

Coralville Public Library Board of Trustees
May 4th, 2022

A meeting of the Coralville Public Library Board of Trustees was held
Wednesday May 4th, 2022 at 6:00 pm

Present: The following members of the Library Board were present at the library: X Cretzmeyer, Amanda Elkins, Keith Jones, Pat Kenner. Present via Zoom: Deborah Hatz. Also present: Alison Ames Galstad (Library Director), Ellen Alexander (Assistant Library Director), Hai Huynh (City Council Representative), Shalar Knupp (CPL ILS Administrator).

Absent:. Shaner Magalhães, Bob Turnquist.

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

The Board considered approval of the agenda. Jones motioned approval of the agenda, Kenner seconded. The motion passed unanimously.

The Board considered approval of the minutes of the April 2022 meeting. Hatz moved that the minutes be approved as presented, Kenner seconded. The motion passed unanimously.

The Board considered approval of the bills for April. Galstad noted that the FEH invoice is for design services. Most of the items from line 749.01 are summer programs. Some items coming from the materials budget are for tickets for our Adventure Pass program. The Adventure Pass will enable us to make tickets available to venues around the state for our patrons to “check out” and use for admission. Jones moved that the bills be approved as presented, Kenner seconded. The motion passed unanimously.

Shalar Knupp, Integrated Library System Administrator, gave the staff report. She gave her personal and professional background. Four summers she started working at CPL part-time during summers off from being a school librarian. Eventually she left the school job and as just working at CPL part-time, then applied for the ILS Administrator position when Ruth retired. She is still doing storytimes occasionally, working the children’s, reference, and circulation desk, and does social media for the children’s department. She manages the system and does all of the cataloging, and gave some examples of why cataloging is important.

The Board reviewed the Borrowing Privileges policy. The two proposed changes were highlighted: adding “which offers abridged use of library resources” about temporary cards, and changing parent or guardian “signature” to “permission.” The last sentence was added when we started the AIM card program. Kenner moved that the policy be approved as presented; Hatz seconded. The motion passed unanimously.

The Board reviewed Library refurbishing and space upgrade cost projections and allocated budgeted as well as reserve funds. Galstad shared the cost of furnishings, which is what would be incurred from the current fiscal year budget. After some discussion, Cretzmeyer moved that the board approve the estimates for furniture costs as acceptable. Kenner seconded. The motion passed unanimously.

Cretzmeyer gave a report on behalf of the Friends. The annual meeting on April 21st was well-attended and went well. There will be a book sale this Friday from 11-5:30, with doors opening an hour early for Friends members, and Saturday 10-3.

Galstad reported that the Foundation Board met on April 20th and were updated on renovations. They have recruited two new members – Jerad Ruth and Natalie VanWaning.

Galstad gave the Director’s Report. The pace of circulation and people in the building have picked up. In

gifts, there was a check from Marge Penny and TJ Leah for \$300 which will be used toward the community fridge project. Galstad passed out and gave a quick review of the annual report that she recently gave to City Council. She noted that last month Turnquist asked for statistics that would be a better comparison, and wondered what the board would like to see. It was suggested that next month's statistics be compared to May of 2019. Jones asked Huynh if City Council had any questions about the annual report, and she said there was a lot that Council was not aware that the library has been doing.

The next meeting will be on June 1st.

The meeting adjourned at 7:07.

Respectfully submitted,

Ellen Alexander
Assistant Library Director
(Subject to approval at the June 2022 meeting.)