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## **JOHNSTON LIBRARY BOARD OF TRUSTEES**

### **MINUTES**

**April 18, 2019**

The Johnston Public Library Board of Trustees met for a regular meeting at 5:30 p.m. on Thursday, April 18, 2019, in the Archive Room. Present were Katie Fiala, Dan Marvin, Megan Tooker, Kelly McAlister, City Council Liaison Rhonda Martin, Director Eric Melton and Assistant Director Molly Countryman.

#### **Approve Agenda**

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

#### **Meeting Minutes**

Fiala moved for approval of the March 21, 2019, minutes ([link](#)) with the correction that Tooker was present at the meeting. Marvin seconded the motion and it was unanimously approved.

#### **Approve Bills**

Library claims for the month totaled \$18,944.79 ([link](#)) with city back charges of \$5,690.37 ([link](#)). McAlister moved approval of the bills. The motion was seconded by Marvin and unanimously approved.

#### **FY20 Polk County Contract ([link](#))**

The Library's contract for service to residents of rural Polk County is up for renewal. Past contracts have been for three years. This year, the county's library budget had already been set when the library director in charge of communicating with the county board of supervisors reached out to provide input. Because libraries didn't have the chance to argue for additional funding, the county has made the new contract for just one year. A decrease in our rural circulation in FY18 means county funding for FY20 will be \$6,628 less than budgeted--\$77,372 instead of \$84,000. Otherwise the FY20 contract is not substantively different from the current one. Martin moved to approve the Polk County Contract.

#### **HVAC Software Upgrade - \$8,360 ([link](#))**

The web-interface that service technicians and Melton use to control building temps and airflow is old and barely functions in modern web browsers which don't work well (if at all) with applications that require front-end java. This upgrade would make the interface compatible with all web browsers and, unlike the current system, would be accessible remotely. McAlister moved to approve payment up to \$8,360 to update the HVAC Software. The motion was seconded by Fiala and unanimously approved.

## **Budget Amendment**

Melton adjusted the budget amendment, which will go to city council next month, as follows to cover this expense (these changes are reflected in [this month's budget spreadsheet](#)):

- i. City funding request: +\$4,500
- ii. Part-time budget line: -\$4,200
- iii. HVAC budget line: +\$8,320

McAlister moved to approve the adjustments made to the budget amendment. The motion was seconded by Fiala and unanimously approved.

## **Materials Return Letter of Agreement ([link](#))**

Melton and Countryman met with Eric Toot, principal at Beaver Creek Elementary, to discuss a proposed site for a materials return box on the school's property. The Library has approval to go ahead with installation of a return box pending school board approval of a letter of agreement stating that the Library will cover all costs. Marvin moved for board approval of the letter of agreement with the Johnston Community School District. McAlister seconded the motion, and it was unanimously approved.

## **REPORTS**

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

- With 75% of the year passed, spending represented 74% of the budget \$1,012,554 ([link](#)).
- At the end of March 2019, the Library Trust balance was \$37,103.47 ([link](#)).

### **Statistics**

1. Melton reported that March 2019 circulation was up by 4.2 percent from the same month last year. PC sessions decreased by 4.2 percent from usage in March of 2018 ([link](#)).

## **DIRECTOR'S REPORT**

### **1. Staff**

- a. Megan Sockness, Youth Services Librarian, and Melton will have completed interviews for the AmeriCorps position by the end of the week of April 7th.
- b. Countryman is interviewing for a new Circulation Clerk as Erika Thomson, Library Associate in Circulation and Art Gallery coordinator, is leaving for another position.

### **2. Building & Grounds**

- a. One of the two HVAC hot water pumps sprung a leak a couple of weeks ago. Melton was able to shut it off before the water spread. Doug Kueck, Public Works employee, will have it repaired. With the warmer temperatures, the HVAC system can operate with just one hot water pump.
- b. Melton contacted Jarnagin painting about coming this spring to paint a few more of the outdoor I-beams that have developed some rust. ([link](#))

### **3. Collections**

- a. The Library is cancelling the subscription to the online resource A-to-Z World Food. It was up for renewal and cost-per-use for the past 12 months was \$12.

#### 4. Partnerships

- a. With the change in superintendent, the Johnston School District has once again become open to promoting Library services and programs within the schools. Sockness, Jessica Young, Youth Services Assistant Librarian, and Melton met with Ann Wiley, Curriculum Coordinator and supervisor of teacher librarians, to [discuss a list of suggested ways we might cooperate](#). The group then met with a few Johnston Teacher Librarians on Monday, April 8<sup>th</sup> to further review the list and to show them some of the services and programs that their students might be interested in. The librarians are very open to distributing library fliers, display posters, and otherwise helping their students know about things JPL has to offer.

#### 5. Programs

- a. The Art After Hours event celebrating the new art work in the Commons attracted a crowd of about 100 for art, beer, wine, and snacks.
- b. The Library hosted a kite building program on Saturday, April 6<sup>th</sup>. It will host one more, on April 20<sup>th</sup>, prior to Kites on the Green on Saturday, May 4<sup>th</sup>.
- c. Young is starting a new monthly teen program called “JPL Gamers” on Tuesday, April 16<sup>th</sup>:  
Each month, join us for open gaming, game discussions and reviews. Members of the club will help develop the library's video game collection as well as choose each month's featured game. For gamers and game enthusiasts in 6th grade and up.
- d. The Teen Podcasting Club has produced and published their first podcast which is accessible via podcast apps and <http://johnstonlibrarypodcast.libsyn.com/johnston-library-podcast-teen-edition-0>

#### COMMENTS

Tooker and Fiala were nominated to serve on the Director Evaluation Committee.

Martin reported that construction on the Town Center project near City Hall is slated to begin spring 2020. During that time, the Farmers Market may move to the parking lot outside the Simpson Barn.

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