



6700 Merle Hay Road, Johnston, IA 50131 • 515-278-5233 • info@johnstonlibrary.com

**JOHNSTON LIBRARY BOARD OF TRUSTEES
MINUTES
March 17, 2016**

The Johnston Public Library Board of Trustees met for a regular meeting at 5:30 p.m. on Thursday, March 17, 2016, in the Archive Room. Present were Kelly McAlister, Heather Schmitz, Robert Marvin, Director Eric Melton, and Assistant Director Molly Mauer.

Approve Agenda

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

Citizen Comment

- A library user from another community in the area is impressed with the selection of materials in the Children's Area.
- A library patron enjoyed using the library more when there were fewer children and teens in and around the building.
- Someone commented that the new director has done great things in the past few years.
- A family enjoyed the zoetrope by the Circulation Desk.
- A library user said she never complained about paying taxes because of the schools and amenities, like the library, in Johnston.
- A library user said that no library in the metro is as responsive to library users as the Johnston Public Library.

Meeting Minutes

Marvin moved to approve the minutes of the February 18, 2016, meeting. The motion was seconded by Schmitz and unanimously approved.

Approve Bills

Library claims for the month total \$18,029.29 with city back charges of \$11,737.77. Schmitz moved to approve the bills. The motion was seconded by Marvin and unanimously approved.

Meeting Room Policy

Melton proposed adding additional language to the Meeting Room Policy to clarify limitations of use by community groups. The language added was:

1. Meeting Rooms are not available for the sale of merchandise, for solicitation of later sales, or for order placement.
2. Personal information may not be solicited at the meeting.
3. Programs by organizations that could obtain financial gain through contacts with attendees are not allowed.

Schmitz moved to approve the revised Meeting Room Policy. The motion was seconded by Marvin and unanimously approved.

REPORTS

Budget and Finance Month-End

- At the end of February 2016, total expenditures were \$838,476. With 67% of the year passed, spending represented 66% of the budget.
- At the end of February 2016, the balance in the library trust was \$46,800.32. The balance reflected a budgeted withdrawal of \$28,000.

Statistics

- February 2016 circulation totaled 25,508 which was an increase of 10.4% from circulation in February 2015.

DIRECTOR'S REPORT

1. Building & Grounds

- Mauer is collecting quotes for power washing services for the exterior of the building. This spring Melton and Mauer will look into hiring a company to paint the exterior metal beams and grids.
- The library will be replacing the carpet in the small study rooms and Tech Lab with hard flooring. The total cost of materials and labor will be under \$2,500. It will come out of the Building & Grounds Supplies and Building Maintenance budget lines.

2. Staff

Sarah Lane, who was hired in September 2015 as Public Services Assistant Librarian, is leaving for a full-time position with the Des Moines Public Library. Peg Rasmussen, currently Assistant Librarian at Circulation, will move to Public Services to fill the vacancy. Melton and Mauer are looking for two library clerks to fill Rasmussen's hours at Circulation.

3. Programs

- The pizza dough class and Cheap Date events had turnout of 26 and 22 respectively. The adult book clubs offered through the library have been consistently well attended. The book club held at the library has twenty regular attendees.

Other Business:

Melton will begin working with the City to replace Schmitz and Alex Johnston when their terms expire at the end of June.

With no additional business, Marvin moved for adjournment. The motion was seconded by Schmitz and unanimously approved. The meeting adjourned at 5:55 p.m.