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**JOHNSTON PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
May 18, 2023**

The Johnston Public Library Board of Trustees met for a regular meeting at 5:30 p.m. on Thursday, May 18, 2023. Present were Emily Betz, Katie Fiala, Dan Marvin, Kelly McAlister, Assistant Director Molly Guerra, City Council liaison Bryan Burkhardt, Public Services Librarian Beth Stevens, TS & IT Librarian Dreama Deskins, and Youth Services Librarian Megan Sockness.

Approve Agenda

Marvin recommended tabling the discussion of the Bylaws. Marvin moved to approve the agenda as revised. McAlister seconded, and it was unanimously approved.

Citizen Comments

Given the length of the agenda, the Board opted to skip this item.

Minutes of the March Meeting

McAlister moved to approve the minutes from the meeting of March 23, 2023. The motion was seconded by Fiala and unanimously approved.

Minutes of the April Meeting

Approval was tabled until next month since George Eichhorn wasn't able to attend the meeting.

Library Claims and Back Charges

Library claims totaled \$19,909.63 from the library budget and \$567.61 from the Kites on the Green budget. Library back charges were \$8,623.78 for a memorial plaque for Kinney Carnahan, fabric to recover one booth in the Commons, and programming supplies.

Fiala moved for approval of the library claims and back charges. The motion was seconded by McAlister and unanimously approved.

Wine Tasting Program

On June 17, the library will host a program called Summer Wine and Book Pairings. McAlister moved to approve the program. The motion was seconded by Betz and unanimously approved.

Library Director Resignation

Eric Melton submitted his resignation effective May 8. Fiala moved to accept Melton's resignation. The motion was seconded by McAlister and unanimously approved.

Appoint Interim Director

McAlister moved to appoint Molly Guerra as interim library director. The motion was seconded by Fiala and unanimously approved.

Staff Compensation

Fiala moved to increase Peg Rasmussen's pay by \$1.00 per hour during the time before hiring a new director. The motion was seconded by McAlister and unanimously approved.

Search Committee Library Director

Guerra presented options for ways to hire a library director. She recommended forming a search committee to review these options. McAlister moved to form a search committee consisting of McAlister, Betz, Burkhardt, and Guerra to discuss and plan the process to recruit a new library director. The motion was seconded by Fiala and unanimously approved.

REPORTS

Budget and Finance

FY23 total expenditures as of the end of April: \$1,324,084 (84% of the budget spent / 83% of the year completed).

Statistics

Guerra reported the door count of 9.329 for April. Physical items added were 407 while 1,218 items were withdrawn due to deselection activities by the staff. Streaming now accounts for 22% of circulation activity.

DIRECTOR'S REPORT

Programs

- Sockness gave a preview of the Summer Reading Program for youth and teens. Stevens gave a preview of the Adult Summer Reading Program.

Staff

- The library had a clerk position posted due to a resignation. The hours will be filled with current clerks.
- The library will be closed May 19 from 9 am – 1 pm for a staff training. The training had originally been planned as a safety training with active shooter and first aid instruction from the Johnston Police Department. It has been repurposed to be a team building day to touch base with staff regarding the recent change in leadership. We will reschedule the active shooter training for a date this fall. The library will need to close for three hours for the active shooter training when we hold it.

State Accreditation

- The library received accreditation from the State Library of Iowa at Tier 3 which is the highest level of accreditation. This will be good from July 1, 2023 – June 30, 2025.

Library Foundation

- The Library Foundation plans to bring the Book Bike and do a used book giveaway during Green Days.

COMMENTS

The city is doing a compensation study, and the library's job descriptions are out of date. Guerra will bring revised job descriptions to the June meeting.

The Polk County contract expires June 30, 2023. Bondurant and Altoona directors said the new contract will be the same as the existing one. Guerra will have it for the June meeting for the President and Secretary to sign.

Guerra suggested some continuing education activities for the trustees covering, in particular, Chapters 1 and 4 of the *Iowa Library Trustee's Handbook* and reviewing the city ordinance. Guerra will forward Maryann Mori's e-mail for links.

With no further comment, McAlister moved to adjourn the meeting at 6:26 p.m. The motion was seconded by Fiala and unanimously approved.