

**Marshalltown Public Library
Board of Trustees
October 19, 2021**

Members present: Tonya Gaffney, Allan Thoreson, Judy Lindholm, Chad Hammar(virtually), Jim Lowrance, Maureen Lyons

Absent: Ruzan Morrison

Staff: Joa LaVille, Sarah Rosenblum

Vice President Allan Thoreson called the meeting to order at 5:02pm.

Minutes of the September 21, 2021 meeting were approved as written.

Operating Bills: Bills include the \$89,000 down payment for the bookmobile. This will be paid in the city's next check run. It was moved/seconded (Lowrance/Lindholm) to approve the bills. Approved.

Old Business: There was no old business.

New Business:

A: 2022 Calendar: It was noted that Easter Sunday, April 17, 2022, was omitted as a closed date on the 2022 calendar that was approved in September. It was moved/seconded (Lowrance/Lyons) to approve the amended 2022 calendar. PASSED.

B. Mobile Vehicle Update: The City Council has approved the purchase of the mobile vehicle. The down payment of \$89,000 will be sent at the time of the order. 40% will be due at the time of custody with 10% remaining after inspection. Anticipated project expenses total \$270,000. Capital funds approved by the city total \$148,000. A private pledge of \$25,000 has been received as well as a \$5000 gift for the Assistance League. Other gifts, grants and fundraising will make up the funding gap. Estimated delivery time is 300 days.

C: Collection Development Policy review: A review of library policies is required for Iowa State accreditation. The Collection Development policy covers such things as purchasing and also procedure for dealing with challenged materials. It was moved/seconded (Lindholm/Thoreson) to approve the revised Collection Development policy. PASSED.

D. Fines: Board members were asked to consider eliminating fines for overdue materials. Currently fines are being waived for children's and teen books and audiobooks. (Not DVDs) Although there is a budget line for income generated from fines, it has been suggested we eliminate fines for materials except DVDs and for lost and damaged materials. Members are asked to consider this change in policy and it will be discussed again in November.

E. Staffing Update: Two library clerk positions are open and the jobs have been posted.

F: Staff Reports:

Joa: With much anticipation and joy, the EMERGE program 6th graders have returned for monthly library visits. There will be middle and high school field trips during the Holocaust exhibit.

Katie: (absent...report given by Sarah) Katie has been setting up new self-check machines as well as additional unlocking units for Playaways. The new room-booking software is being readied. Training continues for two new employees.

G: Director's Report:

--The Annual Survey for the State Library has been completed and submitted.

--Plans for the March 2022 Holocaust exhibit continue. Publicity, speakers and programs are all being secured. Speakers include a Holocaust survivor, who lives in Grinnell, and a professor from Ames. Events for youth include school visits, field trips and an author visit from Steven Pressman, author of 50 Children.

Public Comment: There was no public comment.

The next meeting will be November 16, 2021, at 5:00pm.

The meeting was adjourned at 6:05pm.