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## **JOHNSTON LIBRARY BOARD OF TRUSTEES**

### **MINUTES**

**February 21, 2019**

The Johnston Public Library Board of Trustees met for a regular meeting at 5:30 p.m. on Thursday, February 21, 2019, in the Archive Room. Present were Kelly McAlister, Katie Fiala, Dan Marvin, Robert Marvin, Rhonda Martin, 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 vending machines.
- A library user appreciates the Library's evening hours and Sunday hours.

#### **Meeting Minutes**

McAlister moved for approval of the January 18, 2019, minutes ([link](#)). Fiala seconded the motion and it was unanimously approved.

#### **Mediacom Invoice – Construction and First-Month's Service--\$4,662.16 ([link](#))**

Melton included the invoice for installation (including running the fiber to the Library) and the first month's service with Mediacom. McAlister approved payment of the invoice. The motion was seconded by Fiala and unanimously approved.

#### **Approve Bills**

Library claims for the month totaled \$28,512.17 ([link](#)) with city back charges of \$25,152.33 ([link](#)). Fiala moved approval of the bills. The motion was seconded by Robert Marvin and unanimously approved.

#### **Unattended Child Policy ([link](#))**

Melton presented a revision of the Unattended Child Policy with a statement on unattended children at closing time. The proposed policy added the following statement that clarifies at what age children will not be allowed to leave independently if without a caregiver at close:

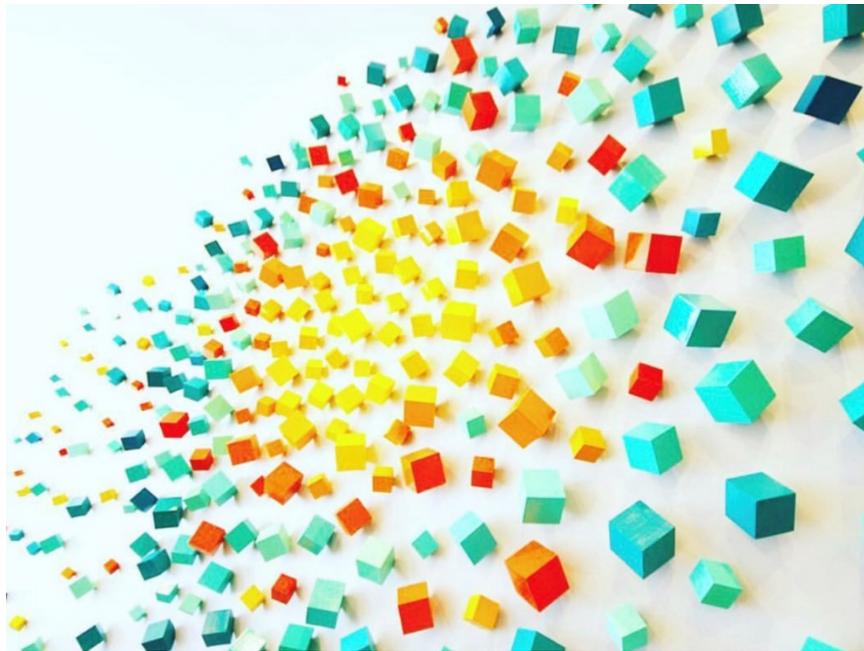
If a child under the age of 9 is not accompanied by a responsible caregiver 12 years of age or older or if the safety of an unattended minor is in doubt when the Library is closing, staff will contact police to assume responsibility for the child. A report of the incident will be made and a copy of the Unattended Child Policy will be sent home with the child or mailed to the address on record.

The ages matched those outlined in a preceding paragraph on unattended children added in a 2017 revision. Robert Marvin moved to approved the revised Unattended Child Policy as presented. McAlister seconded the motion and it was unanimously approved.

#### **Alcohol at Art Opening**

Melton sought approval from the board for having beer and wine at an after-hours art opening to be held in late March. Johnston resident and JCSD graduate, Robert Moore, approached Melton and offered to install artwork in

the Library for the cost of materials. Moore creates patterns using three-dimensional blocks of painted wood. He'll be installing a work in the Commons in March and would like to hold a reception once it's complete. Melton shared an example of his artwork below. McAlister moved to approve beer and wine at the after-hours art reception for Robert Moore. Fiala seconded the motion and it was unanimously approved.



