

Coralville Public Library Board of Trustees
March 4th, 2020

Present: X. Cretzmeyer, Amanda Elkins, Keith Jones, Pat Kenner, Shaner Magalhaes, Mitch Gross (City Council Representative), Alison Ames Galstad (Library Director), Ellen Hampe Alexander (Assistant Library Director), Jeanie St Christian, student in UI Public Libraries class.

Absent: Lindsay Bland, Deborah Hatz.

President Jones called the meeting to order at 6:00. He greeted Jeanie St. Christian, who was observing for her Public Libraries class.

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

The Board considered approval of the minutes of the February 5, 2020 meeting. Cretzmeyer moved that the minutes be approved, Kenner seconded. The motion passed unanimously.

The Board considered approval of the bills for February. Jones asked what Mango languages is. It is an online language learning database. He also asked about the Randy's Flooring bill. It is for carpeting in the children's area, including new carpet in nursing room and where playscape used to be. Kenner asked about Gale Cengage. This is for some Reference databases. Magalhaes motioned the bills be approved as presented, Elkins seconded. The motion passed unanimously.

The Board considered appointment of a Volunteer Service Award Committee. Next month is the annual meeting of the Friends. Already have one nomination received. Jones appointed Cretzmeyer, Magalhaes, and Kenner.

The Board reviewed the Library By-Laws. There were no recommended changes. Kenner mentioned a formatting change with the document. Jones moved that both policies be accepted as presented, Kenner seconded. The motion passed unanimously.

The Board reviewed the Application for Library Re-Accreditation. Some of data was taken directly from annual report, but this application is much more extensive than what we did last time we were re-accredited, as the State Library has revamped the process. We are at a level III, which is the top tier and means we are eligible for the highest level of state aid. Galstad wanted to point out the portion about evaluations – the year before Galstad met with Lisa but because of Lisa's health the evaluation was never finished. We haven't been great about doing staff evaluations annually, but this not a requirement.

Kenner – asked about policies that have marked no. Some are covered in other policies, some are procedures, some we don't have policies. Jones asked about training on the Trustees Handbook. Galstad tried to cover this with new Board Members. One of the new accreditation requirements is trustee training, which our staff reports counted toward. Magalhaes moved the application be approved, Kenner seconded. The motion passed unanimously.

Cretzmeyer gave a report from the Friends. Their annual meeting is scheduled to be April 23rd. Next book sale May 1-2. Sorting yesterday. Did very well last book sale. Galstad - withdrew a bunch of pieces from the Art To Go collection & giving to Friends to sell at next sale – plan to put up on picture rails for the sale.

The Foundation report – Galstad passed around a P4L report of sponsors. Raffle list is shaping up nicely. We could use more volunteers to help with tear-down after the event. The annual campaign has brought in \$13,200, still coming in.

Galstad gave the Director's Report.

Use statistics were VERY steady. Visits to the library were up slightly. % of circulation done at the self-checks was around 29%, Overdrive is around 18% of total circulation. Emedia use was up across the board, wireless use and adult internet use both increased dramatically, as did use of study rooms. Alexander had reference staff keeping track of what requests they say no to in the past six months or so. Study rooms was the biggest unmet request by far. We are hoping to address this in the revamp of the west wing. Kenner asked how count in-house use. There is a special check-in setting that we scan things into that we find off the shelves, and this keeps the count.

Putt Fore the Library is coming up on March 8th.

Meetings coming up – Galstad has been appointed to State Library Advisory Board. The idea is to have a librarian representing each library size category. They are to give input to the State Library. They are scheduled to have a joint meeting Tuesday with Commission on Libraries. Galstad will report more at the next board meeting. Tuesday is also ILA Legislative Day.

The Staff In-service was last Friday – successful. Did Homelessness in Libraries training in the morning, went over the section about tools staff can use to deal with challenging situations. Heather Woody did strategic planning in the afternoon.

Hoping to do strategic planning Monday April 13th with Board of Trustees, Foundation Board, and Friends Board. Heather thinking of starting at 6. Galstad has heard from Bland, she is scheduled to be out of town and can't make it on the 13th. Elkins could be here for the first hour, would be better to start early.

Update on the Fountain – we are waiting for a filtration system to be installed. Priced out a system for just the fountain, and for the whole building – not very big difference so will get whole-building system. Should be up and running by the end of March.

Elkins asked about statistics on WARM participation, and also kids Winter Break program. Galstad didn't have them yet but will share when she does.

Cretzmeyer brought up the idea of fines, and suggested that the Board discuss the idea of eliminating them. Galstad will place this on the next agenda, and will compile information about the cost of staff spending time on fines.

The next meeting will be April 1st.

The meeting was adjourned at 7:00.

Respectfully submitted,

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