

Coralville Public Library Board of Trustees
July 18, 2018

Present: Amanda Elkins, Deborah Hatz, Keith Jones, Lisa Martin, Julie Pulkrabek, Jim Smith, Alison Ames Galstad (Library Director), Ellen Hampe Alexander (Assistant Library Director), Erika Binegar (Children's Services Librarian).

Absent: Shaner Magalhaes, Mitch Gross (City Council Representative).

Vice President Jones called the meeting to order at 6:00

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

The Board considered approval of the minutes of the June 6, 2018 meeting. Pulkrabek moved that the minutes be approved as presented, Smith seconded. The motion passed unanimously.

The Board considered approval of the bills for June. Elkins asked about Envisionware. Galstad explained that this is the company we use for security gates, public computer management, and POS system. Smith asked about the invoice from the State library. This is for databases – Gale & Transparent Languages, which are subsidized through the State Library. Hatz motioned that the bills be approved as presented, Elkins seconded. The motion passed unanimously.

Erika Binegar gave the staff report. She described a bit of her job and how she fits into the library. As Children's Services Librarian, she has lots of duties – collection management happens more the rest of the year. A big part of her job is outreach – goes to area daycares & schools as well as events in the community. She does a lot of programming within the library as well - she alternates doing Wee Read Thursday mornings with Becky Gelman, and also is part of the Saturday morning storytime rotation. A really big part of her job is SRP programming. She showed a Powerpoint of some of the programs this summer. Currently we have over 1400 kids signed up for the program. Planning started back in September with a performer's showcase put on by the State Library. The program goes through Aug. 11th. Participants get an activity sheet based on their age. After completing a certain number of activities on the list, kids K-6 get a tshirt from Hills Bank. Preshoolers get a board book. There are scheduled weekly programs for all ages – we are in the 9th week of programs. Tues P-K, Wed 1-4, Th 5-6th, plus camps every day of the week. Shared photos of events having this summer. She also let Board members play with Makey-Makey and make fossils from dinosaurs and homemade playdoh.

The Board reviewed the Gift policy. Galstad explained that #1 seemed to limit us to gifts for only materials and programs. #2 she wanted to reinforce that even in accepting gifts we follow the Collection Development Policy. #6 she thought was restrictive. Pulkrabek questioned the word "commitment" in point #6. The Board agreed to take that word out, and replace it with only "gift/s." Online giving is not an option yet, but Galstad said we would look into it. Martin motioned to approve the policy with this amendment, Elkins seconded. The motion passed unanimously.

Smith gave a report from the Friends. Bill told him: Sale August 3rd and 4th. Friends are helping out at the Fair. Getting a little more traction at the Farmer's Market.

Foundation hasn't met.

Galstad gave the Director's Report:

Stats – circulation was up 4.5% over last June, people entering the library was slightly down. Overdrive downloads up. Laptop use still on the rise. Remote use still increasing.

Programming – lots of well-attended programs, Veterans for Peace had a 2-day exhibit on Vietnam, which was well-attended. We proctored 28 tests in June. We are still partnering with Antelope Lending library and going with the bookmobile every week during the summer to Western Hills.

Last night AAG did a presentation for a group of 9-11 graders doing a writing program at the U with Mary Swander. Talked about the City of Literature and importance of libraries. Mary Swander raved about how important CPL has been in her life.

Today there was a trash can fire right outside the front door, we think caused by a cigarette butt. We will need to replace the trash can. Galstad talked to the guy from Boggs who was cleaning out the HVAC, the water looks very clear now. Little bit of excess humidity in the Library, so he's changed a controller outside Alison's office to resolve the humidity issue in the building. Continue to work with FEH about the children's area. At point of ordering! Will soon start planning the west wing.

Next meet August 1st.

Galstad passed around results of a survey that the ELL teachers gave their students. Students are interested to learn more about life in the U.S.

Thanks to Amanda and Shaner, plus Bill and Beth Benson who are working at the fair.

The meeting was adjourned at 7:00

Respectfully submitted,

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