

Coralville Public Library Board of Trustees
February 5th, 2020

Present: 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), Beth Bartlett (Library Assistant - Serials).

Absent: Lindsay Bland, X. Cretzmeyer.

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

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

The Board considered approval of the minutes of the January 8th, 2019 meeting. Magalhaes moved that the minutes be approved, Elkins seconded. The motion passed unanimously.

The Board considered approval of the bills for January. Galstad passed out an addendum with a small list that was added after she sent out the first two pages. The LFI bill came in this afternoon, and is for the rest of the children's wing renovations. Kenner asked about the Orkin bill – every 3 months a bedbug detecting dog visits, and this is our invoice for the whole year. If we have an incident and have to treat, there may be additional cost. Magalhaes asked about the Homeless Training Institute. This is online training videos that we purchased for the staff in-service. We will have access for all staff for an entire year. Hatz motioned the bills be approved as presented, Magalhaes seconded. The motion passed unanimously.

Beth Bartlett, Library Assistant – Serials, gave the staff report. Currently Beth works 20 hours per week. She has worked here 16 years. Her main duties include the serials for the library; she also works at the circulation desk, orders office supplies and buys snacks for the “Feed your Body, Feed your Mind” free snack program. She assigns locker and keys to PT staff, makes baskets for special events, helps with 4th of July parade. She gave some highlights of the serials collection. We continue to lose print titles (they are no longer being published in print). We currently have 105 adult, 3 teen, 15 children's, 1 Parent-Teacher, 9 newspapers. Through RBDigital we subscribe to 93 adult, 1 teen, and a handful of children's titles. We lost 12 print titles this year. The bulk of our print magazine ordering is through Ebsco. She showed what she does with any new issue of an existing serial subscription – barcode, property sticker, verify the enumeration, tape the spine, stamp p. 33, RFID tag. She briefly showed how to add a new title to the catalog. When magazine issues are pulled from the collection, we need to delete from the system, then volunteers black out the barcode, property stickers, and remove RFID tag. Then they go on the free shelf. Magalhaes asked how long we keep newspapers. Beth said 2 weeks other than Press Citizen, which we retain until we receive it on microfilm. We get two copies of both the Press Citizen and New York Times, and keep one at the fireplace. Gross asked about magazines in print in other languages. Alison said that Beth does more than ‘help’ with the fourth of July parade ~ she is absolutely instrumental in organizing and creating the Library's entry!

The Board considered the Complaints about Library Resources policy and the Statement of Concern about Library Resources, the last policy we needed to review both before accreditation application is due at the end of the month. Both has minor changes in wording. Kenner moved that both policies be accepted as presented, Elkins seconded. Motion passed unanimously.

The Friends just had a book sale, no news about how it went. The Teens had a bake sale upstairs that went well.

The Foundation Board meets next week. So far annual campaign netted a little over \$12,700.

Galstad gave the Director's Report.

Reports – circulation down slightly from last year, but Overdrive and Kanopy use are both way up. About 28% of checkouts were at self-checkout stations, 17% of circulation is through Overdrive. The number of people coming in the building is pretty stable. Internet use up was up in the adult wing, children's was down because of the remodel. Study room use was up. Kenner asked if we still have tax forms – we do.

Hot spots – Alexander explained that statistics on use of these will not be very revealing, as they are checked out constantly and have a hold list. Many are out of commission for one reason or another, and we are working on purchasing more and getting a new batch out for circulation, as well as taking a look at procedures.

The MLK Day events went really well. The documentary at the CCPA had around 40 people, we had at least 30 here for the reading, Laura Crossett was interviewed for the news. We received lots of positive feedback. We also staffed a table at Mercer for the UI and IC event.

Alison attended the ALA Midwinter conference in Philadelphia. It is a smaller conference than the summer one. She attended a session on Libraries and the Census, along with other good sessions.

Staff In-service is scheduled for Friday Feb. 28th. We are still putting together the day. We will do the homelessness in libraries training, then Heather Woody will do a pre-planning with the staff. Hoping to get the board and foundation together for strategic planning this spring. Woody is donating her time.

Putt Fore the Library is coming up on March 8th. We have six committed sponsors so far. Galstad will follow up with all former sponsors, who have already been notified, then will ask for help from Foundation Board.

Hatz asked about what had happened with the idea of a maker space, which was discussed a while ago. Galstad explained that we started brainstorming about renovations to the west wing, but put on hold while concentrating on the children's wing. It is slightly complicated because also need more room in the teen area, more study rooms, and do not want to lose any public computers. One of the things that came out of the maker space idea was the craft table which has been a way to test out the types of programming we might do in a maker space. Also, we will need to consider staffing. Gross asked how often the craft table is used. There is almost always a passive activity on the table, and several times per month we have had an organization doing a demo or informational session.

Kenner mentioned that the handicapped door downstairs out of commission. Alison will follow up on this.

Elkins suggested recycling bins at end of the stacks, rather than garbage cans.

The next meeting will be March 4th.

The meeting was adjourned at 6:55.

Respectfully submitted,

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