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JOHNSTON LIBRARY BOARD OF TRUSTEES

MINUTES

February 20, 2020

The Johnston Public Library Board of Trustees met for a regular meeting at 5:30 p.m. on Thursday, February 20, 2020, in the Archive Room. Present were Katie Fiala, Dan Marvin, Robert Marvin, Kelly McAlister, Megan Tooker, Director Eric Melton, Assistant Director Molly Guerra and City Council Liaison Rhonda Martin.

Approve Agenda

McAlister moved to approve the agenda. Robert Marvin seconded the motion, and it was unanimously approved.

Citizen Comment

- There was a request for additional popular titles in the large print collection.
- There was a request for the daily *New York Times* in print.

Approve Bills

Library claims for the month totaled \$17,694.05 with city back charges of \$18,202.98. Tooker moved for approval of the library claims and back charges. The motion was seconded by McAlister and unanimously approved.

Meeting Minutes of the January Meeting

Robert Marvin moved to approve the minutes from the January, 16, 2020, meeting with the correction that Tooker was present at the meeting. Tooker seconded the motion, and it was unanimously approved.

Restroom Remodel: Toilet and Sink Removal and Replacement - \$2,988

McAlister moved to approve an additional \$2,988 payment to Schlievert Plumbing for removal and reinstallation of the toilets and sinks from the current bathrooms. Fiala seconded the motion, and it was unanimously approved.

REPORTS

Budget and Finance Month-End

- With 58% of the year passed, spending represented 57% of the budget at \$806,320.
- At the end of January 2020, the Library Trust balance was \$62,665.89.

Statistics

Melton reported that January 2020 circulation increased by 1.8% from the same month last year. PC sessions decreased by 14.5% from usage in January of 2020.

DIRECTOR'S REPORT

Building & Grounds

- a. The security camera installation is complete. Images are much more clear than the previous system, and the coverage is more comprehensive.
- b. The Library Foundation has funded a revamp of the AV system in the Large Meeting Room.
- c. The Farmers Market, which will be held in the parking lot near the Simpson Barn and library, will begin May 26, 2020.

Staff

- a. Two new circulation staff, Carolyn Wall and Laura Akers, have been added following the departure of clerk, Kate Johnson.
- b. Megan Sockness, Youth Services Librarian, and Beth Stevens, Public Services Librarian, are attending the Public Library Association bi-annual conference in Nashville in late February.
- c. Brittany Burk has been hired to fill the Youth Services Assistant Librarian position. Burk has worked as the Youth Services Librarian at Polk City Public Library and as the Director of the Granger Public Library.
- d. Sergeant Zach Grandon, Community Affairs Officer, conducted a basic active shooter training at the bi-monthly all staff meeting in January, 2020.

Programs

Well Red Book Club will begin meeting at Pagliai's Pizza.

Strategic Plan

Melton has applied for a grant from Prairie Meadows to purchase a drive-up book return in front of the library.

Collections

The library has almost completed the relabeling of the juvenile readers collection to include a colored label indicated the reading level.

COMMENTS

With no further business, Robert Marvin moved to adjourn the meeting at 6:00 p.m. It was seconded by McAlister and unanimously approved.