



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

JOHNSTON LIBRARY BOARD OF TRUSTEES

MINUTES

May 21, 2020

The Johnston Public Library Board of Trustees met for a regular meeting at 5:30 p.m. on Thursday, May 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 Dan Marvin, Robert Marvin, Megan Tooker, Director Eric Melton, Assistant Director Molly Guerra, Youth Services Librarian Megan Sockness, Public Services Librarian Elizabeth Stevens and City Council Liaison Rhonda Martin.

Approve Agenda

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

Meeting Minutes of the February Meeting

Robert Marvin moved to approve the minutes from the April 16, 2020, meeting. Tooker seconded the motion, and it was unanimously approved.

Tooker moved to approve the minutes from the April 21, 2020, meeting. Robert Marvin seconded the motion, and it was unanimously approved.

Approve Bills

Library claims for the month totaled \$56,091.43 with city back charges of \$7,598.77. Robert Marvin moved for approval of the library claims and back charges. The motion was seconded by Tooker and unanimously approved.

Painting Quote - \$3,289.00

Tooker moved to approve payment up to \$3,289.00 from Jarnagin Painting for touch up painting and patching in various areas of the library including the ceilings of the restrooms, water damage from a roof leak and the areas in Youth Services. Robert Marvin seconded the motion, and it was unanimously approved.

Walsh Invoice - \$34,297.19

The invoice for the new security cameras was reviewed but had already been approved at September 19, 2019, meeting so no motion was made.

Schlievert Plumbing Invoice – \$5,308.73

The invoice for the plumbing work related to the bathroom remodel was reviewed but no motion was made because it had been approved at the February 20, 2020, Library Board Meeting.

REPORTS

Budget and Finance Month-End

- With 83% of the year passed, spending represented 77% of the budget at \$1,215,641. Melton noted that the library was only doing essential spending at the direction of the City of Johnston Finance Department.
- At the end of April 2020, the Library Trust balance was \$34,785.92.

Statistics

Melton reported that April 2020 circulation decreased by 75% from the same month last year. PC sessions increased by 100% from usage in April of 2020. Melton noted that these statistics were unusual due to the closure of the library to the public. There were over 7,000 views of online programs offered during the closure.

DIRECTOR'S REPORT

Horizon Book Return

Concrete has been poured for the book return at Horizon Elementary School. Sometime during the summer months, the library will install the book return and bi-weekly pickups will be made.

Prairie Meadows Grant

Prairie Meadows has canceled their grant program for 2020. The library had applied for funding to purchase an outdoor book return in front of the building.

Summer Reading

Sockness and Stevens presented information about the virtual Summer Reading Program prepared by Youth Services and Public Services staff. There will be options for children, teens and adults.

Re-opening

Melton presented an updated version of the phased reopening plan and some of the related procedures. A list of metro libraries and tentative dates for reopening and making services available to the public was shared.

COMMENTS

With no further business, Robert Marvin moved to adjourn the meeting at 6:35 p.m. It was seconded by Tooker and unanimously approved.