

Newton Public Library Board Meeting Minutes

August 28, 2025, 4:00 PM

Library Conference Room

Members Present: Bierman, Braafhart, Baker, Soule, Hutchinson, Director Terry, City Council Liaison Joel Mills

Call to Order: 4:00 PM

Agenda Approval: Hutchinson moved, Soule second. Motion passed.

Minutes Approval: Soule moved, Bierman second. Motion passed

Public comments or concerns: There were none.

Approval of the Bills: Terry noted this was the highest air conditioning bill she had ever seen. She assumes this is due to increase in energy costs, heat waves, and the extra work it had to do after the motor went down on July 31. Bierman moved, Hutchinson second. Motion passed.

Reports

Financial Report: Remain on track. Brief discussion of a future donation and checks and balances in place within the city when large donations are received.

Director's Report: Summer Reading Program final numbers, including impressive teen and record-breaking adult numbers this year. A total of 2,581 snacks were served this summer, and volunteers were vital to this success. The Board members agree to send thank you cards and West Side Java gift cards to all volunteers.

Long Range Plan: On track.

Strategic Plan: Confirmed the new mission statement as voted on by the library staff.

An essential public resource that sparks creativity, curiosity, and community for all.

No changes recommended by the board. Bierman and Braafhart will meet with Terry to discuss next steps.

Old Business

Updating the memorial policy. A few minor wording changes requested. Nicole will bring back to the board next meeting. **Soffit RFP from Zach DePenning:** Braafhart moved, Baker second, Motion passed.

JDAWG RFP updated exterior signs: Agreed to letters on south stone wall, wrapping the letters on the west entrance, and one new monument sign for the southeast corner, assuming the letters cannot be removed and there is some level of warranty. Baker motion, Hutchinson second. Motion passed. **Sign Pro RFP for Interior Office Privacy Film:** Braafhart moved, Bierman second. Motion passed. **Cool Vu RFP for tinting upper west windows:** Bierman moved, Soule second. Motion passed.

New Business:

Discuss Chapter 1 Iowa Library Trustee's Handbook and change to Iowa Code Chapter 21. Approve late open on October 1 for employee CPR training: Hutchinson motion, Braafhart second. Motion passed. **Discuss Goals to present to City Council:** The board chose Priority 3 from the Strategic Plan: Incident and Emergency Response Planning. Bierman motion, Braafhart second. Motion passed. **Review Newton Public Library Board of Trustees Bylaws:** Article III Section 5: Change the second order of business to read "Citizen Participation" instead of "Recognition of Visitors". Article III Section 5: Change the 7th order of business to read "Old Business" instead of "Unfinished business". Baker moved, Soule second. Motion Passed **Add to the agenda for next time. Per the bylaws, Article V, bylaws may be amended after two readings.*

Review Library Trustee application. No change. **Review Part- Time Employee Handbook:** Move "Dress" section to not be the first one. No other changes.

Agenda items for next meeting: Updated wording for donation policy, update on signage and cleaning of signage, part-time worker pay scale.

Next Scheduled Meeting: September 25, 2025 4:00 PM

Meeting Adjournment: Moved by Baker, second by Soule. Motion passed. 5:27 PM

Respectfully submitted by Rachel Braafhart, Board Secretary.