

**Marshalltown Public Library
Board of Trustees
January 18, 2022**

Members Present: Tonya Gaffney (zoom), Allan Thoreson (zoom), Judy Lindholm (zoom). Jim Lowrance (zoom), Maureen Lyons and Ruzan Morrison
Absent: Chad Hammar
Staff: Joa LaVille, Sarah Rosenblum

President Tonya Gaffney called the meeting to order at 5:00pm.

The minutes of the December 14, 2021, meeting were approved as written.

Operating Bills: Bills include \$2600 for ProQuest, an annual fee for data bases and \$999 for the World Book Encyclopedia. It was moved/seconded (Lyons/Morrison) to approve the bills.
Passed.

Old Business: There was no old business.

New Business:

A: Review Circulation Policy: (The review of library policies is a requirement for State re-accreditation.) The city has agreed to let the library go fine free beginning July 1, 2022. The policy will need to be revised and approved again in July. It was moved/seconded (Lowrance/Lindholm) to approve the Circulation Policy. PASSED.

B: Budget: The city has a \$600,000 shortfall in the general fund budget. All departments have been asked to make reductions in their budgets. The library is proposing a \$16,000 reduction in its budget: \$5000 from the book budget, elimination of out-of-state travel and a reduction in office supplies. Proposals in the State Legislature could result in more cuts. We are encouraged to write to our legislator, Jeff Edler, and emphasize how cuts would affect our city. Jim Lowrance suggested asking the Friends of the Library to supplement the book budget. (Note: The Friends will be meeting on Sunday, January 23 and will receive a "Wish List: from the library.)

C: Bookmobile Update: Surprise! The bookmobile is now scheduled to arrive in July! Due to the busy summer months, it will not be "rolled" out right away. Sarah is working on plans and costs for the accessory building and Joa is working on the wrap. There are funds for the bookmobile, but still need to secure some funds for the accessory building. The Friends of the Library has pledged \$50,000 for the bookmobile and \$30,000 for the building. Another donor has expressed interest in giving toward the bookmobile. Vic and Gayle Hellberg will donate bookbags at the unveiling of the bookmobile.

D: Staffing Update: One staff member has resigned to move out of state. Allyson Crotty has been welcomed as a new staff person. Currently there are two vacant clerk positions. The new Volunteer/Outreach Coordinator position will be ready to present in April. Big thanks to staff who have been passing out COVID tests to the tune of over 50 per day!

E: Staff Reports:

Joa: Katie and Joa are working behind the scenes to finalize circulation procedures for the new bookmobile. The youth department will be getting bids for new face-out bins for Wonder Books and for the beginning reader collection. Books will be displayed “cover out” which will make it much easier to see the cover of the book and will increase circulation. Joa has talked to the school administration about the new bookmobile and how it might be best used. School field trips will take place during the Holocaust exhibit. Last year’s summer intern will be returning.

F: Director’s Report:

--The Friends of the Library will meet Sunday, January 23. Items on a “Wish List: include several Hot Spots, a second Awe Station (youth dept), a shade structure for the west lawn, digitization of the T-R (1850-1900’s), another Lego table and demolition money for the two vacant houses. Also the \$50,000 for the bookmobile and \$30,000 for the accessory building.

--Sarah has been appointed to the State Advisory Board for “G” sized libraries.

--Plans for the Holocaust exhibit are being finalized. It has been confirmed that Michael Bornstein will appear on March 31 at the High School Auditorium. Tours of the exhibit will be coordinated by Joa and she will be doing docent training.

--Sarah has learned that Harold Gourley, a former City Council member, one of the early members of the Friends of the Library and a library volunteer with his wife, Pat, has passed away.

Public Comment:

Library Board Vice President, Allan Thoreson, celebrated his 90th birthday on December 7. Happy Birthday, Allan!

The next meeting will be February 15, 2022.

The meeting was adjourned at 5:52pm.