## **REPORTS**

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

- At the end of January 2019, total expenditures were \$802,370. With 58% of the financial year passed, spending represented 60% of the budget ([link](#)).
- At the end of January 2019, the Library Trust balance was \$58,787.04 ([link](#)).

### **Statistics**

Melton reported that January 2019 circulation was up 3.8 percent from the same month last year. PC sessions decreased by eight percent from usage in January of 2019 ([link](#)).

## **DIRECTOR'S REPORT**

### **1. Programs**

- a. Youth Services staff have started a new evening drop-in children's program held the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month called Scissors & Stories: A DIY Family Storytime:
  - i. Books, a craft, and a play activity will be provided by youth services staff in the Story Time Room. Come read and play with your child and enjoy your own story time during the open evening hours.
- b. Jessica Young, Youth Services Assistant Librarian, has started a Teen Podcast Club that's held in the Tech Lab every Monday. Although attendance has not been great, Jessica has spent the time reviewing the steps involved in recording, editing, and uploading podcasts.
  - i. Johnston Library is starting its own podcast and we need your help! We are looking for teens (grades 6 - 12) who are interested in creating or contributing to the podcast. Learn the fundamentals of podcasting technology as well as how to

record, edit, and upload your story. Drop-in to the Tech Lab any time between 3:30 - 5:00 to be a part of the crew.

- c. The Disco Duck Valentine's Day Dance Party held on Tuesday, February 12<sup>th</sup> was a great success. The event featured crafts, dancing under disco lights, and live ducks. [See some pictures on the JPL Facebook page.](#)
- d. February 14<sup>th</sup> was the second week that Children's Activities were offered during the ESL program. Two adult volunteers will run each week's program which will reuse crafts and activities used in that week's [Press Play](#). Melton applied for a \$3,500 [Polk County Community Betterment Grant](#) to fund ESL instruction in FY20.

## **2. Building & Grounds**

- a. A blower motor stopped working in one of the building's two boilers. It was replaced earlier this month by McGuiness. The bill is included in the claims.
- b. Doug Kueck, the Public Works employee who changes our light bulbs and HVAC filters, has begun swapping the fluorescent bulbs in our round hanging lights with LED bulbs. In addition to energy savings, because the LEDs don't require ballasts, the cost per fixture is \$60 vs \$300 for replacement using fluorescents. He plans to periodically purchase enough bulbs to change 10 fixtures with the goal of having them all replaced in the next couple of years.
- c. The Library purchase a new painting from Emily Stumpf who showed her work in the JPL Art Gallery last month. The painting is called "Harmony" and is above the magazines in the Youth Services area.
- d. Young asked for a place in the Youth Computer Lounge for teens to hang artwork that they've created while in the Library. There are a handful of works currently on display inside the lounge on the west wall. There is a new Art Cart available for teens to use in the library to create artwork.

## **3. Technology**

- a. The information about books, movies, and other materials on the Library's website—which comes from MARC records in Polaris that are created by Technical Services staff—is supplemented with information from a few outside sources including Good Reads, Novelist, and Amazon. We access this information via each of these company's application programming interface (API). In addition to release dates, Amazon provided us with cover images. Very soon, Amazon is suspending access to their API for users who don't make referrals that result in sales. Melton has signed on to Baker & Taylor's "Content Café" API which will provide the same service for \$295 annually.
- b. Dreama Deskins, IT and Technical Services Librarian, will work with Mark Kacmarynski, the City of Johnston's IT contractor, while the library is closed on Washington's Birthday to switch our public Internet over to Mediacom.

## **4. Collections**

- a. Brainfuse
  - i. Brainfuse is taking the place of Learning Express as the state-wide resource for career and test-prep information. The links are now live on the Research page of the Library's website. Melton linked directly to the two resources that library users will use most--test-prep and resume help. This [flier](#) provides more detail on the scope of information and help available.

b. Recent Returns

- i. Recently returned adult books have moved next to Hot Picks to accommodate the Whisper Room.

**5. Miscellaneous**

The Library periodically receives requests for an off-site, drive-up return box on the west-side of town. Melton thinks this could be done relatively inexpensively by relying primarily on volunteers to empty the drop a few times each week. Melton emailed the principal at Beaver Creek Elementary School earlier this week to ask who to contact about setting up a drop box there.

**COMMENTS**

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