



Newton Public Library Board Meeting Minutes

Thursday, October 27th, 4 p.m.

Library Meeting Room

Present at the meeting: Darcy Soule (President) Rita Baker (Treasurer), Noreen Otto (Secretary), Bethany Hutchinson, Cookie Fuzell

Also present: Library Director Nicole Terry, Curtis Ehler (Studio Melee), Marc Hallam (City Council Liaison)

Call to Order- Soule called the meeting to order at 4:03pm.

Welcome to new Trustees & Trustee Introductions- Two new board members present: Cookie Fuzell and Bethany Hutchinson. Board now has full membership.

Agenda Approval – Otto moves, Baker 2nds. The agenda was adopted.

Minutes Approval –

9/22 minutes were moved by Baker. Soule 2nds. The 9/22 minutes were adopted.

10/11 Special Meeting minutes were moved by Baker. Soule 2nds. The minutes were adopted.

Public Comment/Concerns – None.

Approval of Bills- Baker moves to approve. Soule 2nds. The bills were approved.

Library Financial Report- Through approximately 30% of annual budget; on track for the year.

Long-Range Plan

Building Project

Sign Bid/RFP Update – Curtis Ehler shared savings and modifications to adopted design. Board reviewed reconfiguration of the project and areas of possible savings. New estimate of \$56,920 Split of 2 signage projects possible. The Board voiced concerns about a significant expenditure while also planning for critical roof project. Otto moved to table the Signage Project and bid until January meeting. Baker 2nds. Motion carried.

The Board noted that the Roof Project Bid would be approved at the November meeting, with bids opened on December 15th.

Library T-Shirt Fundraiser Update- design still in progress, updates soon.

Library Director Report – Director shared feedback from library conference, 1st grade tours, and continuing education.

Old Business

Credit/Debit Update – installation postponed until adoption of new ILS system in 3/1/23.

New Business

- a. Holiday Staff Luncheon Date & Planning- Board agreed on 12/14/22 luncheon and event with library staff from 11-1pm. There will be pizza, snacks and a craft project.
- b. Review of FY2023 Budget
- c. FY24 Library Budget Prep- approved by city for 2.5% increase to FY24 budget. Budget workshops take place in January. In budget letter, changes to staff pay and matrix were

suggested by City Administrator. Board was unsure about this directive and requested that Marc Hallam, council liaison, request more information. Board also requested that Newton City Administrator attend November meeting to provide clarification.

- d. Part-time pay: Set FY24 PT pay, FY23 pay for Lib. Assistants, & set Cataloger hours.
 - i. Pages- Soule moves a \$0.25/hour pay increase for pages for FY24. Baker 2nds. The increase was adopted.
 - ii. FY24 Part Time pay- Fuzell moved to increase the PT pay as proposed (\$0.35/hour for Library assistants, \$0.45/hour for Information Assistants). Soule 2nds. The pay for PT library staff was approved.
 - iii. Library Assistant- Soule moved to approve Library assistant pay as proposed. Two library assistant's wages were off by fraction of a penny from FY22 to FY23, therefore hourly wages will be increased by a penny to make up for error. Otto 2nds. The adjusted pay for the 2 Library Assistants was approved.
 - iv. Cataloging – Otto moves to approve 2 additional weekly hours for cataloging position, moving from 23/week to 25/week. Fuzell 2nds. The additional cataloging hours were approved. 25 hours is built into FY24 pay plan previously approved.
- e. 28E Budget Prep Letter- Agreement to provide services for amount listed in letter via agreement with Lambs Grove.
- f. Print Donation – Family member of local artist approached library with a donation of artwork, hoping to display. Otto moved to accept the gift. Soule 2nds. Motion carries and the donation will be accepted. Director noted there is a location where it can be displayed in the library.
- g. Board Meeting Schedule – Board discussed challenge of 4pm start time. Consensus to move the meetings to same date, with 4:30pm start time was reached.
- h. Library Board Appointments – Board discussed need for Vice President. Otto moved Hutchinson serve as VP. Fuzell 2nds. Hutchinson was elected as Board Vice President.
- i. ILS RFP Approval- Ongoing library ILS system replacement ready to go to bid. The RFP includes all required services and systems for a contract period of 5 years. Baker moves approval of the RFP. Otto 2nds. The RFP was approved.
- j. Chapter 13 Trustee Manual – Tabled until November meeting.
- k. Trustee Training Options – Will offer training session via webinar.

II. Agenda Items for next Library Board Meeting: Thursday, Nov. 17th, Meeting Room

- a. County Survey Letter
- b. Policies
- c. Feedback from City Administrator.

III. Open Session – N/A, Scratch from Agenda

IV. Adjourn – Otto moved to adjourn. Hutchinson 2nds. The Board was adjourned at 5:38pm.