

**Coralville Public Library Board of Trustees**  
**January 8<sup>th</sup>, 2020**

**Present:** Lindsay Bland, X. Cretzmeyer, Amanda Elkins, Deborah Hatz, Keith Jones, Pat Kenner, Shaner Magalhaes, Mitch Gross (City Council Representative), Alison Ames Galstad (Library Director), Ellen Hampe Alexander (Assistant Library Director) Karen Hegland (Library Assistant – Acquisitions).

**Absent:**

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. Cretzmeyer seconded. The motion passed unanimously.

The Board considered approval of the minutes of the December 4th, 2019 meeting. Kenner moved that the minutes be approved, Hatz seconded. The motion passed unanimously.

The Board considered approval of the bills for December. Ebsco covers many of the periodical subscriptions. Bankers Advertising is for new wallet-pouches for kids who get their first library card. ILA renewals will be paid this month. Elkins motioned that the bills be approved as presented, Kenner seconded. The motion passed unanimously.

Karen Hegland, Library Assisitant – Acquisitions, gave the staff report. Karen will have worked at CPL for 25 years in 2 months. She works with acquisitions mostly now, but started out processing overdues, and physical processing of books. Now also places orders through Polaris and helps with receiving them when they arrive. She also acts as a liason with Baker & Taylor, the jobber through which we buy most of our books. Karen also has started tracking the Amazon bill in Polaris so that expenditures get tracked from the materials budget. Cretzmeyer asked if we get very many defective books. We do get them occasionally – Karen calls the jobber about them when we do. Karen also sends materials to the bindery, though we don't send things nearly as often as used to, mostly children's materials. Also, she and a volunteer mend materials when appropriate.

The Board considered the proposed Library Budget for FY21. Kenner, Hatz, and Jones made up the budget committee. Galstad explained that it is a very modest proposal. Materials increase only 5%. Gross explained reasons why the city is anticipating a lean year. Had preliminary meeting with council this week, all department heads were pretty conservative in their askings.

It was pointed out that in terms of revenue, the county portion is projected to increase, as it is based on use. Gross commended Galstad for the excellent job she does at budget meetings. Jones motioned to approve the proposed budget, Hatz seconded. Passed unanimously.

The Board considered the election of 2020 officers. Cretzmeyer proposed the following slate of officers: Jones as president, Elkins as vice-president, Bland as secretary. Kenner seconded. The motion passed unanimously.

Cretzmeyer gave report from the Friends. They were sorting books earlier this week, book sale coming up Jan 31 & Feb. 1.

The Foundation Board didn't have much to report, Galstad has been writing thank you notes for campaign.

Galstad gave the Director's Report.

Visits to the library and circulation were both down from last month. Wireless use was slightly down. New Overdrive users and Overdrive downloads continue to increase, and there were many more Kanopy plays

than last January.

Building issues – the children’s wing updates are almost completed. Furniture arrived this week, finished installing today. They changed out the acrylic panels over toddler area and over the children’s desk, from red to a very light blue. The playscape was removed, there is a “baby garden” structure, a wooden tree structure, and toddler activity boards. The small Lego table has been replaced by a light table, a Lego table, and a train table. Next we will focus on the adult wing. Jones asked about the caution tape outside the elevator downstairs. It is protecting some recent drywall repairs while they dry. Maintenance workers will be cleaning the fountain soon. The lights haven’t been working so they are working on replacements. They will either clean or get new rocks for the fountain, and the Water Shop is working on an estimate for a water softener for the fountain. We added softeners in the staff kitchen area and for the café.

Revenues – in Government funding, we received the Open Access money, reimbursed at \$.29 for each open access transaction and \$1.20 each for each ILL transaction, for a total of \$37,000.

Bland mentioned that she has noticed trend of libraries doing away with fines. Galstad didn’t budget for that this FY, but has started to look at it. The fines and fees line is budgeted at \$30,000. Just over half of this is fines, rest is lost materials, replacement cards, etc. We have been waiving fines for kids in the summer.

Events coming up: For MLK Day –The Friday before, we will have NWJH students volunteering. On MLK Day, Monday the 20<sup>th</sup>, we will have the I have a Dream reading at 5:00. We are also cosponsoring a screening of a movie at the CCPA, King in the Wilderness, from 2-4 pm that day. We will also have a table at a UI and City of Iowa City MLK Day of Service event with tables.

Winterfest went well, though attendance was slightly down. We had the photoboth with green screen putting the photos in a sepia-colored scene in front of the old Coralville Schoolhouse, and highlighted the Historical Photo database.

Alexander reported that the student AIM cards have been very well-received and many kids are using them, both in person and online for digital collections. .

The next meeting will be February 5<sup>th</sup>.

The meeting was adjourned at 6:50.

Bland asked if there was a legislative day soon. Galstad will send information soon!

Respectfully submitted,

Ellen Alexander  
Assistant Library Director  
(Subject to approval at the February 2020 meeting.)