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JOHNSTON LIBRARY BOARD OF TRUSTEES

MINUTES

August 18, 2016

The Johnston Public Library Board of Trustees met for a regular meeting at 5:30 p.m. on Thursday, August 18, 2016, in the Large Meeting Room. Present were Kelly McAlister, Robert Marvin, Mike Israel, Dan Marvin, Megan Tooker, Director Eric Melton and Assistant Director Molly Mauer.

Approve Agenda

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

Citizen Comments

- A library user loved the layout of the public access catalog (PAC)
- A participant at the pie cooking class requested a Thanksgiving cooking class
- A visitor was very entertained and impressed with the musical carrots

Meeting Minutes

Robert Marvin moved to approve the minutes of the July 21, 2016 meeting. The motion was seconded by Israel and unanimously approved.

Approve Bills

Library claims for the month total \$20,082.41 with city back charges of \$1,314.40. Tooker moved approval of the bills. The motion was seconded by Robert Marvin and unanimously approved.

Conduct in the Library Policy

Melton presented a revised draft of the Conduct in the Library Policy. Tooker moved that the Policy be approved with the addition of statements regarding prohibited conduct. Dan Marvin seconded the motion, and it was unanimously approved.

Printing and Copying Policy

Melton presented an updated Printing and Copying Policy to reflect the capability of the public copier to make color copies. Israel moved approval of the Printing and Copying Policy as presented. The motion as seconded by Robert Marvin and unanimously seconded.

Staff Room Emergency Doors

Melton requested approval of \$8,523.52 for purchase and installation of door between the Circulation Desk and the staff room. Dan Marvin moved to approve up to \$8,523.52 for the purchase and installation of doors. The motion was seconded by Robert Marvin and unanimously approved.

REPORTS

Budget and Finance Month-End

- At the end of July 2016, total expenditures were \$113,685. With 8% of the year passed, spending represented 9% of the budget.
- At the end of July 2016, the Library Trust balance was \$53,045.63.

Statistics

- July 2016 circulation totaled 35,770, which was an 8.4 percent increase from circulation in July 2015.

DIRECTOR'S REPORT

1. Annual Report

Melton discussed the upcoming annual report that McAlister will present at the September 19 City Council Meeting per City Ordinance. He welcomed ideas, topics or statistics to be included in the report.

2. Building and Grounds

- An outlet was installed near the entrance. Melton will mount a TV and display information about the Library Foundation and recent donors.
- Walsh Doors serviced the exit doors in the Commons. They repaired and cleaned the mechanisms and will be replacing a few parts.

3. Technology

- The library received another notice from CenturyLink, the Internet service provider for the public Internet, that the network was used for illegal downloads. Melton presented two articles suggesting that library should not be held liable for violations of copyright committed by network users. Melton has capped BitTorrent bandwidth on the Wi-Fi at 250kpbs. There will signs on the tables and in the PC carrels that summarize copyright law and that inform library users that the cap can be removed by library staff for legitimate uses of BitTorrent.
- Dreama Deskins has configured the Book Bike's laptop to remotely access Polaris, which will allow for circulation on-the-go. The Book Bike was setup at Sundaes in the Park, an outdoors event hosted by the City of Johnston and the Johnston Community Schools, and several attendees registered for library cards and checked-out books.
- The library recently purchased three hotspots to check-out from the Learning Tools collection. The hotspots only cost \$10 each and have an unlimited 4G data plan for an annual cost of \$120 per hotspot.
- The library will be holding virtual reality open houses in the Large Meeting Room. Patrons will be able to sign up for a time slot to use the HTC Vive Headset and be able to watch others experience the technology. Melton shared links to YouTube videos about HTC Vive.

4. Accreditation

The State Library of Iowa updates the manual that outlines the criteria for accreditation by the State.

Accreditation is necessary to receive funding from the State of Iowa. The revision includes a handful of changes. None of the changes will negatively impact the Johnston Public Library's re-accreditation in 2018.

COMMENTS

Melton informed the board that there were over 30 applicants for the Youth Services Librarian position. He stated that the new Web site was still under development. Israel asked if it would be possible to put a virtual tour on the new Web site. Tooker asked if Melton could report on circulation per resident at a future meeting.

With no additional business, Israel moved for adjournment. The motion was seconded by Robert Marvin and unanimously approved. The meeting adjourned at 6:30 p.m.