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JOHNSTON LIBRARY BOARD OF TRUSTEES

MINUTES

February 17, 2022

The Johnston Public Library Board of Trustees met for a regular meeting at 5:30 p.m. in the East Meeting Room. Present were Katie Fiala, Dan Marvin, Robert Marvin - via Zoom, Kelly McAlister, Megan Tooker – via Zoom, City Council Liaison Bryan Burkhardt, Director Eric Melton, and Assistant Director Molly Guerra.

Approve Agenda

Fiala motioned to approve the agenda. The motion was seconded by Bob Marvin and unanimously approved.

Citizen Comment

- **A patron reports that they enjoy this library.**
- **There was a request for reusable bags at the Circulation Desk instead of plastic sacks.**
- **Peg Rasmussen, Public Services Assistant Librarian, presented at the Lions Club about the ESL programs offered at the library. There was piece on her presentation in Johnston Living Magazine.**
- **A library user reported that the link to her library account was no longer included in the reminder email notices sent two days before items are due.**

Meeting Minutes of the January Meeting

Dan Marvin motioned to approve the minutes from the January 20, 2022 meeting. The motion was seconded by Bob Marvin and unanimously approved.

Approve Bills

Library claims for the month totaled \$19,250.41 with back charges of \$684.19. Fiala motioned to approve library claims and backcharges. The motion was seconded by Dan Marvin and unanimously approved.

Review Bylaws

A requirement for accreditation from the State Library of Iowa is that the Bylaws of the Library Board be reviewed. McAlister requested to remove the Annual Meeting from the Bylaws. The revised Bylaws will be presented to the Library Board for approval at the March 2022 meeting.

Review Collection Development, Internet Use and Personnel Policies

Melton presented the Collection Development Policy, Internet Use Policy and Personnel Policy for review and approval. Tooker motioned to approve the Collection Development Policy, Internet Use Policy, and Personnel Policy. The motion was seconded by Fiala and unanimously approved.

ADA Checklist

For accreditation from the State Library of Iowa, Melton presented, for review, a checklist of ADA requirements for the library. Dan Marvin motioned to approve the reviewed ADA (Americans with Disabilities Act) checklist. The motion was seconded by Bob Marvin and unanimously approved.

Space Needs Assessment

For accreditation from the State Library of Iowa, Melton presented a space needs assessment for review. The library has added ten public computers since the previous assessment ten years ago and, given current usage, Melton doesn't anticipate needing more before 2027. The library has taken several steps to make better use of space including moving music CDs to shelf bins and turning underutilized areas into the Youth Computer Lounge, Teen Space, and Whisper Room. Given the continued increase in usage of e-books and other online collections, the trend amongst publishers to discontinue print magazines, and the ability to borrow nearly any title not in the collection, Melton doesn't anticipate needing more space for physical collections within the next five years. Dan Marvin motioned to approve the space needs assessment. The motion was seconded by Fiala and unanimously approved.

REPORTS

Budget and Finance Month-End

- FY22 total expenditure, as of the end of January, was \$896,935 with 62 percent of the budget spent and 58 percent of the year passed.
- At the end of January 2022, the Library Trust balance was \$38,495.73.

Statistics

Melton reported that January 2022 circulation increased by 32.8 percent from January 2021. There were 654 PC sessions in January 2022.

DIRECTOR'S REPORT

Building & Grounds

Jarnagin Painting completed some drywall and painting work the first week of January.

COMMENTS

Melton shared that the legs to the shade structure have been delivered. They should be installed in March although the canvas shade will not be put up until later in the spring. He said they are planning to use the space for some youth programming.

Melton stated that the library did not receive the federal grant to purchase equipment that would project Wi-Fi through the Johnston Commons, Simpson Barn and through the library grounds. Melton plans to revisit the project at a later date.

McAlister shared that the high school librarian is retiring.

Bob Marvin motioned to adjourn at 6:00 p.m. The motion was seconded by Fiala and unanimously approved.

