

Coralville Public Library Board of Trustees
February 7th, 2018

Present: Keith Jones, Deborah Hatz, Shaner Magalhaes, Lisa Martin, Alison Ames Galstad (Library Director), Ellen Hampe Alexander (Assistant Library Director), Mitch Gross (City Council Representative), Shana Stewart, Soli Page, Alicia Henle (from the UI SLIS Public Libraries class).

Absent: Julie Pulkrabek, Jim Smith.

President Martin called the meeting to order at 6:03

The Board considered approval of the agenda. Beth has a sick child, not able to do tonight's staff report. Hatz moved that the agenda be approved with that change, seconded by Jones. The motion passed unanimously.

The Board considered approval of the Minutes of the December 6, 2017, Dec. 11, 2017, and January 10, 2018 meetings. Magalhaes moved all three be approved as presented, Hatz seconded. The motion passed unanimously.

Martin welcomed students from the library school.

The Board considered approval of the bills for January – moved by Jones, seconded by Hatz. There was a question about the Tri-City Electric bill. Galstad explained that this was for the server room re-do. This was paid from the computer equipment budget. Galstad added one thing to bill list – she had a note from the Finance Department that we overspent because of sidewalk repair, but Galstad had not seen an invoice. The Finance Department didn't think to pass the invoice by the Board. Our share was \$630. Jones asked how the lighting in the parking ramp is to be paid for. Galstad said that this will be paid from the Parking Department. Jones amended the motion to add the invoice that Galstad added, Hatz seconded. The motion passed unanimously.

The Board considered election of 2018 officers. Jones motioned that the slate be Magalhaes as president, Jones as VP and Hatz as secretary. Magalhaes seconded. The motion passed unanimously.

The Board reviewed the Fines Policy, and the proposal of the following changes:
"special consideration may be granted for past due items caused by inclement weather" changed to
"...caused by extraordinary circumstances."

And "When a cardholder's unpaid fines or other charges exceed \$5.00, his or her borrowing privileges are withdrawn until charges are paid in full" to "...until charges are paid to below \$5.00." Magalhaes moved that the policy be approved with the proposed changes, Jones second. The motion passed unanimously.

Smith was not present to give a report from the Friends. Galstad reported that there was a book sale last weekend. Very busy. They gave away 50th anniversary book marks to anyone spending \$25 or more.

Galstad reported for the Foundation. At least \$1000 more has come in from the annual campaign. The Foundation is meeting Monday the 26th.

Galstad gave the Director's Report:

Circulation and people coming in the library are steady. Overdrive downloads are up significantly, self-check use is still going up, around 33% of circulation – used to hover around 20-25%. Laptop use is way up.

Gross asked if Overdrive titles are purchased together with ICPL and NLCL, or if each library purchases their own. Galstad explained that while it is a joint collection, each library purchases a portion of the titles.

Gifts – \$350 from Pulkrabek, \$25 from Avis Wells Smith, \$4 from someone that Bill Reese helped with the copier that wanted to tip him.

MLK event went really well – about 70 people. Gross said he got lots of great feedback.

W.A.R.M. underway – successful signup, NewPi provided cookies and cocoa.

Winterfest – Alexander reported that it was a good turnout. The library had the photobooth with a green screen, and a toddler putt putt hole.

Alison leaves for Midwinter ALA Friday, Denver. Will be meeting with Kanopy, a video streaming company.

New Pioneer Café – got McComas Lacina in to do casework changes, Advanced Electric did electrical changes. We had been having trouble with Culligan, so had the Water Shop come in to look at staff room and also looked at cafe, water system is all set up. The Co-op has been moving in coolers and couches as we speak. They are planning on having a soft opening on Friday. Press Citizen did an article. Temporary signage will be in place until they get signs up.

Staff In-Service will be March 2nd (Friday) – doing ALICE training. Mitch warned staff that it can be emotionally intense, and Lisa echoed that – may want to have EAP information readily available for staff. A facilitator is coming in to do Wahkaneza training after we break for lunch. Wakanheza started as a way of dealing with inappropriate behavior with children and parents, and has grown into larger cultural sensitivity training.

Jones asked if Galstad had any news about new board member? Galstad has spoken with the mayor, no appointment yet, but 4 applications.

The next meeting is March 7th.

The meeting was adjourned at 6:45.

Respectfully submitted,

Ellen Alexander
Assistant Library Director
(Subject to approval at the March 2018 meeting.)