

Coralville Public Library Board of Trustees
October 3rd, 2018

Present: Amanda Elkins, Deborah Hatz, Keith Jones, Shaner Magalhaes, Lisa Martin, Julie Pulkrabek, Jim Smith, Alison Ames Galstad (Library Director), Ellen Hampe Alexander (Assistant Library Director), Rachel Black (Digital Archives Librarian).

Absent: Mitch Gross (City Council Representative).

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

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

The Board considered approval of the minutes of the September 5th, 2018 meeting. Keith led the meeting, Amanda had a few more edits, and Jones moved that the minutes be approved with the following changes: Jones lead the meeting and Elkins mentioned a few typos. Smith seconded. The motion passed unanimously.

The Board considered approval of the bills for September. Galstad pointed out the ProQuest bills, which are quite big. One is for Heritage Quest and Ancestry databases, the other one is for the Press Citizen on microfilm. Jones asked if there was money in budget to pay for the Dandelion Stompers to play at the Community Meal. Galstad explained that the Friends paid for half of this. Smith asked about Antelope Lending Library. Galstad explained that Antelope is an independent bookmobile. We are contracting with them, particularly to offer services to patrons in Western Hills. Pulkrabek motioned that the bills be approved as presented, Smith seconded. The motion passed unanimously.

Rachel Black, Digital Archives Librarian, gave the staff report. Rachel started working at CPL part-time in 2015, also took a position at the Iowa Women's Archives. For her these two jobs were a great mix, and when this digital archivist position came up it was her dream job. She gave a history of the project: in 2015 Tim Walch published a pictorial history of Coralville, for which he collected over 400 images. Only some 200 were published in the final book. Rachel is taking these images and putting them into a database. She showed the database, which currently has 256 items uploaded and is not yet publicly available. Magalhaes asked if Black plans to digitize more from the Historical Society. Black and Alexander met with Alex from the Historical Society recently, and they've signed a gift agreement, and are happy to be involved. Martin asked if this was accessible from library's website. Black explained that it is not yet. Smith asked if Black is doing scanning - all of these images were already scanned and are in tiff format which is great for researchers, not so great for website. Black is converting them to jpeg, as well as organizing and adding metadata. There were questions about copyright and ownership – Black has had a gift agreement approved by the city attorney.

The Board reviewed the Fax Policy. The recommendation was to strike the Fax Policy, because the preference is not to charge for this service. With the city's current phone service there is no differentiation between local and long-distance charges, so the cost of faxing is negligible. Smith asked if we would fax a 250 page document to Japan. We could suggest that they scan, though there are instances when something needs to be faxed. It was discussed that this could be handled if it comes up. Pulkrabek moved to strike the policy, Martin seconded. The motion passed unanimously.

The Board reviewed the Confidentiality of Library Records Policy. In the past our practice has been to not give information from patron records, even though it's public information. Galstad has been reluctant to even use that info for the Foundation. We want to spell out when we use that info and when we don't. The

Board also considered an email from Mandy Easter from the State Law Library, which addresses the legal aspects of this. Pulkrabek wondered if the name of policy needs to be broadened to include all of what is in the policy. There was consensus that the highlighted portion say that patron information only be used for library-related business, and otherwise need a FOIA request to give out. Galstad and Alexander will reword section in yellow, make new policies for last 2 paragraphs, and bring to the next board meeting.

Smith gave a report from the Friends. The Friends have a large number of donations downstairs. They will be sorting tomorrow morning. They are talking about extending hours for the Saturday sale in November to coincide with the hours of early voting at the library.

The Foundation Board hasn't met. Diana and Alison will be meeting with Robyn Hepker about a series of promotional cards she's working on. In mid-November these will be put into the annual mailing.

Galstad gave the Director's Report:

Stats – Circulation was up 7% from last year, last month self-checkout use accounted for 35% of total check-outs, this month back down to 30%. Wireless and laptop use still increasing. Community Meal number is on the meeting room report – we served 418 people and felt like it was a really nice turnout. September we had the Food for Fines program. An account of what's been taken in every year for that was included in the Board's packet. Martin asked what the Scarlett Boudoir is. Galstad explained it is a writing group for romance writers, facilitated by the Iowa Writer's House.

ILA going on now, Donna will be presented with the ILA Trustee of the Year award, Lloyd will be there to accept, and many other members of their family will be able to attend. Alexander and Jones, as well as Sara Glenn, will sit with the Epleys at lunch when the award is presented.. Alison will be at the Iowa Women's Luncheon that day, hosting the City of Coralville table.

Tomorrow night is the Paul Engle Prize. It will start at 7:00. The library will close at 5 to set up, doors will reopen at 6:30. Dina Nayeri will be in conversation with John Kenyon. Because Eric Dickerson left CoralVision, Ty Coleman from Iowa City will be taping this event. Board members are encouraged to attend.

Next meeting will be November 7th.

Jones showed the New Pi Annual report, with the New Pi Co-op Café at the Library on the cover.

Alexander shared that VOTESart, a violin duo raising awareness of registering to vote, played two pop-up concerts at the library on Monday, one at noon and one as the rain location for the farmer's market.

The meeting was adjourned at 7:07 pm. Moved Martin, seconded by Pulkrabek. The motion passed unanimously.

Respectfully submitted,

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