



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

JOHNSTON LIBRARY BOARD OF TRUSTEES

MINUTES

June 15, 2016

The Johnston Public Library Board of Trustees met for a regular meeting at 5:30 p.m. on Wednesday, June 15, 2016, in the Story Time Room. Present were Alex Johnston, Robert Marvin, Kelly McAlister, Heather Schmitz, Dan 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 Comments

- Civic Music wrote a note thanking the library for hosting the Belin Quartet in early June.
- A library user suggested handstamps for kids waiting in line.
- It was suggested that the library accept art donations and auction them as a fundraiser.
- Dan Marvin suggested that the library do additional advertising or marketing of unique library collections like travel backpacks, learning tools, and puppets.

Meeting Minutes

Schmitz moved to approve the minutes of the May 19, 2016, meeting. The motion was seconded by Marvin and unanimously approved.

Approve bills

Library claims for the month total \$32,086.26 with city back charges of \$8,855.44. Schmitz moved approval of the bills. The motion was seconded by Marvin and unanimously approved.

Evaluations and Wages

Schmitz moved to approve the salary compensations for FY16/17 with non-pay-for-performance staff receiving a 2 percent increase and pay-for-performance staff receiving raises derived from the PFP formula based on their performance rating and current position on the wage scale. The motion was seconded by Marvin and unanimously approved.

Election of Board Officers

The slate of officers was selected as Kelly McAlister, President, Robert Marvin, VP/President Elect, and Mike Israel, Secretary. Schmitz moved to accept the slate of officers as presented. The motion was seconded by Marvin and unanimously approved.

REPORTS

Budget and Finance Month-End

- At the end of May 2016, total expenditures were \$1,158,039. With 92% of the year passed, spending represented 91% of the budget.
- At the end May 2016, the balance in the library trust was \$53,043.19.

Monthly Statistics

- May 2016 circulation totaled 26,307, which was a 0.4 percent increase from circulation in May 2015.

DIRECTOR'S REPORT

1. Strategic Planning Staff Meeting

Maryann Mori presented the results of the community focus group at the May staff meeting. She had staff rank a list of "Library Service Responses." The top three responses were:

- Celebrate Diversity: Cultural Awareness
- Be an Informed Citizen
- Know Your Community: Community Resources and Services

Maryann will attend the August board meeting to review community and staff input and get feedback from the board.

2. Special Census

Johnston's special census is complete. Melton attached a sheet that provided numbers about the population of Johnston including age, race, gender, and housing type. Melton also attached a press release from the City of Johnston regarding the census results. The city's population has grown 18.4 percent since the 2010 census.

3. Programs

The library had over 300 attend the summer reading kick-off magic show. Approximately 325 people attended the Belin Quartet on June 5. Upcoming programs include Dan Wardell's Reading Road Trip, Blank Park Zoo, Composting Made Easy, *Star Wars: The Force Awakens* outside, and Indian Desserts.

4. Privacy

Melton reviewed the data the library stored that contained information that could be used to identify and/or track the circulation records/habits or computer usage of patrons. He made the following changes to further protect patron privacy:

- Set our PC reservation system to discard all log files nightly rather than weekly.
- Turned off server logging of Polaris API transactions. (The library catalog makes use of the Polaris API to exchange information with Polaris.)
- Asked Polaris to write a script to remove SIP (Standard Interchange Protocol) logs nightly. (The self-check and Overdrive make use of SIP to verify patron information and checkout materials.)

COMMENTS

Melton announced that Megan Tooker and Dan Marvin would be serving on the Library Board from July 2016 – June 2022. He thanked Johnston and Schmitz for their service to the library and the community.

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