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**BOARD OF TRUSTEES
MINUTES
January 21, 2016**

The Johnston Public Library Board of Trustees met for a regular meeting at 5:30 pm on Thursday, January 21, 2016 in the Archive Room. Present were Mike Israel, Kelly McAlister, Alex Johnston, Director Eric Melton, and Assistant Director Molly Mauer.

Approve Agenda

Kelly moved to approve the agenda. The motion was seconded by Alex and unanimously approved.

Citizen Comment

- A patron appreciates that the library is giving away the old issues of magazines for free.
- A library user loves the interactive art installations on the Archive Room's glass walls.
- Another library user was very pleased with the Interlibrary Loan service provided.
- A library user inquired about/suggested that library fines be forgiven if the borrower is incarcerated.

Meeting Minutes

Kelly moved to approve the minutes of the December 17, 2015 meeting. The motion was seconded by Alex and unanimously approved.

Approve Bills

Library claims for the month total \$24,230.55 with city back charges of \$7082.60. Kelly moved to approve the bills. The motion was seconded by Alex and unanimously approved. Kelly moved to approve the payment of an emergency bill for repair of a leaking HVAC water pump that totaled \$2,833.09. The motion was seconded by Alex and unanimously approved.

REPORTS

Budget and Finance Month-End

- The total expenditures as of the end of December were \$616,614 (50% of budget spent/48% of year completed).
- Library Trust balance was \$68,729.64 as of the end of December.

Statistics

- December 2015 circulation totaled 24,707; difference from December 2014 was -1 percent.

DIRECTOR'S REPORT

1. Collections Results & Overview

- a. The library continues to be pleased with the service of Unique Management Inc., the collections agency used to assist in retrieving materials and fees. Thus far, JPL has

submitted 269 accounts that have a combined \$33,547 in fees and unreturned materials. The library has recovered \$4,426.75 in fees and \$6,946.20 in materials and paid Unique \$2,341.20 for their services.

- b. When materials are overdue, the library sends 3 notices—at 7 days, 14 days, and 28 days past due. If a patron does not return materials within 60 days of their due date and lost-item fees on the account total \$24.99 or more, the account is sent to collections. A \$15.00 fee is added to the customer's account to offset the cost of sending the account to collections. Once the account is in collections, Unique follows the steps listed below:
 - 60 days past due: Letter is sent
 - 80 days past due: Second letter is sent
 - 95-118 days past due: First phone call is made
 - 125 days past due: Final letter is sent
 - 139-151 days past due: Final phone call is made
 - 180 days past due: Debt is reported to credit agencies

2. Website

- a. The library has begun work on the new website and has notified the city of the plans. An unknown going into the project was the possibility of integrating the PAC and the events reservation system into the WordPress site thus, from a user's perspective, creating seamless transitions between pages that currently have sometimes-disorienting differences in layout and style. The library is happy to report that a path to full integration has been discovered with these components and the work is progressing well. The library board can keep tabs on the project at <http://catalog.johnstonlibrary.com/wordpress/>.

3. Capital Crossroads

- a. The two library groups that have been meeting as part of the Capital Crossroads project to encourage inter-community cooperation held their last meeting under the auspices of the Capital Crossroads coordinators in January. Both groups, the group planning more coordinated staff training and the group working to institute a library catalog for searching across metro-area library collections, will continue to meet to finalize their projects. Eric attached the presentations presented to both groups and some city officials at a meeting last month.

4. Strategic Plan Focus Group

- a. Eric compiled a list of potential participants in the strategic planning community focus group that will be held Thursday, April 7th, 5:30pm-8:30pm. Maryann suggested the library shoot for 30 attendees. Eric will be working on gathering names of teens, business owners, and other community members before sending the invites in late February or early March.
- b. When asked if Trustees attend the focus group meeting, Maryann Mori responded, "It's up to the trustees. At some libraries, all of the trustees attend. At other libraries, a few trustees attend, while at still other libraries there have been no trustees present. I recommend that at least 1 or 2 trustees attend just so you have some representation at the community meeting. I will be providing a recap of the community meeting to your board, so if all the trustees can't attend the community meeting, they'll still be filled in on the process. If all of your trustees attend, I'll likely ask them to sit at a separate table during the community event in order not to sway the general participants."

5. Building & Grounds

- a. Two valves control heat to the book drop room. One leaking valve was replaced in the fall. The second began to leak in early January and was replaced the second week of January.
- b. The library is having some painting done in the study rooms to cover grimy, yellow walls and green, glossy walls that are hard to keep looking clean.

6. Technology

- a. Eric placed an order for an 8mm film reel scanner for the Tech Lab. The Foundation will pay \$2,669 of the cost and the library \$1,900. It should arrive in early spring.

7. Collections

- a. The new Colibri book covering machine has arrived. The machine was purchased by the Foundation and will help the Technical Services department cover books faster and more easily.

8. Programs

- a. Eric reported that the Let's Talk program was very well attended at the first session with 15 volunteers and participants. Sarah Lane has done an excellent job preparing, and the feedback is already very positive. The library is anticipating that the program will continue to grow with time.

With no additional comments, Kelly moved to adjourn the meeting. The motion was seconded by Alex and the meeting adjourned at 6:06 pm.