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## **JOHNSTON LIBRARY BOARD OF TRUSTEES**

### **MINUTES**

**January 17, 2019**

The Johnston Public Library Board of Trustees met for a regular meeting at 5:30 p.m. on Thursday, January 17, 2019, in the East Meeting Room. Present were Kelly McAlister, Katie Fiala, Dan Marvin, Robert Marvin, Megan Tooker, Director Eric Melton and Assistant Director Molly Countryman.

#### **Approve Agenda**

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

#### **Citizen Comment**

- There was a request for Hoopla.
- Tooker shared that she had heard about an increasing need for winter weather gear for children in the Johnston Community Schools and wondered about possibly collecting coats, hats and mittens for children at the library.

#### **Meeting Minutes**

Fiala moved for approval of the December 20, 2018, minutes ([link](#)). McAlister seconded the motion and it was unanimously approved.

#### **Approve Bills**

Library claims for the month totaled \$19,779.64 ([link](#)) with city back charges of \$96.25 ([link](#)). Dan Marvin moved approval of the bills. The motion was seconded by Robert Marvin and unanimously approved.

#### **DMARC Mobile Food Pantry Agreement ([link](#))**

The Johnston Partnership was asked by DMARC a while back if there was a spot in Johnston that they'd recommend for a regular mobile food pantry stop. The Partnership suggested the Library. Melton and Countryman met with the Mobile Food Pantry program coordinator last week to discuss specifics. The pantry will stop on the second and fourth Wednesdays of each month from 4pm to 6pm on the south side of the lot between the Library and the barn. DMARC sent an agreement that was reviewed by the city manager and city attorney. In order to get stops started in January, the agreement needed returned right away. Jim Sanders, Johnston city manager, recommended the board vote on the agreement as a sign of approval of the Library's participation. McAlister moved to approve the DMARC Mobile Food Pantry Agreement. Fiala seconded the motion, and it was unanimously approved.

#### **ADA Checklist ([link](#))**

The Library needs to be reaccredited by the State of Iowa every three years in order to receive state funding. (See [here](#) for more information.) The part left that requires board approval is the ADA Checklist for Existing Facilities. The attached checklist documents the Library's level of compliance with ADA rules related to restrooms. The state does not verify that the Library is compliant and does

not forward the information to any other organization—they just require that the checklist be completed.

## **REPORTS**

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

- At the end of December 2018, total expenditures were \$701,378. With 52% of the financial year passed, spending represented 50% of the budget ([link](#)).
- At the end of December 2018, the Library Trust balance was \$58,705.19 ([link](#)).

### **Statistics**

Melton reported that December 2018 circulation was up 5.1 percent from the same month last year. PC sessions increased by 3.9 percent from usage in December of 2018 ([link](#)).

## **DIRECTOR'S REPORT**

### **1. Programs**

- a. About one-hundred attended the Merry Harry Trivia program on December 15<sup>th</sup>. The program featured trivia to test attendees' Harry Potter knowledge, butterbeer, magical hot chocolate, and other Honeydukes inspired snacks.
- b. Peg Rasmussen, Public Services Assistant Librarian, and Countryman have been working to find volunteers to provide activities for children of attendees of the weekly ESL class held every Thursday at the Library. Four volunteers have been interviewed, have passed background checks, and should start sometime in February.
- c. Green Days is officially moving to Terra Lake. In the past the Library has been closed for all but a few hours for crafts on the weekend of Green Days. This year, the Library will remain open and likely take the book bike to Green Days on Saturday.
- d. On Saturday, January 12<sup>th</sup>, the Library will host a "Virtual Reality Vacation". Patrons signed up for a 15 minutes slot to "Take a virtual vacation with Google Earth, swim in the ocean without getting wet or try out any of our other VR games."
- e. On Saturday, January 26<sup>th</sup> Andrea Metzler, owner of [Art Terrarium](#), will talk about how to care for and "style" houseplants.
- f. Lois White, a frequent presenter for our food-related programs, will present a program on molten chocolate desserts on Saturday, February 2<sup>nd</sup>.
- g. Dreama Deskins, IT and Technical Services Librarian, will put on two sessions of a Valentine's-centered handmade card class on Sunday, February 3<sup>rd</sup>. Her last class on holiday card making was very well received.

### **2. Staff**

- a. A handful of staff attended of an all-day online conference on Thursday, January 17<sup>th</sup>. The Innovative Libraries Online Conference features Ryan Dowd, who created the homeless training all staff watched last fall, as a keynote speaker as well as sessions on multicultural programming, leading conversations on community issues in the library, establishing partnerships with community groups, and other topics. See the full schedule at <https://www.statelibraryofiowa.org/ld/c-d/continuing-ed/iloc/iloc2019/ilocschedule19>

- b. Beth and Megan will present at the Conference On Libraries and Learning in Lacrosse, Wisconsin on January 31st. The title of their presentation is *The Culture of Poverty and the Shushing Librarian: Using Compassionate Behavior Management to Bridge the Economic Divide*.
  - i. Summary: Libraries are one of the few places that people from diverse economic backgrounds interact. A shared space where people from different socioeconomic classes coexist together can sometimes lead to tense interactions where differences in communication style, worldview, ideas about the role of adults and children, and other foundational issues that are deeply held, are on display. By building relationships with individuals and using empathy driven de-escalation techniques, often conflicts can be avoided all together. Using scholarly evidence and our own experiences based on daily interactions with a diverse community, we will discuss effective pre-conflict techniques as well as verbal and non-verbal tools to help librarians have successful interactions with their patrons.

### 3. Collections

- a. For many years, the State Library of Iowa provided libraries in Iowa access to Learning Express, an online resource with a variety of test-prep resources that's listed amongst the links on the Library's "Research" page. On January 31<sup>st</sup>, Learning Express will be replaced by Brain Fuse. Although the Library doesn't have a lot of information yet, Brain Fuse seems to focus more on basic skill-building for adults and students rather than test-prep. More information forthcoming. <http://home.brainfuse.com/>

### 4. Miscellaneous

- a. Preliminary results are in from the recent community survey. Library-related results are [here](#).

### COMMENTS

Melton shared that he is working with the librarian at Johnston High School to have a library card drive at the high school.

Melton shared that full results of a recent community survey are available through the City of Johnston and will be posted on the city's website in the near future.

With no additional business, Robert Marvin moved for adjournment. The motion was seconded by Dan Marvin and unanimously approved. The meeting adjourned at 6:10 p.m.