

## Coralville Public Library Board of Trustees

February 6, 2019

**Present:** Lindsay Bland, Amanda Elkins, Deborah Hatz, Keith Jones, Alison Ames Galstad (Library Director), Ellen Hampe Alexander (Assistant Library Director), Ruth Halterman, ILS Administrator.

**Absent:** X. Cretzmeyer, Shaner Magalhaes, Lisa Martin, Mitch Gross (City Council Representative).

Vice-President Jones called the meeting to order at 6:00. He welcomed Lindsay Bland to the board, and wished Amanda a Happy Birthday.

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

The Board considered approval of the minutes of the January 2, 2019 meeting. Elkins moved that the minutes be approved, Hatz seconded. The motion passed unanimously.

The Board considered approval of the bills for January. Hatz asked about the Orkin bill. Galstad explained that we had the opportunity to save by paying whole year in advance. She explained to Bland that we have a quarterly check by Orkin's bed bug dog. Jones asked about the \$300 to Liberty High School. This is for advertising in yearbook and newspaper. Jones motioned that the bills be approved as presented, Hatz seconded. The motion passed unanimously.

Ruth Halterman gave the staff report. She is the ILS administrator, which stands for Integrated Library System. This includes Polaris system, both the staff side and the public access catalog. In July Ruth will have been here 28 years. Before that, she worked at Cedar Rapids Public Library, and prior to that she started an elementary school library in her hometown (Coggon). She also helped start a library at Hamilton Business College in CR. In July of 1991 she was hired at CPL. Back then she did the same job but differently: she typed catalog cards and filed into the card catalog. In 1994, CPL got records ready for automation. In December 1994 the Library transitioned to Dynix, which was a non-graphic catalog - public computers were dumb terminals. In 2005, we migrated to Horizon, which was Dynix's web-based system. The Library then moved to Polaris in 2014. The Cataloging part of her job includes receiving books on the system that have ordered, then Ruth catalogs everything that comes in – all materials. She also runs reports for different librarians for weeding. She does a lot of work on the annual report every October. She also manages the software end of Polaris, troubleshooting – database and how system runs. Other duties, over the years: used to help with storytimes (pictures of Linda and Ruth), helped decorate for SRP, entertainment for Adult Reading Programs – salon, trivia night, cabaret, trivia night.

Jones asked Lindsay to introduce herself. She grew up here and came to the library a lot. She attended West High, completed an undergraduate degree in International Studies, and did an MA in creative writing. She worked in Chicago for a while, moved back a year ago, and now brings her daughter to storytime every week. She is inspired to get involved in the community and is looking forward to learning more.

The Board reviewed the Interlibrary Loan Policy, with suggested updates. The updates reflect current practices. Hatz moved the policy be approved with changes. Bland seconded. The motion passed unanimously.

There was no report from the Friends. They had a busy book sale over the weekend. The Board will need to pick a representative to do a report at next meeting when everyone is here.

The Foundation Board – Galstad hired Claire Hird, who was with the class who worked on P4L last year, to help with data entry and historical annual campaign stuff, as well as the current annual campaign records.

The Foundation board will meet at the end of the month.

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

Circ up about 6%. Kanopy use has jumped. Alexander and Reference staff hosted a lunch & learn for city staff about emedia. Issued cards to lots of city staff who didn't have them, and we presume some of the increase in usage is a result of this event. We had our staff in-service in January. Galstad passed around agenda – video for sexual harassment training, Rochelle Honey-Arcement talked about mental health issues (she is the Mobile Crisis Outreach Coordinator for the Crisis Center), escape room board games over lunch, Orey Schwitzer overview of safety stuff, Kron did a follow-up of the active shooter training. Looked at safety procedures. Emedia overview.

Thank you note.

Alexander shared a report of the Pop-up Food Pantry. Eve Buresh, a 6<sup>th</sup> grader at Wickham, asked if she and her parents and some friends could host a pop-up pantry during the three days of no school due to bad weather. Alexander coordinated the effort, checking with the Coralville Food Pantry which was eager to hear the news as they were going to be closed during the Wednesday evening and Thursday. The Food Pantry posted signage to direct people to the Library for the pop-up pantry during their closure. The girls solicited donations and staffed the pantry all the hours that the library was open those days. They helped many people with food to take home, a meal while in the building, and even a few deliveries.

FY20 Budget – public hearing will be on Feb. 26<sup>th</sup>. Once the public hearing is over, the budget will be considered finalized. At that point we can start the new position at the library. We will be phasing it in with Trust & Agency money. FY20 – \$40,000 from trust & agency. FY21 - \$30,000 from trust and agency, then fully funded. Had talked about starting in FY19 with Enrich Iowa money. Prompted Alison to get balances of reserve funds.

Galstad reviewed what is in the trust & agency and reserve funds.

Well over \$300,000 in trust & agency.

Legislative reception – Mary Masher was the only legislator there. Magalhaes and Jones both attended.

MLK event went well – very well attended. Very diverse, everyone did a great job reading. Very moving.

Alexander reported that Winterfest went well. We had our photo booth and promoted Kanopy. She also reported on the passing away of regular patron Bill Hanson.

The next meeting will be March 6<sup>th</sup>.

Meeting adjourned at 6:55.

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