

North Liberty Board of Trustees Meeting
Virtual Meeting

DATE: January 18, 2021

PRESENT: Jessica Beck, Heidi Wood, Laura Hefley, Mike Healy, Scott Clemons, Chris Mangrich, Library Director Jennie Garner, Assistant Library Director Jennifer Jordebrek

ABSENT:

Call to Order

- 1) Additions/Changes to the Agenda
 - a) None
- 2) Public Comment
 - a) None
- 3) Approval of the Minutes
 - a) December meeting minutes motion to approve by M. Healy; second L. Hefley; approved by voice vote
- 4) Reports
 - a) Staff Introduction
 - i) Assistant Library Director Jennifer Jordebrek
 - (1) Participated in 21-Day Equity Challenge
 - (a) Self-guided program
 - (b) equitychallenge.org
 - (c) Library staff continues to elevate diversity, equity, and inclusion into the collection, programming, services, and accessibility through awareness enhanced by continuing education like the 21-Day Equity Challenge
 - b) Budget
 - i) Total Library Services at 46.39% of budget. 50% is average for this time of year
 - c) Director
 - i) Staffing Update
 - (1) Staff on-site
 - (2) No covid-19 transmission among staff
 - ii) Service Plan
 - (1) Opening for browsing soon
 - (2) Hoping to expand evening hours in February
 - (3) Outside lockers popular with patrons
 - iii) Annual Contribution Letter
 - (1) Combining Friends and Endowment in letter
 - (2) 850 letters
 - d) Staff Reports

- i) Kellee Forkenbrock grant proposal accepted by American Library Association for community conversion Lighthouse in the Library
 - ii) Marked increase in new library cards - 500 new patrons since March
- 5) Policy Review
 - a) Service Policy
 - i) Revision – adding there can be designated spaces for specific audiences in policy
 - ii) Motion to approve by M. Healy; second J. Beck; approved by voice vote
 - b) Child Safety Policy
 - i) Spelling corrections noted
 - ii) Motion to approve by J. Beck; second L. Hefley; approved by voice vote
- 6) Old Business
 - a) None
- 7) New Business
 - a) Laura Hefley presented highlights from webinar Proactive Advocacy and Communication for Library Trustees and Staff
 - i) Community Focus
 - (1) Finding ways library can serve the community
 - (a) Read minutes of city council or school board meetings for ideas on need
 - ii) Build Foundations
 - (1) Craft stories how library serves the community
 - (2) Be ready and tell those stories
 - (3) Practice, practice, practice

Adjourn

Motion to adjourn by L. Hefley; second J. Beck

NEXT MEETING DATE: March 15, 2021

Meeting minutes recorded by S. Clemons