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JOHNSTON LIBRARY BOARD OF TRUSTEES

MINUTES

February 18, 2021

The Johnston Public Library Board of Trustees met for a regular meeting at 5:30 p.m. on Thursday, February 18, 2021. 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, Kelly McAlister, Megan Tooker, Director Eric Melton, and Assistant Director Molly Guerra.

Approve Agenda

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

Meeting Minutes of the January Meeting

Dan Marvin moved to approve the minutes from the January 21, 2021 meeting with the correction—to include the name of the board member that seconded the motion to approve the Circulation Policy. The motion to approve the January 21, 2021 minutes was seconded by McAlister and unanimously approved.

Lot Lights Invoice - \$2,633.58

The parking lot lights along the west walkway of the library were replaced with LED bulbs to reduce power usage and prevent shorting the circuit. McAlister moved to approve the invoice from Commonwealth Electric Company for \$2,633.58 for LED lights. The motion was seconded by Robert Marvin and unanimously approved.

Shelf Bin Invoice - \$6,210.00

The shelf bins that Melton ordered to house music CDs arrived. Tooker moved to approve the invoice from Office Systems Division at \$6,210.00 for shelf bins. The motion was seconded by McAlister and unanimously approved.

Approve Bills

Library claims for the month totaled \$29,632.85 and back charges of \$9,164.23. Robert Marvin moved for approval of the library claims and back charges. The motion was seconded by Dan Marvin and unanimously approved.

Copier/Printer Quotes

Melton presented quotes to replace the two staff-area printers at the library including maintenance for the printers and maintenance for the printer in the public area. Robert Marvin moved to accept the quote from Access Systems for new copiers and maintenance for the staff area while keeping maintenance with Premier for the copier in the public area. The motion was seconded by McAlister and unanimously approved.

Library Guide Job Description

Melton presented an updated job description for the position that was formally called Public Services/Youth Services Associate. The new job description was designed to be more appealing to job applicants and to more accurately reflect the work in the Youth Services and Public Services Departments. Dan Marvin moved to approve the new Library Guide Job Description. The motion was seconded by McAlister and unanimously approved.

REPORTS

Budget and Finance Month-End

- With 58% of the year passed, spending represented 52% of the budget at \$769,343.
- At the end of January 2021, the Library Trust balance was \$34,314.92.

Statistics

Melton reported that January 2021 circulation decreased by 34% from the same month last year, and circulation increased by 2.5% from December 2020. There were 152 browsing appointments and 66 PC sessions in January 2021.

DIRECTOR'S REPORT

Building and Grounds

The teen space wall arrived with damaged parts. Installation will be delayed until new parts arrive. The library is soliciting feedback from teens on what they would like to see in the space. The library will use this feedback when selecting furniture for the space. Since it will take time to collect the feedback from teens and there is often two-month lead-time for commercial furniture orders, Melton has asked the Library Foundation to swap what they are paying for in the space. The library will now pay for the wall and the Library Foundation will fund the furniture for the space since there is a chance that the furniture will not arrive until after the end of the fiscal year.

Collections

The library has subscribed to a new financial resource called Weiss Financial Rating Series Online which includes ratings for banks, credit unions, insurance companies, stocks, and mutual funds, plus financial planning and investment tools including medigap plan comparison. This resource fills a gap from the cancellation of the subscription to Valueline. Staff were trained this week. The library will begin promoting the resource next week.

Programs

Programs for teens this month include Mystery Snack Taste Test Challenge where adventurous snackers, 6th grade and up, receive a bag with a mystery snack from around the world. They open it, try it and discuss it during an online snack party. This month kids can pick up a STEM kit each Wednesday and sign up to have a craft mailed to their house. For adults we are offering another card-making kit for pickup.

COMMENTS

With no further comments, Robert Marvin moved to adjourn the meeting at 5:55 p.m. The motion was seconded by Dan Marvin and unanimously approved.