

Newton Public Library Board Meeting Minutes

Thursday, November 17th, 4:30 PM

Library Meeting Room

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

Also present: Library Director Nicole Terry, Mark Hallam (City Council Liaison), Matt Muckler (City Administrator – until 5:22 PM)

Call to Order – Soule called the meeting to order at 4:30 PM.

Agenda Approval – Moved by Baker, Fuzell seconded, Motion carried.

Minutes Approval – October 27th minutes approval: Moved by Hutchinson, Soule seconded, Motion carried.

Public Comments/Concerns – None.

Approval of Bills – Moved by Baker, Hutchinson seconded, Motion carried.

Library Financial Report – Terry reported that there is nothing unusual.

Long Range Plan – Terry reported that things are getting caught up.

Building Project:

Library Roof – The timeline is included in the packets. Holding out hope for lower bids. RFP approval for project: Moved by Baker, seconded by Soule, Motion carried.

Library T-Shirt Fundraiser Update – FOL is funding the initial production. There are solid gray and blue tie-dye options. All shirts will sell for \$20.

Library Director's Report – Terry shared information about furniture in the Children's Library, the 1st Grade Tours, the Autumn Book Swap and Sale, the website updates, deleting inactive accounts and canceling fines associated with the accounts, the Annual Survey, and the closing dates for Thanksgiving.

Old Business – Planning for the December 14th Staff Holiday Luncheon was completed.

New Business:

Opening of ILS Bids & Selection – Terry explained the five bids received. Moved by Baker to accept the lowest bid which is the INSIGNIA Enterprise ILS Plan, seconded by Hutchinson, Motion carried.

FY24 Library Budget Prep – Regarding Full-time salaries, it was moved to give all FT employees a 2% COLA raise and move 2 FT staff (Admin. Assistant and Public Services Librarian) up one step of the City's original pay plan step, Fuzell seconded, Motion carried. Director Terry will be pulling salary comparables for the Board to consider and use to make a pay plan for FT staff in the Fall.

- Muckler's email was examined, and discussion ensued. Developing a matrix for the Library was deemed a potential positive move. Hallam suggested a workshop for Board members.

Library Board Goals for FY23– The three goals selected include: completing the new roof, ILS, and full-time staff pay plan creation. Moved by Hutchinson to adopt these goals, seconded by Baker, Motion carried.

Agenda Items for December 15th Board Meeting – Chapter 13 of the Trustee Manual, County Survey Letter, and Library Budget Wrap Up.

Adjournment – Moved by Soule, seconded by Fuzell to adjourn at 6:03 PM, Motion carried.

Respectfully submitted,

Rita Baker Secretary ProTem