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**JOHNSTON LIBRARY BOARD OF TRUSTEES
MINUTES
April 21, 2016**

The Johnston Public Library Board of Trustees met for a regular meeting at 5:30 p.m. on Thursday, April 21, 2016, in the Archive Room. Present were Mike Israel, Alex Johnston, Kelly McAlister, Robert Marvin, 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 Comment

- A resident that recently moved to Johnston is delighted with the Johnston Library.
- A visitor wondered if we would be getting a 3D printer.
- The kite workshop was good.
- A library user commented on the excellent selection of DVDs.

Meeting Minutes

The minutes from the March meeting were tabled for approval until the next meeting.

Approve Bills

Library claims for the month total \$27,339.69 with city back charges of \$7,764.09. McAlister moved to approve the bills. The motion was seconded by Marvin and unanimously approved.

Polk County Contract

The 2016-2019 Polk County contract was presented to the board for approval. Payment for FY 16/17 will total \$84,746 compared to FY 15/16 at \$74,492.

McAlister moved to approve the Polk County Contract. The motion was seconded by Marvin and unanimously approved.

Budget Amendment

Melton presented a second budget amendment for FY 15/16. A motion to approve the budget was made by McAlister and seconded by Marvin. It was unanimously approved.

Fax Policy

Melton presented a revised Fax Policy which lowered the cost for the first ten pages of a fax to \$1 with each additional page at \$0.25. The cost for phone service has decreased for the library, and Melton felt it appropriate to reduce the cost for the public. McAlister moved to approve the Fax Policy as presented. The motion was seconded by Marvin and unanimously approved.

Newspaper Digitization Expenditure

A quote to scan to microfilm and digitize local newspapers for a cost of \$7,335 was presented to the board for approval. McAlister motioned to approve the expenditure, and it was seconded by Marvin. The motion was unanimously approved.

West Patio Umbrellas Expenditure

Melton requested approval for \$3,488.20 to purchase four patio umbrellas for tables on the west patio. McAlister motioned to approve the expenditure, and it was seconded by Marvin. The motion was unanimously approved.

Book Bike Expenditure

Melton requested approval for up to \$7,227 to purchase equipment for a book-bike delivery/outreach system. Melton discussed the book-bike outreach plan which includes regular routes to neighborhoods in Johnston and special events. McAlister moved to approve the expenditure, and it was seconded by Marvin. The motion was unanimously approved.

REPORTS

Budget and Finance Month-End

- At the end of March 2016, total expenditures were \$939,090. With 75% of the year passed, spending represented 73% of the budget.
- At the end of March 2016, the balance in the library trust was \$46,801.27.

Statistics

- March 2016 circulation totaled 25,508 which was an increase of 2.4% from circulation in March 2015.

DIRECTOR'S REPORT

1. Board Vacancies

- Melton reported that the two upcoming vacancies on the library board were advertised through Facebook, the City of Johnston's newsletter and Johnston Living. Johnston and McAlister agreed to review the applications with Melton.

2. Collection Agency

- The company used to contact persons with long overdue items, Unique, has informed the library that they will no longer be reporting to credit agencies effective June 15, 2016. Of the 202 accounts sent to Unique since November 2013, 116 accounts have been sent to collections.

3. Technology

- Wireless Printing
 - Dreama Deskins and Beth Stevens set up and created documentation for a new mobile printing service. Library patrons will be able to print from anywhere using a computer or mobile device. The library Web site has additional information at <http://www.cityofjohnston.com/index.aspx?nid=746>
- Printers
 - Melton and Mauer explored options to update the library's copiers. The public copier will be replaced with the current copier in the staff area. This copier will allow patrons to scan to email without staff assistance. The staff area will get a new copier with additional functions and an envelope tray. A copier in the Youth Services area will be replaced with a new machine. This will be for the same monthly cost that the library currently pays.

4. Building and Grounds

- New flooring in the study rooms and Tech Lab has been completed.

5. Staff/Building Security

- Melton and Mauer will meet with Tyler Tompkins from Johnston Police Department to review emergency procedures, discuss the effectiveness of installing doors to the two staff-area entrances behind the Circulation Desk, and any other suggested measures to ensure that plans and infrastructure are in place to respond to emergencies.

6. Programs

- Coffee cupping/tasting brought 53 attendees to the library. There were 39 in attendance at a presentation by Frank Lloyd Wright scholar and Professor of Art at University of Northern Iowa, Dr. Roy Behrens. Upcoming programs will include a program on organization, the annual shred day, and a kite workshop. Melton emphasized the scope of the accomplishments of Stevens and the Public Services Staff in adult programming. He reminded the library board that many libraries have given up on adult programming all together due to low attendance.

7. PLA

- Melton and Mauer shared information and inspiration with the board from PLA in Denver, CO.

Other Business:

Marvin and McAlister volunteered to gather input for Melton's annual evaluation.

Melton shared a letter from Kinney Carnahan, Youth Services Librarian, announcing her retirement in October 2016.

With no additional business, McAlister moved for adjournment. The motion was seconded by Marvin and unanimously approved. The meeting adjourned at 6:47 p.m.