

JOHNSTON PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
April 21, 2020

The Johnston Public Library Board of Trustees met for a regular meeting at 5:30 p.m. on Tuesday, April 21, 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

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

Citizen Comment

- Patrons have responded positively to online youth programming.
- Library users have are appreciative of the additional copies of ebooks during the closure

Meeting Minutes of the March Meeting

Robert Marvin moved to approve the minutes from the March 19, 2020, meeting. McAlister seconded the motion, and it was unanimously approved.

Approve Bills

Library claims for the month totaled \$27,853.61 with city back charges of \$337.32. Tooker moved for approval of the library claims and back charges. The motion was seconded by Fiala and unanimously approved.

REPORTS

Budget and Finance Month-End

- With 75% of the year passed, spending represented 69% of the budget at \$1,038,330.
- At the end of March 2020, the Library Trust balance was \$34,774.98 which reflected a planned transfer of \$28,000 into the library budget.

Statistics

Melton reported that March 2020 circulation decreased by 27.7% from the same month last year. PC sessions increased by 61.1% from usage in March of 2019. Usage of Bridges/OverDrive was 15.1% which is a higher percentage than usual. These numbers reflected the closure of the library due to the public health emergency.

DIRECTOR'S REPORT

Budget

Given uncertainty regarding sales tax receipts and delay of property tax payments (see message from the Finance Director below), the city has requested that departments limit spending to “essentials”. Unless the board objects, for the library this will mean forgoing the teen space and staff-area remodel projects mentioned in the second budget amendment but otherwise continuing to spend as usual in all other areas including collections and programs. This should put library spending about \$25,000 under budget at the end of the fiscal year.

- *Today at a meeting County Supervisor Bob Brownell advised 93% of property taxes have been collected, typically at this point 95% has been collected. The city will not receive it's actual payment until mid-April.*
 - a. *Local Option Sales Tax - assumed 30% loss for March-June (\$235,400)*
 - b. *Hotel/Motel - assumed 80% loss for March and 50% loss for April-June (\$41,385)*
 - c. *Road Use – assumed 25% loss for March-June (\$198,998)*
 - d. *Property Tax -- delayed payments but all would be received by 6/30 93% (\$563,278 property tax & \$296,025 TIF)*
 - e. *All other areas - assumed 100% revenue loss for 2 months (16.67%) (\$330,524)*

Estimated Assumption Total Shortfall: (\$1,665,610)

Foundation

- Green Days has been cancelled and thus the foundation's annual 5k fundraiser. The foundation board will discuss possible alternatives at their next meeting.

Re-Opening

Directors of metro-area libraries have been discussing coordination of reopening to avoid a rush of patrons to a library that reopens before the others.

Programs

- a. Megan Sockness, Youth Services Librarian, has been researching platforms for online summer reading. Beanstack is probably the most well known but requires a three-year commitment. The library will likely go with Reader Zone which is considerably less expensive.
- b. Adult book clubs--Well Red, Thursday Night, and Lunchtime Lit--are continuing via Zoom during the closure.
- c. Public Services staff have created several lists of e-books and e-audiobooks for adults to promote during the closure.

COMMENTS

There was discussion about phased re-opening of the library. Robert Marvin agreed that the library would want to provide staff with masks and gloves to use at work. When library users were allowed back into the building, it was suggested that the self-check monitor be wiped after each use either by patrons or staff.

With no further business, Robert Marvin moved to adjourn the meeting at 6:09 p.m. It was seconded by McAlister and unanimously approved.