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JOHNSTON LIBRARY BOARD OF TRUSTEES

MINUTES

May 20, 2021

The Johnston Public Library Board of Trustees met for a regular meeting at 5:30 p.m. on Thursday, May 20, 2021. The meeting was conducted via Zoom online due to the Proclamation of Public Health Disaster Emergency issued by Gov. Kim Reynolds. Present were Katie Fiala, Dan Marvin, Robert Marvin, Kelly McAlister, Megan Tooker, Director Eric Melton, and Assistant Director Molly Guerra.

Approve Agenda

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

Meeting Minutes of the April Meeting

Robert Marvin moved to approve the minutes from the meeting on April 15, 2021. The motion was seconded by Dan Marvin and unanimously approved.

New Staff Printers - \$6,647.05

McAlister moved to approve payment for \$6,647.02 to purchase two new copiers/printers for the staff work areas. The motion was seconded by Robert Marvin and unanimously approved.

Approve Bills

Library claims for the month totaled \$33,081.43 with back charges of \$20,493.94. Robert Marvin moved for approval of the library claims and back charges. The motion was seconded by Kelly McAlister and unanimously approved.

REPORTS

Budget and Finance Month-End

- With 83% of the year passed, spending represented 76% of the budget at \$1,138,722.
- At the end of April 2021, the Library Trust balance was \$39,544.21.

Statistics

Melton reported that April 2021 circulation decreased by 13 percent from March 2021. Curbside appointments decreased by 40 percent.

DIRECTOR'S REPORT

Reopening

The May 10th reopening of study rooms and seating areas is going well. The library had several patrons express appreciation that they no longer need to make appointments to visit. Patrons can now check how close the building is to the current 35-person capacity limit on the homepage of the website. The tentative plan for the next phase of reopening is to do away with appointments for curbside pick-up on

or around June 14th. Thereafter, patrons would be able to call or text the curbside phone line any time that the library is open to pick-up their holds curbside. In July, the plan is to reopen the Archive Room for public meetings and possibly start-up small in-person programs like book clubs. By the time school starts, on August 23rd, the library would like to be back to normal operating hours, open the large meeting room for public meetings, and readmit kids younger than 14 without an adult.

Building and Grounds

a. Circulation department revamp

Melton, Guerra and Denise Ramsey, Circulation Assistant Librarian, have been working with Storey Kenworthy, the company that has provided other new staff-area furniture and cubicles, to come up with a revamp of the circulation area to provide more storage and work space for staff. Melton should have a quote by the June meeting that will need board approval.

b. Teen Space

Staff have decided on a layout, furniture, and fabrics for the new teen space.

Programs

- a. Summer Reading for kids, teens, and adults begins June 1st and will run through July 31st. The Youth Services department has created promotional videos for kids and teens.
- b. This summer, the Youth Services department will be offering “Baby Busy Bags” for pickup each week. Busy bags are filled with baby safe activities that encourage exploration and work on gross and fine motor skills like sorting and stacking.

Collections

- a. Every couple of years, the State Library of Iowa solicits bids for the collection of online resources it provides to public libraries which generally includes research-related resources like encyclopedias, academic journals, newspapers, and magazines. Libraries are waiting to hear the results. It’s possible that the Gale Databases (including Chilton Library and Opposing Viewpoints), Credo, and Transparent Language will be replaced with similar offerings from another vendor.
- b. The library has signed up for a subscription to online access to the New York Times for patrons. Information on how patrons can access this resource will be added to the website once we have it.

COMMENTS

There was discussion about returning to meetings in-person. It was decided to hold the library board meetings as a hybrid in-person meeting at the library, with participation possible via Zoom, starting in July 2021.

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