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JOHNSTON LIBRARY BOARD OF TRUSTEES

MINUTES

June 18, 2020

The Johnston Public Library Board of Trustees met for a regular meeting at 5:30 p.m. on Thursday, June 18, 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, Megan Tooker, Director Eric Melton, Assistant Director Molly Guerra.

Approve Agenda

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

Meeting Minutes of the May Meeting

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

Walsh Invoice - \$12,630.57

The invoice for bathroom partitions and installation was presented. McAlister moved to approve payment. Robert Marvin seconded the motion, and it was unanimously approved.

Phillips Invoice - \$21,891.73

The invoice for tile and tile installation in the library bathrooms and Story Time Room was presented. Tooker moved to approve payment. McAlister seconded the motion, and it was unanimously approved.

Novelist Plus, Novelist Select Invoice – \$4,546

Melton presented the invoice for Novelist Plus and Novelist Select. He noted that the library was no longer going to purchase Novelist K-8 due to lack of use. The funding would come from FY21 budget. McAlister approved payment for Novelist Plus and Novelist Select. The motion was seconded by Fiala and unanimously approved.

Approve Bills

Library claims for the month totaled \$60,771.78 with city back charges of \$9,028.71. Fiala moved for approval of the library claims and back charges. The motion was seconded by Tooker and unanimously approved.

FY21 Wages

Melton presented the FY21 salaries for approval. McAlister moved to approve payment. Robert Marvin seconded the motion, and it was unanimously approved.

Election of Officers

Up for election were: President – Fiala, Vice President –McAlister, and Secretary – Dan Marvin. Tooker moved to elect the officers as slated. Robert Marvin seconded the motion, and it was unanimously approved.

YS Self-Check - \$4,710.67

Melton presented a quote for a Self-Check Kiosk in the Youth Services area where a water fountain was previously located. Robert Marvin moved to approve payment up to \$4,710.67 for a Self-Check Kiosk. McAlister seconded the motion, and it was unanimously approved

REPORTS

Budget and Finance Month-End

- With 92% of the year passed, spending represented 88% of the budget at \$1,318,114. Melton noted that, under the direction of the City of Johnston to reduce spending due to the economic downturn, the library planned to be around five percent under budget at the end of June.
- At the end of May 2020, the Library Trust balance was \$40,841.93.

Statistics

Melton reported that May 2020 circulation decreased by 71.1% from the same month last year. PC sessions increased by 100% from usage in May of 2020. Melton noted that these statistics were unusual due to the closure of the library to the public. There were over 2,187 views of online programs offered during May.

DIRECTOR'S REPORT

Programs

The Youth Services Department has kicked off a couple of new online programs in June including Maker Madness, a cooking program, and Rhyme Time Bedtime, with rhymes, songs and finger plays for bedtime. Each Thursday, YS staff will also have craft kits available for curbside pickup. Jessica Young, Teen Library Assistant, has several online teen programs including Dungeons & Dragons, anime club, an animal video festival, Marvel and Harry Potter trivia, and a murder mystery party.

Re-opening

The library checked out 1,992 items in the first seven days of curbside service starting June 2, 2020. The library has expanded curbside to allow three appointments every ten minutes and has added hours on Saturday mornings. Curbside printing is available for documents up to 20 pages. Curbside users have picked up 395 kids summer reading packets, 149 teen packets, and 191 adult packets.

Melton presented the updated reopening plan which included PC appointments starting the week of June 22nd and browsing appointments starting in July. There was discussion about the hours the library might be open in the near future and how public access to the library building and services might continue to safely expand.

COMMENTS

With no further business, Robert Marvin moved to adjourn the meeting at 6:19 p.m. It was seconded by McAlister and unanimously approved.