

Newton Public Library Board Meeting Minutes

Thursday, July 25th, 4:30 PM

Library Meeting Room

Call to Order: Hutchinson called the meeting to order at 4:30 PM. Present were Board Members Hutchinson, Fuzell and Baker. Also present were Library Director Terry and City Council Liaison Steve Mullan.

Agenda Approval: Moved by Baker, seconded by Fuzell and passed to approve the Agenda.

Minutes Approval: Moved by Fuzell, seconded by Hutchinson and passed to approve the minutes of the June 27th meeting.

Public Comments/Concerns: There were none.

Approval of Bills: Moved by Baker, seconded by Fuzell and passed to approve the bills.

Reports:

Financial Report: The report was not yet available.

Director's Report: In addition to the written report, Terry noted that there had been a complaint regarding a book available in the library. It was resolved in a meeting with Terry. She also indicated that there had been an incident at the library that required staff to take immediate action and call police. She noted that staff had provided an excellent response.

Long-Range Plan: Nothing to report, as all is on target.

Building Project: Studio Melee is confident that the project will be completed by July 26th. The final payment will be released when all paperwork is complete.

Strategic Planning: All surveys are due by August 16th. As of July 24th, 206 have been completed. If 500 are returned, there will be no in-person surveying.

Old Business:

Lambs Grove 28E Contracts: The contract has been received along with last year's payment.

Officer Elections for FY25: Moved by Baker, seconded by Fuzell and passed to adopt the following slate of officers for FY25:

President – Bethany Hutchinson

Vice President – Rita Baker

Secretary – Darcy Soule

Treasurer – Cookie Fuzell

Council Liaison Update: Mike Mullan is the NPL Liaison from City Council.

FY2025 Board Meeting Date Approval: Moved by Hutchinson, seconded by Baker and passed to approve the Board Meeting Dates for FY2025 with the noted change in February.

New Business:

City Audit & Library Non-Profits Discussion: Both the Library Foundation and the Friends of the Library will release all requested financial information.

Registration & Borrowing Policy Edits and Approval: Moved by Baker, seconded by Hutchinson and passed to approve the suggested edits.

Internet Use Policy Edits & Approval: Moved by Baker, seconded by Fuzell and passed to approve the suggested edits.

Animal Policy in Building Policy Approval: Moved by Baker, seconded by Fuzell and passed to approve suggested policy.

Holiday Closures 2025 Approval: Moved by Fuzell, seconded by Hutchinson and passed to approve the closures as presented.

Library Sign Approval & Ordering: Moved by Baker, seconded by Hutchinson and passed to approve the ordering of two library signs.

Library Board Vacancy: Action will be tabled until the August Meeting due to a possible conflict of interest. City Hall is researching the issue with the City Attorney.

Approval to close October 10th and 11th for staff to attend ILA Conference in Des Moines: Moved by Baker, seconded by Fuzell and passed to approve said closure.

Sump Pump Replacement Type Approval: Moved by Fuzell, seconded by Hutchinson and passed to approve Option 2 (per the recommendation by Warnick Mechanical).

Closed Session: Moved by Baker, seconded by Hutchinson and passed to move into Closed Session. The Library Director's Evaluation was presented for filing with the City. Moved by Baker, seconded by Fuzell and passed to move into Open Session.

Agenda items for next meeting: Items will include the appointment of a new Trustee.

Next Scheduled Meeting: August 22nd, 4:30 PM, Library Meeting Room

Adjournment: Moved by Hutchinson, seconded by Fuzell and passed to adjourn at 5:13 PM.

Respectfully submitted, Rita Baker, Secretary ProTem