

North Liberty Community Library Board of Trustees Meeting  
City Council Chambers, 1 Quail Creek Drive, North Liberty  
6:30pm, March 19, 2018

Meeting called to order at 6:30 PM

Attendance: Bud Forbes, President; Jessica Beck; John Henk; Marcia Ziemer;  
Chris Mangrich; and Doug Neale  
Library Director; Jennie Garner

I. Additions/Changes to the Agenda: Add "Mission Statement" progress report to Other Business. Add board training to other business.

II. Public Comment: none

III. Approval of Minutes

January: Marcia Ziemer moved and Jessica Beck seconded. Approved.

IV. Reports

- a. Staff Introduction---Elaine Hayes, Adult Services Librarian  
Elaine is responsible for all adult programming. With spring approaching, she is getting ready for the planting season by replenishing the seed library and trying to utilize a second large planting box (built by city staff). She will be working to get the seed card catalogue set up to improve availability. There has been an increase in attendance for the Monday Social Hour (now including all ages). Integration in Motion, a craft and game program for special needs adults, has seen a good attendance and the games are bringing out the competitive nature of many. Library Pop-Ups are bringing new people into the library and is becoming a very successful service of the library.
- b. Budget---All categories are running slightly under average (average is 66.67 % for this time of year):
  - a. Personnel Services: 63.56 %
  - b. Service and Commodities: 64.42 %
  - c. Total Library Service: 64.13 %

It is anticipated slight increases may occur due to new database collections (New York Times and Digital Johnson County).

- c. Friends---Friends are continuing to support NLCL financial needs by providing Summer Reading Book Gifts and by helping with seminar costs for library staff (RIPL Conference in Atlanta). They are creating a Friends Awareness Display in the library to provide Friends information to the community.

d. Director---A part time Library assistant, Isolda Page, has been hired. Library will be a beta-site for training with some library staff for role playing difficult staff situations was held. This will be rolled out to entire library staff in future. The Endowment letter will be distributed this month. All Board members have contributed, lending additional support to the letter. The Director will serve on the City of Literature committee and plan for the upcoming meeting. The patron copy machine will be replaced and will be leased rather than purchased. The staff area copier will have a needed software upgrade. The Director has recently hosted a U of I Public Libraries Class and has served on a panel to present interview and resume techniques. She has also presented a Webinar for the State Library on writing effective job descriptions.

e. Staff reports---no questions by the library Board

V. Policy Review

a. Planning for Results

A review of the progress made to this living document was made using the link (<https://tinyurl.com/v7sbubp7>).

VI. Old Business---none

VII. New Business---none

VIII. Other Business---Mission statement

Board member Ziemer along with several library staff members met and developed a new mission statement for the library, using stories collected from participating members as their guide. The final review will be shared with the entire Board at a future meeting.

Board training – board members Chris Mangrich and Doug Neale discussed webinars they each attended. Chris attend Rural Library Trustee: Roles, Responsibilities and Relationships. She discussed being more active in the community as an important board role. She mentioned that she recently started volunteering in other places in the community, including the food pantry. Doug attended Values of Personal Relationships in Advocacy. He discussed how the keynote, Lance Werner talked about building personal relationships to create an advocacy network. He reflected that someone with a more extroverted personality may find this an easier task than someone who is more introverted.

Adjourn

Motion to adjourn by John Henk and seconded by Marsha Ziemer. The meeting was adjourned at 7:11 PM.