



Newton Public Library Board Meeting Minutes

Thursday, February 29th, 4:30 p.m.

Library Conference Room

Present: Board members Soule, Baker, Hutchinson, Otto Absent: Fuzell Also Present: Library Director Terry; Council Member Wade

Soule Called the meeting to Order at 4:32pm.

Agenda was moved by Baker, seconded by Soule. Agenda was approved.

January 2024 Minutes were moved by Hutchinson and seconded by Soule. Minutes were approved.

No Public Comment/Concerns.

Baker moved the approval of Bills. Soule seconded. The bills were approved.

Director Report – Director shared about upcoming repairs around the building. Additional updates under roof construction later in agenda.

Discussion on Long Range Plan 2024-2026: County funding to remain flat; Strategic planning for library will begin in July focused on addressing next 5 years; Goal is to invite 50+ participants and conduct 3 sessions and a survey to gain community input on library goals/services.

Roof Construction Updates- Discussion on process for remedying meeting room damage and other needed repairs. Board agreed that additional time investment by Studio Melee was direct result of Hopkins work. As such, fees should be included in payment sought from Hopkins. Director will draft letter that city legal (Brick Gentry) will send to Hopkins to discuss damages.

FY25 Library Budget Discussion – no changes to last budget discussed; going to vote as submitted to Council; Flat for 2025, but concerns about possible cuts in future.

Board discussed previous topic of Part-time Pay Comparable. Board looked at structure as well as requirements for positions. After discussion, the Board determined to move to a cap on COLA for PT staff after ten years of employment with the library.

With much of the roof funded by the Helen Diehl bequest, the board discussed a plaque to recognize her library contribution. After discussion, it was decided to ask her family about the possibility of a Helen Diehl Day to honor her support of the library and raise awareness of the importance of the library.

Director updated the Board about the library Legislation and her scheduled visit to engage at the Capitol.

The Newton Public Library is pleased to provide reasonable accommodations, in compliance with the Americans with Disabilities Act, for those individuals or groups who require assistance in able to participate in the public meeting. Please contact the library at least 24 hours in advance of the meeting at 641-792-4108 to arrange for accommodations to be provided.

President: Darcy Soule; **Vice President:** Bethany Hutchinson; **Treasurer:** Rita Baker;
Secretary: Noreen Otto, **Members:** Cookie Fuzell

Director reviewed the policy on Library Theft. Warrant is automatically triggered by value of missing items. Notice provided repeatedly. Can be moved to a civil matter if not followed, which doesn't help the library with recovery.

Board Reviewed Trustee Manual Chapter 6 which includes instructions on thoughtful development of policies and need for annual review of policies. Policies shouldn't be based on a single incident or patron. Chapter also includes timelines for strategic planning to keep accreditation.

Agenda Items for next Meeting: Thursday, March 28th, 4:30pm, Library Meeting Room

- a. Wish/Donation List
- b. Diehl Recognition
- c. Strategic Planning Process next steps

Otto moves to Adjourn. Hutchinson seconded. The board adjourned at 5:34pm.