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JOHNSTON LIBRARY BOARD OF TRUSTEES

MINUTES

June 17, 2021

The Johnston Public Library Board of Trustees met for a regular meeting at 5:30 p.m. on Thursday, June 17, 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, Megan Tooker, 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 May Meeting

Dan Marvin moved to approve the minutes from the meeting on May 20, 2021. The motion was seconded by Robert Marvin and unanimously approved.

Fire Alarm Annual Service Contract - \$2,621.56

Tooker moved to approve payment for \$2,621.56 to renew the annual contract for fire alarm system inspection and monitoring. The motion was seconded by Robert Marvin and unanimously approved.

Approve Bills

Library claims for the month totaled \$21,796.36 with back charges of \$24.11. Dan Marvin moved for approval of the library claims and back charges. The motion was seconded by Tooker and unanimously approved.

Boiler Repair Quote - \$9,680

Robert Marvin moved to approve a quote for payment of \$9,680 to install and replace corroded parts on the boiler. The motion was seconded by Dan Marvin and unanimously approved.

Circulation Revamp Quote - \$11,765.57

Dan Marvin moved to approve a quote for \$11,765.57 to purchase and install new furniture and storage in the circulation staff area. The motion was seconded by Robert Marvin and unanimously approved.

REPORTS

Budget and Finance Month-End

- With 92% of the year passed, spending represented 85% of the budget at \$1,259,529.
- At the end of May 2021, the Library Trust balance was \$39,544.40.

Statistics

Melton reported that May 2021 circulation increased by 11 percent from April 2021. May 2021 Curbside appointments decreased by 46 percent from April 2021. May 2021 PC sessions increased by 24 percent from April 2021.

DIRECTOR'S REPORT

1. Reopening

The library has accelerated some parts of the reopening plan to keep up with where public perception seems to be with pandemic precautions. On June 14th, it reopened the Archive Room for public meetings, curbside holds moved to an on-demand rather than an appointment-based service available all open hours, the book sale reopened, the 35-person capacity limit was lifted, the Youth Computer Lounge reopened, and children under 14 are now admitted without an adult (per the Unattended Child Policy). In addition, staff who prove that they're fully vaccinated can now work without masks.

2. Staff

- a. Brittany Burk, Youth Services Assistant Librarian, has accepted a position at the Ankeny Public Library. Her last day will be June 24th. Her position was posted and staff will begin interviews once the posting closes on June 25th.
- b. The library has hired two new "Guides" to work in the Public and Youth Services departments: Laurie (goes by Lolo) Balduchi & Christine Kane-Finn.

3. Collections

- a. In anticipation of losing Transparent Language from our State Library-provided resources, Melton has signed up for Mango Languages. Staff think Mango is more user-friendly than Transparent. It can be used via the web or via the Mango app.
<https://www.johnstonlibrary.com/mango/>
- b. The library's subscription to the online New York Times is now live. Patrons can follow the link on our research page then login or register for 24 hours of unlimited access. When the access expires, they can visit the link again.

4. Services

- a. Michael, the summer book bike rider, is back and will be taking the bike to the farmers' market most weeks.

COMMENTS

The slate of officers was discussed to be voted on at the beginning of the July 2021 meeting:

McAlister – President

Dan Marvin – Vice President

Tooker – Secretary

With no further comments, Robert Marvin moved to adjourn the meeting at 5:50 p.m. The motion was seconded by Dan Marvin and unanimously approved.