

Coralville Public Library Board of Trustees
March 1st, 2017

Present: Keith Jones, Shaner Magalhaes, Julie Pulkrabek, Jim Smith, Ellen Hampe Alexander (Assistant Library Director), Mitch Gross (City Council Representative), and 7 students & Shana from Shana Stuart's Public Libraries class from the University of Iowa.

Absent: Deborah Hatz, Lisa Martin, Lindsay Moen, Alison Ames Galstad (Library Director).

Vice-President Magalhaes called the meeting to order at 6:00.

The Board considered approval of the agenda as presented. Pulkrabek motioned that the agenda be approved, Jones seconded. The motion passed unanimously.

The Board considered approval of the minutes of the February 1st, 2017 meeting. Pulkrabek moved that they be approved as presented, Jones seconded. The motion passed unanimously.

The Board considered approval of the bills for February. Jones asked what the Old Capitol Screen Printers bill is. Alexander explained it is for more W.A.R.M. vests for staff. Smith asked about Mango Languages – it is an online language learning database. Pulkrabek asked about the numbers in the left column of the bill list. Alexander explained that they correspond to the line item of the budget from which the invoices are to be paid. Jones moved that the bills be approved as presented, Smith seconded. The motion passed unanimously.

Kate Dale, Collection Development Librarian, gave the staff report. She has been working at the library since the end of 2004. She does collection management and development of the adult NF and CD collection. She's been working on Biographies, and discussed that it is a challenging collection to weed. She also mentioned that we have been looking into digital options for the music collection, but there are no good models for that that we have found. She also does a lot with displays, but library displays and booking public displays. She has done a lot of graphic design for the library – she designed the Putt Fore the Library logo, passed around some Black History bookmarks that she made, and said she is working on the teen summer reading program tshirts for the 4-5th year. Probably her favorite part of her job is working at the Reference desk. She passed out a list of sample reference questions she has recently received. Magalhaes asked if reference work has decreased in the 13 years Kate has worked here, she said no, we remain very busy at the Reference desk.

The Board considered appointment of the Volunteer Service Award Committee. Last year's committee was Hatz, Moen, and Magalhaes. Magalhaes appointed Pulkrabek, Hatz, and Moen to this year's committee.

Smith gave a report from the Friends. They made around \$2700 at their last book sale. They've donated \$1000 to Kirkwood Elementary for Kirkwood Reads, and \$1000 to Coralville Central for their upcoming book fair. The Friends are excited about a recent donation of scholastic paperbacks from Marci Geary, who works PT at CPL and is a teacher librarian. They have decided to stick with daytime book sorting. Smith also mentioned the historical photo project toward which the Friends pledged to match grant funds. Alexander explained that the grant applied for from HRDP was not awarded, but she is working on a letter asking for support from the Historical Society Inc group. Jones also mentioned the Johnson County Community Fund as a possibility. The Friends have also asked for a wish list from the library.

The Foundation report was about Putt Fore the Library. Alexander passed around a volunteer signup sheet. She reported that we are doing really well for sponsorship this year, and there are lots of new raffle donors as

well. Pulkrabek mentioned the idea of a celebrity golf-off of some kind next year.

Alexander gave Director's Report: Statistics are fairly steady. Lots of withdrawn materials.

The ELL classes have been going well. Feb. 3rd was registration, and there was a good turnout. They were able to assess skill level of several students, and hooked up some with skill level that would be beyond this beginner class with classes in Iowa City. One more advanced speaker did not have transportation to Iowa City, so Margaret Mellecker has been meeting one-on-one with him. People routinely show up before 9:00 for the class that starts at 9:30, and new people have shown up every time. Anyone interested is still welcome to come to the class to see if there is room, but they are up to the limit of 20 registered.

Alexander and Sara Glenn are meeting with John Boller from the Food Pantry tomorrow to explore the idea of hosting at Community Meal at the library.

This past Saturday, we dedicated a craft table in memory of Annie Gill. Members of the group T.T.T., Chapter F.G., which Deb is a member of, gave money to the library in memory of Annie. We talked with the family, and agreed on the idea of a craft table. Right now people can write in chalk or color bookmarks. We envision simple, rotating craft supplies and projects, and that the table may evolve with the upcoming space reallocation.

The AV upgrade has had a few minor setbacks, but should be completed by Friday.

Envisionware will be on-site the last week in March to install new self-checks, cash register and credit card capabilities.

Our Children's Librarians were at One Book Two Book this weekend, it was well-attended.

We have begun local arrangements planning for ILA, which will be here in October. ILA memberships were sent.

Galstad and Alexander will meet with FEH architects next Tuesday to start the space reallocation project.

Smith asked about signs about the gun policy, Alexander will pass this on.

The next meeting is scheduled to be April 5th. Gross will most likely miss the April and May meetings.

The meeting was adjourned at 6:45.

Respectfully submitted,

Ellen Alexander,
Assistant Library Director
(Subject to approval at the April 2017 meeting.)