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## **JOHNSTON LIBRARY BOARD OF TRUSTEES**

### **MINUTES**

**April 15, 2021**

The Johnston Public Library Board of Trustees met for a regular meeting at 5:30 p.m. on Thursday, April 15, 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, Kelly McAlister, Megan Tooker, Director Eric Melton, and Assistant Director Molly Guerra.

#### **Approve Agenda**

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

#### **Meeting Minutes of the March Meeting**

Dan Marvin moved to approve the minutes from the meeting on March 18, 2021. The motion was seconded by McAlister and unanimously approved.

#### **Postage Meter Refill - \$3,000**

Robert Marvin moved to approve payment for \$3,000 to refill the postage meter. The motion was seconded by McAlister and unanimously approved.

#### **Approve Bills**

Library claims for the month totaled \$23,386.59 with back charges of \$17,386.59. McAlister moved for approval of the library claims and back charges. The motion was seconded by Dan Marvin and unanimously approved.

#### **Mobile Greeting/Teen Space Desk - \$8,194**

Robert Marvin moved to approve payment of \$8,194 to purchase a height-adjustable desk for the greeter station and, when the library no longer has a need for the greeter station, for staffing the teen space. The motion was seconded by McAlister and unanimously approved.

### **REPORTS**

#### **Budget and Finance Month-End**

- With 75% of the year passed, spending represented 67% of the budget at \$992,672.
- At the end of March 2021, the Library Trust balance was \$34,314.92.

#### **Statistics**

Melton reported that March 2021 circulation increased by 1.7% from the same month last year, and circulation increased by 14% from February 2021. There were 388 browsing appointments and 303 PC sessions in March 2021.

#### **DIRECTOR'S REPORT**

## **Reopening**

The library will begin promoting the May 10th reopening phase soon. It is called “Library Lite”. Here are the main points that will be communicated to patrons:

### **WHAT PATRONS CAN DO:**

- Use a computer
- Get a library card
- Pay fines and fees
- Pickup holds or print jobs curbside or in the library
- 2-Hour Study Room Use by Appointment (same day walk-in available if rooms are vacant)
- Use library seating and tables
- Donate materials

### **WHAT IS NOT AVAILABLE YET:**

- Large Meeting Rooms
- In-person programs
- Children’s toys and activities
- Teen Area
- Youth Computer Lounge

Kids and teens must be accompanied by an adult in the library unless they are 14 years old or older

## **Programs**

Youth and Public Services staff are still doing a great job offering a variety of online and to-go programs including virtual peer tutoring for teens, story time and stem kits to go, greeting card kits to go, teen and tween book boxes, ESL, book clubs, and more.

## **Staff**

- The library has hired four new circulation clerks in the past couple of months. Guerra and Denise Ramsey, the Circulation Assistant Librarian, have been busy getting them trained.
- The library is currently accepting applications for the “Guide” position we discussed at a recent board meeting. The hope is to have this position filled by the time the library moves to our next phase or reopening on May 10<sup>th</sup>.
- Abbi Waugh had been with JPL for a few years, most recently in Technical Services. She recently left for a full-time position at the Des Moines Public Library. Lori Elrick moved from Circulation to Technical Services this week to take over some of Abbi’s duties.

## **COMMENTS**

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