Newton Public Library Board Meeting Minutes

Thursday, May 23rd, 4:30 p.m.
Library Meeting Room

Present: Soule, Baker, Hutchinson, Otto; Also present: Library Director Terry; City Administrator Muckler; Councilmember Wade

Soule called the meeting to Order at 4:33pm.
Baker moved to approve the agenda, Soule seconded. The agenda was approved.
Minutes Approval- April minutes Tabled until June meeting.

Public Comment/Concerns – Council member Vicky Wade resigning from her seat due to a move out of city. Council will need to appoint a new liaison to the role at end of June.

Approval of Bills – Baker moved to approve. Otto seconded. The bills were approved.

Financial Report – Very close to end of fiscal year and on track with budget; An amendment will appear next month to reflect donations.

Director Report – Highlight repairs to the library AC as well as the need for sump pump repairs/upgrades.

Long-Range Plan – focused on strategic plan process; will add battery back up to sump pump as a planning item of need

Building Project- Roof warranty currently pending approval and inspection on ten specific items to be remedied; Director will update Board on any progress made before next meeting.

Strategic Planning- finalizing survey to be sent to patrons and stakeholders in June

Old Business
Helen Diehl Day – December 9th: Family did not have any requests for focus or limits on the day; Board will continue to discuss

City Audit & Library Non-Profits Discussion – will revisit in August after Foundation and Friends meet

New Business
Behavior Policy, Safe Child Policy, & Library Programming Policy Edits & Approval – Director shared edits to policy based on recent news coverage of library issues in the metro; Otto moved to approve. Soule seconded. The changes were approved.

Inter-Library Loan Fee Increase Approval – Director outlined the need for a small fee increase in specific cases when significant staff time is put into the request. Fee would increase to $4 for large or last minute requests. Baker moved and Otto seconded. The increase was approved.

May 1st Staff Training Day Re-Cap – continue to focus on cross training and began discussion on combining the circulation desk and info desk over the next year or two. Website updates and summer reading were also a focus.

Review Trustee Manual Chapter 9 – Chapter focuses on the relationship between the Director and Board including an outline of responsibilities.

Begin Director Evaluation: Discuss Goals & Form – Otto will consolidate Board members reviews and share with Board and Director for review at the July meeting.

Agenda Items for next Meeting: Thursday, June 27th, 4:30pm, Library Meeting Room

- New Council Liaison

Baker moved to adjourn. Otto seconded. The Board adjourned at 5:28.