

North Liberty Community Library Board of Trustees Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
6:30pm, April 9, 2018

Meeting called to order at 6:30 PM

Present: Bud Forbes, Jessica Beck; Marcia Ziemer; Chris Mangrich; Doug Neale

Library Director: Jennie Garner

Not present: John Henk

I. Additions/Changes to the Agenda: Add March minutes approval (January was mistakenly entered as month to approve)

II. Public Comment: none

III. Approval of Minutes

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

IV. Reports

- a. Staff Introduction---Andrew Frisbee, Collection Development Librarian. Andrew has been at the NLCL for 12 years. He has been in the current position for 2 years. Andrew is currently working with Roy Kenagy, a library consultant. They have created an ongoing database (now 15 months in operation) which provides a monthly snapshot of library usage, based upon groups composed of at least 400 items (to provide statistical significance). This new approach is beginning to provide results which allow the library to be more responsive to circulation needs and activities. This impacts what types of books to order and to better match what people want to read. Andrew is also working with Emily to create curriculum kits, which will allow quick access for the librarians to have readily available collections for group activities (i.e. Storytime). The goal is to create 51 kits with a total of 1300 books.
- b. Budget---All categories are running under average (average is 75% for this time of year):
 - a. Personnel Services: 71.17 %
 - b. Service and Commodities: 68.59 %
 - c. Total Library Service: 70.86 %
- c. Friends--- No meeting

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d. Director

The Director and staff participated in the Employee Engagement Exercise with the City Administrator and received positive feedback on library initiatives.

Jennifer, Elaine and Director Garner are registered for ARSL in Springfield.

Endowment contribution letter sent at end of March and was mailed to nearly 700 households with about 45 returned with incorrect addresses.

Director Garner participated in the City of Literature Annual Meeting by helping organize volunteers for airport transportation arrivals and departures for all guests. She attended the opening reception at Old Capital Museum, hosted dinner for a group, and attended some informational sessions at University of Iowa and Writers' House. This conference had attendees from 23 cities worldwide.

Databases: Adding AtoZ World Travel and statistics for RBDigital online magazines slowly increasing

Library's social media accounts are available and Board members who have social media can follow us on Facebook, Twitter, and Instagram. Matilda, our new guinea pig, has her own Instagram account - @nlpetsread and has been a real hit.

- e. Staff reports---Discussion of the renaming of programs and the changes made:
Stork Storytime EXPO (was the baby fair)
Stork Storytime TALKS (was the podcasts)
Stork Storytime READS (was the reading programs at the library and pantry)

V. Policy Review

- a. Proctoring Policy
b. Volunteer Policy

Both of these policies were reviewed by the Board.

Marcia Ziemer moved to approve and Chris Mangrich seconded. Both policies approved.

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VI. Old Business

a. Mission Statement

Jessica Beck moved to approve the new Mission Statement and Marcia Ziemer seconded. The new Mission Statement was approved.

Your Library: A place to be, connect, enrich, create, thrive.

Some notes about the thoughts that went into these choices and the final product:

- A place to be – this relates to not only the space, but that we offer a friendly environment, a community spot; a place for community, individual and group work
- Connect – whether it's intergenerational, with peers, job seekers, gain knowledge or information, share ideas, build relationships
- Enrich – literacy and reading, life-long learning, skill development
- Create – stories, art, knitting, develop plans, take action
- Thrive – grow, learn, life-long skills, core needs

VII. New Business ---none

VIII. Other Business

a. Board training ---no contributions made for this meeting

Board members were made aware that they need to bring training reviews to future meetings if they have not fulfilled their required 3 to 5 hours of training.

Adjourn

Motion to adjourn by Jessica Beck and seconded by Chris Mangrich. The meeting was adjourned at 7:15 PM.