

NEWTON PUBLIC LIBRARY BOARD MEETING MINUTES

Thursday, December 15, 2022, 4:30 PM

Library Meeting Room

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

Also Present: Nicole Terry (Library Director), Mark Hallam (City Council Liaison)

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

Agenda Approval: Moved by Hutchinson, seconded by Soule to approve the Agenda; motion carried.

Minutes Approval: Moved by Hutchinson, seconded by Baker to approve the minutes of the November 17, 2022 meeting; motion carried.

Public Comments/Concerns: None.

Approval of Bills: Moved by Baker, seconded by Soule to approve the bills; motion carried.

Library Financial Report: Terry reported that at 50% through the fiscal year, we are about where we normally are in the course of the budget.

Long Range Plan: The budget and staff evaluations are next items.

Building Projects:

Library Roof – The three (3) bids were reviewed. Moved by Soule, seconded by Hutchinson to approve the low bid from Hopkins Roofing in Pella with the denial of Alternates one (1) and two (2); motion carried.

Approve and Award Library Roof Replacement Project Contractor – Moved by Baker, seconded by Soule to award the contract to Hopkins Roofing; motion carried.

Roof Funding Discussion – Several potential events, T-shirt sales, etc. were discussed, as the balance to be raised for the roofing project is \$72,815.00. Terry will investigate the possibility of wine served on site for events. The Friends of the Library and the Library Foundation will be involved. Terry will meet with both groups following the holidays.

Library Director's Report – Terry shared information via a comprehensive written report.

Old Business:

County Survey Letter Postpone – the letter will be postponed until it is determined who replaces Denny Carpenter on the Board of County Supervisors.

FY24 Budget Prep – Completed.

New Business:

FY24 Budget – Moved by Baker, seconded by Soule to adopt the FY24 Budget as presented; motion carried.

Insignia ILS Contract Approval – Terry reported that the contract was “good to go.” Moved by Soule, seconded by Baker to approve the contract; motion carried.

Chapter 13 Trustee Manual – Terry reviewed Chapter 13 of the Trustee Manual.

Approve Library Pet Photo Program – This might include a Valentine’s Day photo op for pets. Moved by Baker, seconded by Hutchison to approve the program; motion carried.

Painting of Meeting Room Discussion – moved by Baker, seconded by Hutchinson to approve the painting proposal from Rybo’s Construction Services; motion carried.

Agenda Items for the January 26, 2023 library Board Meeting: Chapter 14 of the Trustee Handbook (alcohol policy).

Adjournment: Moved by Soule, seconded by Hutchinson to adjourn at 5:20 PM; motion carried.

Respectfully submitted,

Rita Baker, Secretary ProTem