

Coralville Public Library Board of Trustees
November 13, 2019

Present: X. Cretzmeyer, Amanda Elkins, Deborah Hatz, Keith Jones, Pat Kenner, Shaner Magalhaes, Alison Ames Galstad (Library Director), Ellen Hampe Alexander (Assistant Library Director), Maddy Ephraim and Annabel Hendrickson (Teen Advisory Board members).

Absent: Lindsay Bland, Mitch Gross (City Council Representative).

Magalhaes called the meeting to order at 6:00.

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

The Board considered approval of the minutes of the October 2, 2019 meeting. Jones moved that the minutes be approved, Elkins seconded with a small change. The motion passed unanimously.

The Board considered approval of the bills for October. Galstad noted that it is a big list because of the extra week between meetings. Good Bones and Randy's Carpet is for work in the children's area – the upholstery is all done, and we are waiting on the carpet. Kenner asked about Recorded Books. Galstad explained that we contract with them to provide Zinio, the e-magazine service. The bills are for the platform and the content. We also still purchase books on CD from Recorded Books. Kenner motioned that the bills be approved as presented, Jones seconded. Elkins asked about the Johnson Controls invoice. This was for replacement of the fire panel, and should be covered by insurance, as this was because of a lightning strike. The motion passed unanimously.

Annabel Hendrickson and Maddy Ephraim, Teen Advisory Board members, gave the Staff Report. They have both been on TAB for five years, have both participated in the SRP every summer of their lives. They started TAB in 7th grade because they had attended many teen programs, applied and have been on ever since. The main focus of TAB is the Teen Summer Reading Program. They just started planning for this coming summer's program. They also hold a few programs throughout the year (including a winter one), plus do some volunteer activities – this coming Saturday they are making tie blankets to donate to the homeless shelter. Their biggest goal is to get teens involved and excited about the library. Maddie's favorite part of TAB is planning the programs. Magalhaes asked how many teens are on the TAB. They said it depends on the year, they think 15 are on this year. Cretzmeyer asked how many days out of a month they come to the library. Maddie volunteers weekly, then attends the TAB meeting once per month. Jones commented that TAB is a really great program, and asked how they recruit teens to join. Maddie said that interest is generated mostly from kids who come to programs. They often have had too many teens apply. Because of this they have thought about having a junior advisory board with the Friends group. Kenner asked when they graduate what will happen. Karen Stierler makes sure there are always younger grades on the TAB board too, try to have one or two from each grade level so they can grow into leadership roles.

The Board considered a proposal for reducing the Café hours. Jones said he would support the recommendation to cut hours on a trial basis. Magalhaes and Cretzmeyer agreed. Magalhaes asked if a security camera in the area had been considered. Galstad said that previous tenants have had security cameras. Hatz asked if the café is closing earlier and a group needs catering, will the café still be able to provide catering. Galstad said most of their catering is earlier in the day but that they will continue to provide catering when needed. Kenner asked about timeline – Galstad was thinking we would try the new schedule until after Spring Break. Jones motioned that the Board approve this change, Kenner seconded. The motion passed unanimously.

The Board reviewed the Patron Conduct Policy again. Galstad had Kevin Olson to look at it, he added the part in red at the top. It is a quote from the library's policy that is in the case law. Kenner asked if the policies are published somewhere. They are on the website on the "about" page. Hatz moved that the policy be approved as revised. Kenner seconded.

The Board considered appointment of members to the FY21 Budget Committee. Magalhaes appointed Kenner, Jones, and Hatz.

The Board Considered the Annual Report for FY19. Galstad submitted the official report to the State Library. Galstad sent the board the one with only this year's info, the one in their packet has this year and last year's data. Jones noted his surprise that we are down 2 librarians from a year ago. Galstad explained that this is dependent on current PT staff, many of whom have a MLS. Magalhaes asked if the report is a requirement of the State Library. Galstad explained that it is part of what need to do in order to be accredited by the State. We will also need to fill out an application for accreditation soon, which is due Feb. Cretzmeyer moved approval of the State Report, Kenner seconded. The motion passed unanimously.

Cretzmeyer gave report from the Friends. The book sale last weekend went well. Friday they brought in \$1877, Saturday \$1065, for a total of \$2942. 502 customers came through the door.

The Foundation Board will meet next Monday. Their annual letter is at the printer's right now. The Foundation Board will write personal notes in the mailings on Monday. Magalhaes asked where things stand with Putt Fore the Library – Galstad said it is scheduled for March 8th.

Kenner mentioned her appreciation for the opportunity to attend the State Library training that was here in October. The State Library brought in two men from everylibrary.org, which is a nonprofit that supports library initiatives around the country through advocacy and fundraising.

Galstad gave the Director's Report:

Statistics –Circulation and visits were both a little down from last year – 27% of checkouts at self-checks. We just had new self-out units installed today, so will see how that goes. Overdrive, RB Digital downloads and Kanopy use all increased. Wireless and laptop use were down a little. There was a request to add hotspot usage to the statistics.

Building – We are waiting on carpet and some of the furniture in the children's area.

Budget - \$1127 for Lisa Martin Memorial, also we received a refund check from Recorded Books for \$1500.

Alexander passed around the recent Daily Iowan article about ebook publishing and specifically the embargo on library purchasing that Macmillan has recently enacted. It is becoming more and more challenging to maintain this collection, and we will be discussing strategies with North Liberty and Iowa City libraries.

Galstad mentioned that she assumes that the updated ordinance, which passed a vote in 2005 but had never been updated in the City Code, was approved city council last night.

Jones mentioned that before the meeting he interacted with Victoria Walton at the Children's Desk tonight, and is amazed at the quality of CPL staff. He said this is just one example of exemplary service he has received here. Cretzmeyer and Hatz agreed, and Hatz mentioned that one of the derivatives of this is the teens that want to be at the library.

The next meeting will be December 4th.

The meeting was adjourned at 6:57.

Respectfully submitted,

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