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JOHNSTON LIBRARY BOARD OF TRUSTEES

MINUTES

January 21, 2021

The Johnston Public Library Board of Trustees met for a regular meeting at 5:30 p.m. on Thursday, January 21, 2021. The meeting was conducted via Zoom online due to the State of Public Health Disaster Emergency issued by Gov. Kim Reynolds on 03/17/2020. Present were Katie Fiala, Dan Marvin, Robert Marvin, Kelly McAlister, Megan Tooker, City Council Liaison Rhonda Martin, Director Eric Melton, and Assistant Director Molly Guerra.

Approve Agenda

Tooker moved to approve the agenda. Dan Marvin seconded the motion, and it was unanimously approved.

Meeting Minutes of the December Meeting

Robert Marvin moved to approve the minutes from the December 19, 2020 meeting with the addition of that the board unanimously voted to approve the elimination of fine on Juvenile and Young Adult books and audiobooks. The motion was seconded by McAlister and unanimously approved.

Approve Bills

Library claims for the month totaled \$15,059.80 and back charges of \$24,837.92. Dan Marvin moved for approval of the library claims and back charges. The motion was seconded by Robert Marvin and unanimously approved.

Circulation Policy

Tooker moved to remove language about fines for juvenile and young adult books and audiobooks from the Circulation Policy. The motion was seconded by Robert Marvin and unanimously approved.

REPORTS

Budget and Finance Month-End

- With 50% of the year passed, spending represented 45% of the budget at \$674,228.
- At the end of December 2020, the Library Trust balance was \$59,314.18.

Statistics

Melton reported that December 2020 circulation decreased by 32% from the same month last year, and circulation decreased by 9% from December 2020. Since the building was closed during the month of December, there were no appointments to browse for materials or use computers.

DIRECTOR'S REPORT

Reopening

Melton noted that the library had reopened for browsing and computer use by appointment on January 19, 2021.

Budget

The City of Johnston Finance Director, Teresa Rotschafer, asked that revenue figures in the budget amendment be adjusted to reflect the increase in fine revenue in October and November and the larger than anticipated Enrich Iowa funding that arrived in October. The Library Charges line has been updated from \$3,075 to \$7,500 and the Enrich Iowa line from \$4,500 to \$6,386.

Programs

This summer library staff are not planning to schedule large, face-to-face programs that must be planned and scheduled months in advance. They are looking to resume staff-led face-to-face programs, such as story time and book clubs, if conditions allow for it to be done safely.

COMMENTS

With no further business, McAlister moved to adjourn the meeting at 5:50 p.m. It was seconded by Robert Marvin and unanimously approved.