

**Marshalltown Public Library**  
**Board of Trustees**  
**February 15, 2022**

**Members Present:** Tonya Gaffney, Allan Thoreson (zoom), Judy Lindholm, Jim Lowrance, Maureen Lyons (zoom), Ruzan Morrison  
**Staff:** Katie Fink, Joa LaVille, Sarah Rosenblum

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

The minutes of the January 19, 2022 meeting were approved as corrected. Cross out “Joa is working on the wrap.”

**Operating Bills:** Bills include new face-out shelving for the youth department and the annual maintenance and support contract for Envisionware, which covers check-out machines, security gates, etc. It was moved/seconded (Lindholm/Morrison) to approve the bills. Passed.

**Old Business:** There was no old business.

**New Business:**

*A: Confidentiality Policy:* (review of policies is required for State re-accreditation) This policy is based on Iowa Code. It was moved/seconded (Lindholm/Lowrance) to approve this policy.

*B: City Personnel Policy:* The library does not have its own policy, but uses the city’s personal policy. The library DOES have its own dress code.

*C: By-laws Policy:* Changes include the Board meets on the “third Tuesday of the month” and change “his” to “their” in the “Officers” section of the by-laws. Moved/seconded (Lowrance/Lindholm) to approve the changes. Passed.

*D: ADA:* (also for State accreditation) This insures the facility is ADA accessible. Moved/seconded (Lyons/Morrison) to approve the ADA papers.

*E: City Ordinance-Board of Trustees:* This document will be sent to the State to have on file.

*F: Budget Update:* All departments have been asked to make some reductions in the next years’ budget. The library has cut travel expenses, reduced its book budget and reduced part-time salaries for the current year due to staff openings.

*G: Staffing Updates:* Currently there are two vacant library clerk positions.

*H: Staff Reports:*

***Katie:***

--The on-line library calendar was launched last month.

-- Money owed to the city (library fines, parking tickets, etc) is sent to the State Offset Program. Funds are then recovered through state income tax refunds.

***Joa:***

--The youth department is weeding collections and has a sale of some manga and anime.

--In preparation for the Holocaust exhibition, she is working with Miller Middle School and MHS, will make some presentations to classes and will be doing some docent training.

- Staff is working on scheduling and check-out procedures for the bookmobile.
- The department is considering using student ID numbers instead of their library card number
- Regular programming attendance is doing well
- Small Talk is open to parents with children aged 0-30 months
- More computers have been moved to the café. The café might be utilized more for supervised visits.
- Last summer's VISTA volunteer will be returning this summer.

*I: Director's Report:*

- Holocaust Exhibition: Plans and preparations are in high gear! Radio interviews, posters and pre-exhibition events have begun. Movies, "Big Sonya" and "Denial" will be shown, Michael Bornstein, author of Survivor's Club, will give a presentation in the high school auditorium on March 31 and Stephen Pressman, author of 50 Children, will present at MCC's DeJardin Hall on April 28.
- Friends of the Library: The Friends have met and will be giving funds for various projects.
- Chad Hammar has resigned from the Board of Trustees. A replacement male, who lives within the city limits, is being sought.
- The county librarians will be meeting next week.

**Public Comment:** Tonya Gaffney is looking for volunteers for JA Biztown, a Junior Achievement program that teaches financial literacy. Biztown meets in Des Moines on various dates.

The next meeting will be March 15, 2022.

The meeting was adjourned at 5:47pm.