

**Coralville Public Library Board of Trustees**  
**September 5<sup>th</sup>, 2018**

**Present:** Amanda Elkins, Deborah Hatz, Keith Jones, Lisa Martin, Julie Pulkrabek, Jim Smith, Alison Ames Galstad (Library Director), Matt Bock (Network/Technology Administrator).

**Absent:** Shaner Magalhaes, Mitch Gross (City Council Representative), Ellen Hampe Alexander (Assistant Library Director).

Vice-President Jones called the meeting to order at 6:00 p.m.

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

The Board considered approval of the minutes of the August 1, 2018 meeting. With the change of removing Erika Binegar from the present list, Elkins moved that the minutes be approved, Hatz seconded. The motion passed unanimously.

The Board considered approval of the bills for August. Galstad explained the Tallgrass invoice. We are ordering new computer chairs for the Reference area. This is a deposit amounting to half of the order's invoice, which Tallgrass required. Creative Software Solutions is our technology consultants, and the invoice from them reimburses them for our 3-year contract for VMWare. VMWare is the software we use to manage the public computers. Jones asked about the \$100 to the Historical Society – this is our membership. Smith asked what Demco is. Galstad explained that we purchase office supplies, including library supplies, posters, etc. from Demco. Pulkrabek motioned that the bills be approved as presented, Smith seconded. The motion passed unanimously.

Matt Bock gave the staff report. He handed out a list of technology-related projects he is working on, and discussed challenges and the day-to-day of serving the public at the Reference Desk. He discussed the ways that iPads and laptops have become out of commission, and the challenges of getting them ready for use again. The hotspots are on order – these will be checked out to patrons and give them wireless anywhere, through Sprint. Smith asked about a generator for the building; Matt is still working on this.

The Board reviewed Galstad's Annual Report to City Council reflecting on 10 years in the renovated and expanded library facility. She reported that Council was supportive and complimentary of CPL staff. Jones thanked Kate Dale for the design of the report.

Smith gave a report from the Friends. The last book sale brought in around \$3000. At their most recent Board Meeting, the Friends voted to buy a larger popcorn maker for CPL, as well as to split the cost of the band that will play at the upcoming Community Meal. They made \$41 in July from the books sold through the café, and \$20 at the Farmer's Market. The Friends are considering books in French and Arabic for the Baby Book Bags.

Galstad reported on behalf of the Foundation: The Foundation Board met on August 29<sup>th</sup>. The Foundation has established an investment fund with Hills Bank, separate from its ongoing existing endowment fund which is under the Community Foundation of Johnson County. Both funds are intended as long-term growth investments to help secure the future needs of the Library. The Board is considering a bicycle event to replace "Putt Fore the Library." No decision has been made yet, and the subcommittee exploring the bicycle event will meet again to shore up a possible program for the bicycle event. The Foundation will be meeting again in November and will be working on their annual appeal letters at that time.

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

She will send Summer Reading statistics via email. Circulation was up 6%, laptop use continues to increase. The Reference Desk has gotten busy enough that we are trying to double staff it during busy times.. Remote use and wireless within CPL are also both up from last August.

The Community Meal will be on Friday September 21<sup>st</sup> from 5-7. September 21<sup>st</sup> is UN World Peace Day, so activities will focus around this theme. Antelope Lending Library bookmobile will be on site, and CPL will stay open until 7pm. It is also Food for Fines month. Alexander will email a link to the Signup Genius to volunteer to help with the meal later this week. After the meal, the Mr. Rogers documentary will be shown inside the library downstairs.

September 23<sup>rd</sup>-29<sup>th</sup> is Banned Books Week. There will be no public reading, but there will be a display about Banned Books Week.

Galstad explained the history of the ELL class, and all of the work that the volunteer teachers put into it. The Board discussed ways to recognize and thank them.

Galstad shared a thank-you to Karen S. from a former TAB member.

The 2018 ILA Conference is in Cedar Rapids this year on October 3-5th. Galstad encouraged Trustees to attend and said that Donna Epley has been nominated for the Trustee Award.

The Paul Engle Prize event will be at CPL on October 4<sup>th</sup>. Galstad will send details to volunteers soon.

The meeting was adjourned at 7:01 PM

Respectfully submitted,

Ellen Alexander (from the notes of Deborah Hatz)  
Assistant Library Director  
(Subject to approval at the October 2018 meeting.)