

Coralville Public Library Board of Trustees
September 4th, 2019

Present: Lindsay Bland, X. Cretzmeyer, Deborah Hatz, Keith Jones, Pat Kenner, Shaner Magalhaes, Alison Ames Galstad (Library Director), Ellen Hampe Alexander (Assistant Library Director), Mitch Gross (City Council Representative), Eric Mott (Circulation Services Assistant).

Absent: Amanda Elkins.

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

The Board considered approval of the agenda. Jones moved that the Board approve the agenda as presented. Bland seconded. The motion passed unanimously.

The Board considered approval of the minutes of the August 7th, 2019 meeting. Hatz moved that the minutes be approved, Kenner seconded. The motion passed unanimously.

The Board considered approval of the bills for September. Jones motioned that the bills be approved as presented, Cretzmeyer seconded. The motion passed unanimously.

Eric Mott, Circulation Services Assistant, gave the staff report. He started working for CPL in August 2010 as a part-time shelver, and started working full time in March of this past year. He has been helping Nat with meeting room equipment. About three years ago he started helping train people on checkin and circulation. He has also been identifying circulation issues and helping to develop procedures to fix them. One of his biggest projects has been putting together procedures for the hotspots. We are down to six of the first ten we bought, and have purchased ten more. Eric is working on procedures for the second batch, which are significantly different from the ones we currently have. We started circulating hotspots on May 13th, and have had 69 circulations so far. None have been just checked in without being on hold since we got them.

Cretzmeyer gave a Friends report. They sorted books today, and had shelf space on which to store the new donations, after recent efforts to sell off stagnant inventory.

The Foundation Board met. Jones reported that they had their annual presentation from Hills Bank Wealth Management Department and reviewed their financial statements. At end of FY had around \$200,000 between all funds. Members of the Foundation board have been talking about new fundraising events, have tabled anything new for this year, and decided to have Putt Fore the Library again on Sunday March 8th. There are currently two vacant positions on the Foundation Board. The Foundation will sponsor the reception for the Paul Engle event, which is coming up October 1st. The Foundation Board will be doing some strategic planning at beginning of the year. Their next meeting is scheduled for Nov. 18th, and they will be working on the annual campaign letter. 25th anniversary of the Foundation coincides with city's sesquicentennial.

Galstad gave the Director's Report:

Statistics: circulation and visits were both down 5% from this month last year. Self—checkouts continue to account for around 30% of total circulation, Overdrive accounts for around 15%. All digital use continues to rise. Wireless was down slightly, laptop use was up slightly. Kenner asked about RBDigital – this is use of our e-magazines, which we subscribe to through RBDigital.

Building issues: there have been ongoing problems with the HVAC system. The maintenance department is on top of dealing with this. A couple of weeks ago we had a lightning strike, which fried the fire panel and damaged some other systems in the building. The fire panel effects everything in the building. Johnson Controls was able to get onsite fairly quickly to analyze the problem. They tried to put a new box in, but

can't get new parts because it's 10 years old. Got a refurbished box, and eventually the refurbished one worked enough to at least test the rest of the sensors. One sensor in the parking ramp needs to be replaced. We are limping along with a refurbished panel, while we wait for a new panel. Alison has met with the insurance adjuster and these repairs will be covered. Once on site with the part, will need to re-programmed so will take some time. Because of the nonfunctioning fire panel, we are trying to figure out if the elevator is safe to use. Hatz suggested posting signs on the building doors if the elevators are not operational. The lightning strike seems to have caused issues with the doors (one of the doors to the library proper is not opening, one is not unlocking when it should), and the control box for the AV system for Meeting Room A, as well as a controller for one of the air handlers. The box for the AV system has already been replaced. Cretzmeyer asked about sunlight coming in through the clerestory windows that cause issues for staff at the Circulation desk, wonders about remote control shades. Galstad will get a bid.

Galstad will be asking for volunteers to help greet and serve food for the Paul Engle Prize on October 1st. We will close the Library at 5:00 and reopen at 6:30. The City of Literature awards the Paul Engle Prize, then we have a reading or Q&A with the winner(s). Afterwards, we have a reception, Prairie Lights sells books for signing. This year's winners are Toi Derricotte and Cornelius Eady, who co-founded Cave Canem in 1996 as a conference for black poets in order to remedy their isolation and under-representation.

Banned Books Week is at the end of this Month, we are doing the Food For Fines program in September, and September is Library Card Signup Month. We will be giving free replacement cards for the month. The next Community Meal is coming up at NWJH Friday the 27th.

Galstad had final numbers for kids summer reading program participation: 1499 kids registered, 794 completed, for a 53% completion rate. Program attendance was great; there were almost 1400 total kids in attendance at various programs this summer. Six camps visited the library weekly – over 2000 visits by those kids.

Next meeting will be October 2nd.

Magalhaes asked when ILA is this year. This year it will be a joint conference with the Nebraska Library Association, and will be in La Vista, Nebraska, October 2nd through 4th. We have a few staff members planning to attend.

Bland asked about the Library's parental leave policy. It is a city policy. Gross will bring up to review with other human resources policies with City Council.

Jones noticed New Pi is closed tonight. They were having staffing issues. It was noted that they are under contract to be open when the library is open. This exception was ok'd by Galstad.

The meeting was adjourned at 6:45.

Respectfully submitted,

Ellen Alexander
Assistant Library Director
(Subject to approval at the October 2019 meeting.)