



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

JOHNSTON LIBRARY BOARD OF TRUSTEES

MINUTES

March 18, 2021

The Johnston Public Library Board of Trustees met for a regular meeting at 5:30 p.m. on Thursday, March 18, 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 Counsel Liaison Rhonda Martin, Director Eric Melton, and Assistant Director Molly Guerra.

Approve Agenda

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

Meeting Minutes of the February Meeting

Tooker moved to approve the minutes from the meeting on February 18, 2021. The motion was seconded by McAlister and unanimously approved.

Teen Space Wall Invoice - \$17,239.90

McAlister moved to approve the invoice from Pigott for \$17,239.90 for the teen space glass wall. The motion was seconded by Robert Marvin and unanimously approved.

Approve Bills

Library claims for the month totaled \$13,957.26 with back charges of \$6,017.94. Dan Marvin moved for approval of the library claims and back charges. The motion was seconded by Robert Marvin and unanimously approved. Melton stated that the invoice from Pigott would be in the bills for the next meeting.

REPORTS

Budget and Finance Month-End

- With 67% of the year passed, spending represented 59% of the budget at \$882,792.
- At the end of February 2021, the Library Trust balance was \$33,892.84.

Statistics

Melton reported that February 2021 circulation decreased by 27% from the same month last year, and circulation increased by 8% from January 2021. There were 277 browsing appointments and 165 PC sessions in February 2021.

DIRECTOR'S REPORT

Reopening

Melton shared communication that had been sent to staff as the library continues to look at adding additional hours and services throughout the spring and summer if COVID-19 conditions continue to improve. The next steps planned were to welcome people to pick up their holds in the lobby, open the study rooms by appointment, and open the library on Sundays.

Building & Grounds

The teen space wall is complete. The library received over 179 responses to a survey asking teens what they'd like to see in the space. Furniture will be selected this spring and summer based on the responses to the survey. The library hopes to have the space ready to use in the fall when school begins.

Collections

The relabeling and recovering of picture books that will go in the browsing bins is underway. The new shelving will arrive this week or the week after. The relabeling process will take several months. Until the majority of the picture books have been relabeled, the books will go in the bins in order by author as they're currently organized.

COMMENTS

With no further comments, Robert Marvin moved to adjourn the meeting at 5:53 p.m. The motion was seconded by McAlister and unanimously approved.