



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

JOHNSTON LIBRARY BOARD OF TRUSTEES

MINUTES

March 19, 2020

The Johnston Public Library Board of Trustees met for a regular meeting at 5:30 p.m. on Thursday, March 19, 2020. 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, 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 huge positive response to the option to place holds and pick them up in the lobby before the library closed to the public on March 19th.

Meeting Minutes of the February Meeting

Robert Marvin moved to approve the minutes from the February 20, 2020, meeting. McAlister seconded the motion, and it was unanimously approved.

Approve Bills

Library claims for the month totaled \$31,842.67 with city back charges of \$10,141.95. Robert Marvin moved for approval of the library claims and back charges. The motion was seconded by Fiala and unanimously approved.

Polk County Contract, 2020-2023

Fiala moved to approve the Polk County Contract for library services to residents of rural Polk County. McAlister seconded the motion, and it was unanimously approved.

Concrete Invoice - \$4,400

Tooker moved to approve payment for the concrete work done in front of the library for \$4,400. McAlister seconded the motion, and it was unanimously approved.

2nd Budget Amendment

Robert Marvin moved to approve the final budget amendment for FY20. Tooker seconded the motion, and it was unanimously approved.

Postage Refill - \$3,000

McAlister moved to payment of \$3,000 to refill the postage meter. Robert Marvin seconded the motion, and it was unanimously approved

REPORTS

Budget and Finance Month-End

- With 67% of the year passed, spending represented 61% of the budget at \$806,320. Melton noted that \$91,380 had been added to the city funding line.
- At the end of February 2020, the Library Trust balance was \$62,722.17.

Statistics

Melton reported that February 2020 circulation increased by 4.0% from the same month last year. PC sessions increased by 15.8% from usage in February of 2020.

DIRECTOR'S REPORT

Board Member Renewals

Melton informed the board that Robert Marvin and McAlister's terms end June 30th, 2020. He asked both member with expiring terms to consider if they wished to serve again. If not the library board would need to seek two new members.

Coronavirus

The library has closed to the public. All items are due in April. The library book returns have been locked. Staff will continue to work on projects and Youth Services will be hosting online programs on Facebook and YouTube.

Building & Grounds

- a. The mirrors in the restrooms broke when they were taken down. Melton has ordered new mirrors.
- b. There have been grumbles by patrons about using the Portable Toilets, so Melton's goal is to get the restroom in the children's area done as soon as possible for family use.
- c. Dough Kueck, from the Public Work Department, is continuing to work on replacing the ballast and bulbs in the library's round hanging lights with LED bulbs.
- d. Melton will be part of a committee planning the park equipment to be added to the Johnston Commons.
- e. The wall behind the drinking fountain in the Youth Services Area will be wallpapered.

Staff

- a. The library is seeking a part-time Library Associate for the Public Services Department.
- b. Melton would like to invite department heads to present once a year at library board meetings.
- c. Brittany Burk, Youth Services Assistant Librarian, has been training and has begun story time and is planning a new program for the summer.

Services

The library is currently soliciting donations of used sports balls to lend for use in the Johnston Commons.

Programs

The summer reading program will kick off May 30th. .

COMMENTS

Tooker asked about the possibility of an online Summer Reading Program. Melton is looking at software in case the library does an online Summer Reading Program.

With no further business, McAlister moved to adjourn the meeting at 6:23 p.m. It was seconded by Robert Marvin and unanimously approved.