

North Liberty Community Library Board of Trustees Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
6:30pm, June 18, 2018

Meeting called to order at 6:30 PM

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

Not present: John Henk
Library Director; Jennie Garner

- I. Additions/Changes to the Agenda: Discussion Director Evaluations and Board Self Evaluations will be added to Old Business on the agenda
- II. Public Comment: none
- III. Approval of Minutes
May: Marcia Ziemer moved and Jessica Beck seconded. Approved
- IV. Reports
 - a. Staff introduction – Janet Lubben, Technology Services Librarian. Janet is seeing an increase in technology related questions / assistance with patrons. There have also been more “one on one” technology sessions provided for patrons. Four Launchpads were purchased for patron use. These devices have preloaded stories and kid games on them and are comparable to the AWE stations. At this time the Launchpads are for in-house use only. Janet will work with Melanie to create PR to get the word out about these devices. Janet provides the non-book statistics for the library and has seen a very high use for the four computer stations (over 300 uses each month) and suggests a “computer lab” housing up to fifteen desktop computers. While laptops and Ipads are good, a computer lab could provide a long term solution to heavy demand.
 - b. Budget –
Personnel Services: 94.79
Services & Commodities: 88.35
Total Library Services for: 93.35 D. Average this time of year: 92 percent
 - c. Friends
Friends are working on bylaws that might include additional officers, the possible removal of term limits, and the creation of an annual meeting which could offer a forum to thank its benefactors. Funding requests include library seasonal summer staff person to work 10-12 hours per

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week. The estimated cost for this is about \$1500 for eight weeks (June/July). RIPL funding for Jennifer to attend conference. Fund raising events include a record setting Book Sale (\$1760 plus 11 book bags sold).

d. Director—

Three new employees all started in June and have been training

Mitch DeFauw is in place as Public Services Librarian

Hanna Martin and Julia Wehr are new library assistants

Community Survey (included in packet)

Released on City Website, library website, social media

Set up iPad to take in library and printed paper copies

Will mail to area residents on request. Link:

<https://www.northlibertyiowa.org/2018/06/11/help-make-the-librarybetter-with-a-quick-survey/>

Another great library video produced by our Communications team

<https://vimeo.com/273898907>

Children's and Teen area redesign

Finding that space is being used very differently than when we first expanded the library

Adding additional kids' activities and baby play area

Added new seating for tweens near Youth & Teen Services desk

Ordered new chairs and tables for teen lounge

Adding new chairs throughout kids/teen area

Seeking quotes for face out picture book shelving

New collection items

Adding giant sized books for checkout

Book club kits, Curriculum kits and story time kits

Will look at shelving for east wall in FY19 to see how we can showcase all these non-traditional circulating items

Cake pans and additional DVD shelving

As cake pans are circulating less, we will be weeding the collection a great deal

(Con't) New Collection Items

Looking to add new shelving units in the cake pan area for overflow of DVDs and will just have one wall for cake pans

New signage

Getting quotes for new signage for mobile book carts

Shifting the teen sign over to improve security camera view and better mark teen area

e. Staff reports – no questions

V. Policy Review

Board By-Laws Chris Mangrich moved and seconded by Marcia Ziemer.
Approved.

Internet & Technology Policy Ziemer moved and Beck seconded. Approved.

VI. Old Business Director Evaluations. Recommendation by Ziemer to suspend.
Seconded by Beck. Approved
Board Evaluations. Continue quarterly reports of Planning for

Results.

VII. New Business None

VIII. Other Business

a. Board training – orientation in August

Adjourn. Moved Beck, seconded by Ziemer. Adjourned at
7:25 PM. Next meeting date: August 20, 2018, 6:30pm