

**Coralville Public Library Board of Trustees**  
**March 7th, 2018**

**Present:** Amanda Elkins, Keith Jones, Shaner Magalhaes, Lisa Martin, Julie Pulkrabek, Alison Ames Galstad (Library Director), Ellen Hampe Alexander (Assistant Library Director), Mitch Gross (City Council Representative), Karen Hegland (Library Assistant, Acquisitions), Haley Lunde (from the UI SLIS Public Libraries class).

**Absent:** Deborah Hatz, Jim Smith.

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

Members of the Board and those in attendance introduced themselves, as it was Amanda Elkins' first meeting as a member of the Board.

The Board considered approval of the agenda. Pulkrabek moved that the agenda be approved with that change, Jones seconded. The motion passed unanimously.

The Board considered approval of the minutes of the February 7th, 2018 meeting. Jones moved that the minutes be approved as presented, Martin seconded. The motion passed unanimously.

The Board considered approval of the bills for February. Jones asked about the Innovative Interfaces invoice. Galstad explained that this is for annual maintenance for our ILS, and marks the end of our five-year contract. Magalhaes asked about the Tri-City Electric and Advanced Electric bills. Advanced was mostly for modifications to the café; Tri-City is the company that worked on our server room re-configuration. Martin motioned that the bills be approved as presented, Pulkrabek seconded. The motion passed unanimously.

Karen Hegland, Library Assistant, Acquisitions, gave the staff report. She talked about her professional history and the twenty three years she has worked at CPL. She works at the Circulation Desk, processes the overdues, does physical processing of books, does the actual ordering and acts as a liaison with the book jobber. She used to cover all paperbacks new to the collection; she demonstrated this.

The Board considered appointment of the Volunteer Service Award Committee. Magalhaes appointed Elkins, Pulkrabek, and Martin to this year's committee.

The Board reviewed the Meeting Room Use Policy, with the goal of adding language that directs people using meeting rooms to use the Co-Op Café for any catering. Galstad has sent the language to the Matt, Shaun, and Jen at the Co-Op, and they were fine with it. Magalhaes asked if right of first refusal for catering is part of the lease. Galstad explained that while this is not mentioned in the lease, it was negotiated as part of the lease negotiations. After some discussion about details, it was decided to table this – the Board asked Galstad and Alexander to rework the wording, and the Board will come back to it at the April meeting.

Galstad reported that the Friends' Annual Meeting will be held on April 26<sup>th</sup>. Jones mentioned that he recently visited a library in Arizona which had a small permanent Friends bookstore. Galstad reported that the Friends will have a shelf of books for sale in the café – half of the sales will go to the Friends and half will go to a charity of the Co-Op's choice!

Galstad reported for the Foundation. The brought in over \$10,000 in this year's annual campaign, which is the most raised ever. Putt Fore the Library is scheduled for April 8<sup>th</sup>. Galstad has been working with an Event Planning class, and they have been helping to plan Putt Fore the Library. The Foundation Board also

discussed the possibility of a biking fund raiser to replace P4L. Sara Pitcher had a connection with Mike Zahs and set up a viewing of Saving Brinton as a fundraiser for the Foundation. Saving Brinton will be shown at the CCPA on Saturday March 17<sup>th</sup>. Admission will be a free-will donation. Sunday, Mr. Zahs will do a library program.

**Galstad gave the Director's Report:**

Circulation was up a little this February over last, people visiting the library was slightly down. % of circulation taking place at self-checks is increasing and is currently at around 30%.

There was a gift from Hills Bank for some teen programming. There was a gift in memory of Charlotte Jones, and a gift from the Pilot Club.

Laptop use continues to drastically increase. We talked at the staff in-service about the idea of moving more of the ipads at the Reference desk down to the Children's desk.

The staff In-Service last Friday was very successful.

Library Legislative Day at the State Capital will be next Wednesday from 4-6.

The next meeting is scheduled for April 4<sup>th</sup>. Elkins, Martin, and Pulkrabek all cannot make it on the 4<sup>th</sup>. Galstad will poll the Board for availability.

Jones reported that Bud Schwab passed away recently.

The meeting was adjourned at 7:05

Respectfully submitted,

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