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JOHNSTON LIBRARY BOARD OF TRUSTEES

MINUTES

July 15, 2021

The Johnston Public Library Board of Trustees met for a regular meeting at 5:30 p.m. in the Archive Room. Present were Katie Fiala, Kelly McAlister, Dan Marvin, Robert Marvin - via Zoom, 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 June Meeting

Dan Marvin moved to approve the minutes from the meeting on June 17, 2021. The motion was seconded by Robert Marvin and unanimously approved.

Election of Officers

Robert Marvin moved to approve the slate of officers: President—McAlister, Vice-President—Dan Marvin, Secretary—Tooker. The motion was seconded by McAlister and unanimously approved.

Dell Invoice - \$2,939.36

Fiala moved to approve an invoice from Dell to purchase four gaming laptops for use in the new teen space. The motion was seconded by Robert Marvin and unanimously approved.

Dell Invoice 2 - \$3,574.92

Dan Marvin moved to approve an invoice from Dell to purchase four replacement PCs. The motion was seconded by Fiala and unanimously approved.

Periodical Invoice - \$7,930.18

Dan Marvin moved to approve an invoice for the annual subscriptions to most magazines and newspapers. The motion was seconded by Robert Marvin and unanimously approved.

HVAC Repair and Invoice - \$2,964.13

Fiala moved to approve an invoice Control System Specialist (CSS) for repairs to the HVAC system. The motion was seconded by Dan Marvin and unanimously approved.

Approve Bills

Library claims for the month totaled \$40,708.48 with back charges of \$10,136.15. Dan Marvin moved for approval of the library claims and back charges. The motion was seconded by Robert Marvin and unanimously approved.

Dress Policy

Fiala moved to approve the Dress Policy for the library as presented which makes casual dress the standard for all workdays. The motion was seconded by Robert Marvin and unanimously approved.

Library Associate Job Description

Fiala moved to approve an updated job description for Library Associate. The motion was seconded by Dan Marvin and unanimously approved.

Outdoor Book Return Quote - \$9,330.20

Robert Marvin moved to approve payment up to \$9,330.20 for an outdoor book return for the library. The motion was seconded by Dan Marvin and unanimously approved.

REPORTS

Budget and Finance Month-End

- FY21 total expenditures, as of the end of June, were \$1,369,451 with 96% of the budget spent and 100% of the year passed. Additional invoices will come from FY21 in the following months bringing the total closer to 100%. Melton will update the board on those totals in the coming months.
- At the end of June 2021, the Library Trust balance was \$39,544.45.

Statistics

Melton reported that June 2021 circulation increased by 89.6% from June 2020. It increased by 27.5% from May 2021. June 2021 PC sessions increased by 42 % from May 2021.

DIRECTOR'S REPORT

1. Staff

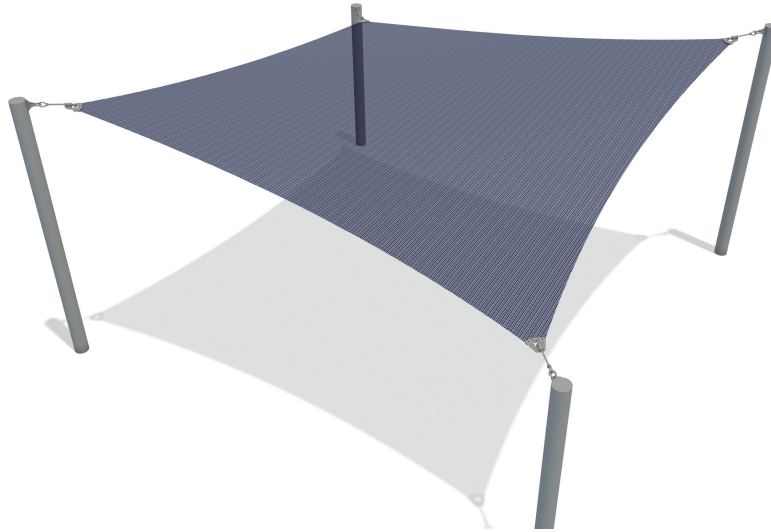
Rose Hebron has accepted the Youth Services Assistant Librarian position formerly occupied by Brittany Burk. Hebron is currently Children's Services Librarian at the Carlisle Public Library. Her previous experience includes running education programs for the Animal Rescue League. She graduated with a Master's degree in Leadership Development from Drake University in 2019 and from Grandview university with a degree in Human Services in 2017. She'll start her work at JPL on August 9th.

2. Building & Grounds

a. Melton received a quote from a local recreation company for a 30' x 30' shade structure for the west patio. Total cost is \$36,834.01. The library received a grant from the State Library for \$5,000 for the project. Melton will apply for an additional \$10,000 from Polk County and will ask the Foundation to fund the remainder of the cost from their 2022 budget. The library briefly had a shade structure on the west patio. It suffered irreparable wind damage and had to be removed. City of Johnston Parks Director, John Schmitz, thinks the damage was mostly due to improper installation. Melton asked the vendor that this quote came from about how well he expected this particular shade to withstand wind. This was his response:

[Damage] shouldn't happen with a gust of wind unless it was something like the Derecho. We have shades that made it through the Derecho, but we also have posts on one shade I know of that went over during the Derecho. If it was what they consider an act of god like the Derecho, then it would not be covered under warranty.

The warranty states: “GameTime fabric canopies are warranted for sustained winds of up to 76 mph (Hurricane Force 1) and for gusts of up to 3 seconds duration up to 90 mph.”



b. The repair to the library’s boiler that was approved at last month’s meeting has been completed. During the repair, however, the workers discovered that the heat exchanger was plugged up and would need to be replaced at a cost of \$8,050. The part is on order. The invoice will need board approval once the repairs are complete.

3. Programs

Upcoming adult programs include a deck food cooking class that will be held via Zoom on Saturday, July 17th and another paper greeting card kit will be available for patrons to pick-up on Saturday, July 24th. Well Red Book Club is now taking place in person on the west patio while the Thursday Night Book Club and Lunchtime Lit are taking place in person in the Archive Room and simultaneously via Zoom. The Youth Services department is continuing to offer several grab-and-go kits including Maker Kits on Mondays, Baby Busy Bags, and Break In Bags.

COMMENTS

With no further comments Robert Marvin moved to adjourn the meeting at 6:04 p.m. The motion was seconded by Fiala and unanimously approved.