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## **JOHNSTON LIBRARY BOARD OF TRUSTEES**

### **MINUTES**

**July 20, 2016**

The Johnston Public Library Board of Trustees met for a regular meeting at 5:30 p.m. on Wednesday, July 20, 2016, in the Large Meeting Room. Present were Kelly McAlister, Robert Marvin, Mike Israel, Megan Tooker, Director Eric Melton and Assistant Director Molly Mauer.

#### **Approve Agenda**

Israel moved to approve the agenda with the addition of the approval of a claim for periodicals. The motion was seconded by Marvin and unanimously approved.

#### **Citizen Comments**

- A family has returned to Johnston after living in England and Texas for several years. They commented on how excited they were to be back at JPL. They stated that Iowa has the best libraries.

#### **Meeting Minutes**

Marvin moved to approve the minutes of the June 15, 2016, meeting. The motion was seconded by McAlister and unanimously approved.

#### **Approve Bills**

Library claims for the month total \$11,009.36 (FY17) and \$25,717.31 (FY16) with city back charges of \$18,624.70. Marvin moved approval of the bills. The motion was seconded by Tooker and unanimously approved.

#### **Magazine Subscription Service**

Israel moved approval for the amount of \$5,595.51 towards the library's annual magazine subscriptions service. The motion was seconded by Marvin and unanimously approved.

#### **Conduct in the Library Policy Revision**

Melton presented a draft of the Conduct in the Library Policy defining how library staff will respond to various infractions and outlining the escalation of consequences for subsequent offenses. It included an updated Notice of Library Suspension form for those infractions leading to a suspension of library services. The proposed draft dictated that minors' caregivers be contacted upon each violation of the Conduct in the Library Policy. After discussion, the Conduct in the Library Policy was tabled. It was decided that Melton will present a new draft to the board at the August meeting.

#### **Youth Services Librarian Job Description**

Melton presented an updated job description for the Youth Services Librarian emphasizing particular areas of service and work including: outreach, technology and management. The education requirements were broadened to include degrees in Early Childhood Education, Elementary Education and School Library Media Specialist. Tooker moved to approve the Youth Services Librarian Job Description. The motion was seconded by Marvin and unanimously approved.

### **Youth Services Librarian Wage**

With Kinney Carnahan retiring in October, Melton presented the salary range for C41 employees at the City of Johnston to the board in order to set the starting salary for the new Youth Services Librarian. Marvin moved that the new Youth Services Librarian's salary start between \$58,835.49 and \$72,000 with the exact amount to set by Melton commensurate with experience.

## **REPORTS**

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

- At the end of June 2016, total expenditures were \$1,237,234. With 100% of the year passed, spending represented 97% of the budget. Melton noted that several invoices from June were yet to be received by the library. Those invoices dated in June will be paid with FY16 funds when they are received. The final FY16 budget numbers won't be available until September or October.
- At the end June 2016, the balance in the library trust was \$53,043.19.

### **Statistics**

- Circulation in FY16 totaled 333,315, which was the largest circulation in the history of Johnston Public Library.
- Library PC usage was the highest in the history of Johnston Public Library in FY16. Usage of the library PCs was 15% higher than in FY15.

## **DIRECTOR'S REPORT**

### **1. Staff**

- Valerie Welch was hired as a Circulation Clerk. She has experience working reference and circulation at Kirkendall Public Library in Ankeny.
- Karla Kuhn will retire in September after working part-time for 15 years.

### **2. Building and Grounds**

Melton is monitoring the energy billing for the library. The library has been overbilled by MidAmerican Energy for several months. There should be a decrease after MidAmerican's next periodic review.

### **3. Collections**

Melton included a recent article from *Library Journal* on self-published titles and library acquisitions. Best practices for acquiring self-published titles is discussed often in the library profession.

### **4. Technology**

Melton received a notice from CenturyLink, the Internet service provider for the public internet, that the network was used for illegal downloads and service could be discontinued. Melton has blocked BitTorrent traffic on the library's Wi-Fi. Melton will investigate how other libraries have responded to such letters from Internet service providers.

### **5. Book Bike**

The Book Bike has arrived. Melton is finalizing some things to connect the bike's laptop to the library's integrated library system (ILS). Melton will take the Book Bike to handful of locations this summer and fall. Full service will begin in the spring of 2017.

## **COMMENTS**

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