



Newton Public Library Board Meeting Minutes

Thursday, March 28th, 4:30 p.m.

Library Meeting Room

Present at the meeting: Soule, Hutchinson, Otto Also Present: Director Terry, Councilmember Wade

Soule Called the meeting to Order at 4:35pm.

Otto moved agenda approval. Soule seconded and the agenda was adopted.

Hutchinson moved minutes Approval. Soule seconded. The February minutes were approved.

There were no Public Comment/Concerns.

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

Financial Report – On track for this point in year; Looking ahead in budget in anticipation of three staff computers to be replaced.

Director Report – Flagpole light was shattered and needs replacement (\$650);

Long-Range Plan – City Budget moved ahead with no amendment; Expenditures on track

Building Project/ Roof Updates – Director and City representatives met with Hopkins roofing on 3/25.

Hopkins agreed to manage and cover costs associated with resolution and repairs outlined in 3/25/24 email.

This includes fees for Studio Melee for additional time on project; Soule moved to accept this proposed resolution from Hopkins. Otto seconded. The agreement was approved.

Strategic Planning- Director beginning process of reaching out to groups to participate; Board discussed city strategic planning will review project

Old Business

Part-Time Pay- Otto moved to accept the proposed Adjusted FY 2025 part time pay structure. Hutchinson seconded. The proposal was approved.

Helen Diehl Day Discussion – After discussion with family, Director suggested December 9th be adopted as a Helen Diehl Day. Board requested any additional news coverage or information on her previous support of Newton entities including the library to structure celebration.

New Business

Director shared Wish/Donation List. Board discussed breaking out individual pieces and separate out capitol improvements.

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

Board reviewed Scanning Policy Approval. Hutchinson moved to approve. Soule seconded. The policy was adopted.

Digital Library Card Policy- The Board reviewed the current policy and director shared the reality of digital card renewal. Otto moved to approve the updated policy allowing digital cards to be renewed. Soule seconded. The policy was approved.

The Board reviewed Trustee Manual Chapter 7. This chapter includes recommendations for strategic planning including the need to be outward looking and involve a wide array of stakeholders. The chapter suggests staggering goals and having measurable metrics that can be achieved.

Agenda Items for next Meeting: Thursday, April 25th, 4:30pm, Library Meeting Room

- Diehl Day Discussion – Strategic planning survey review and prework for Board

Otto moved to Adjourn and Soule seconded. The Board adjourned at 5:25pm.