”

Make sure library is part of our community and how we can be aware of needs.

ESL opportunity for Spanish speaking members of community could be associated with training process.

Adjourn: Motion to adjourn by John and seconded by Jessica. Approved and adjourned at 7:45 PM.