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## **JOHNSTON LIBRARY BOARD OF TRUSTEES**

### **MINUTES**

**February 18, 2016**

The Johnston Public Library Board of Trustees met for a regular meeting at 5:30 p.m. on Thursday February 18, 2016, in the Archive Room. Present were Mike Israel, Alex Johnston, Robert Marvin, Kelly McAlister, Heather Schmitz, Director Eric Melton and Assistant Director Molly Mauer.

#### **Approve Agenda**

McAlister moved to approve the agenda. The motion was seconded by Marvin and unanimously approved.

#### **Citizen Comments**

- A library user didn't understand why library cards expire.
- Many loved the Blind Date with a Book Display.
- A library patron loves the Well Red Book Club.
- Library visitors appreciate the Art Gallery.
- A library user commented on how nice the youth collection is with so many hard-to-find titles and classics.

#### **Meeting Minutes**

McAlister moved to approve the minutes of the January 21, 2016, meeting. The motion was seconded by Johnston and unanimously approved.

#### **Approve bills**

Library claims for the month total \$22,273.49 with city back charges of \$13,543.96. McAlister moved approval of the bills. The motion was seconded by Marvin and unanimously approved.

#### **Meeting Room Policy**

Melton presented a Meeting & Study Room Policy that incorporates the Conference & Study Room Policy into the general Meeting Room Policy. The new policy removes the two-hour time limit for study rooms and adds a weekly limit of one reservation per group. McAlister moved to approve the Meeting & Study Room Policy. The motion was seconded by Marvin and unanimously approved.

#### **PLA Conference**

Melton requested approval to attend the Public Library Association (PLA) annual conference in Denver, CO. The estimated cost for Melton and Mauer to attend is \$3,590. McAlister moved to approve funding for Melton and Mauer to attend the PLA conference. The motion was seconded by Marvin and unanimously approved.

### **REPORTS**

#### **Budget and Finance Month-End**

- At the end of January 2016, total expenditures were \$742,634. With 58% of the year passed, spending represented 59% of the budget.
- At the end January 2016, the balance in the library trust was \$68,730.17.

#### **Monthly Statistics**

- January 2016 circulation totaled 25,714, which was even with circulation in January 2015.

## **DIRECTOR'S REPORT**

### **1. Budget Update**

Melton presented a spreadsheet of the library's actual and projected expenditures for each budget line. The spreadsheet highlighted budget lines that were projected to go over or under the budgeted amount.

### **2. Newspaper Digitization**

Melton reported that Mauer applied for a \$2,500 Polk County Betterment grant to help digitize the library's local newspapers that are not yet available online. The total cost for the project is \$7,500. The project was originally included in the library's FY16 budget, moved to the Foundation's FY16 budget, and moved back in the library's FY16 budget.

### **3. Yearbooks**

With the work of library staff and volunteers, searchable PDFs of Johnston High School yearbooks were uploaded to Internet Archives at [https://archive.org/details/@johnston\\_public\\_library](https://archive.org/details/@johnston_public_library)

### **4. Collections**

The library will begin using a new company to manage the library's print magazine subscriptions. Popular Subscriptions will issue one large bill encompassing most subscriptions in late summer.

### **5. Strategic Planning – Staff**

Maryann Mori will be at the library April 28 to lead a community focus group. Mori will lead a similar information gathering meeting with library staff at the regular staff meeting in May.

### **6. Foundation**

Carol Crane decided not to serve another term on the Foundation Board. Her position will be filled by Marcia Johnson.

There being no further **Other Business**, McAlister moved for adjournment. The motion was seconded by Marvin and unanimously approved. The meeting adjourned at 6:05 p.m.