

Newton Public Library Board Meeting Minutes

Thursday, June 22nd, 4:30 PM

Library Meeting Room

Attendance: Soule, Hutchinson, Baker, Library Director Terry and Public Services Librarian Klein

Call to Order: Soule called the meeting to order at 4:33 PM.

Agenda Approval: Moved by Baker, seconded by Soule “to eliminate sections IX. And X. from the agenda.” Motion passed.

Minutes Approval: Moved by Hutchinson, seconded by Baker “to approve the minutes of the May 23rd meeting as presented.” Motion passed.

Public Concerns/Comments: There were none.

Approval of Bills: Moved by Baker, seconded by Hutchinson “to approve the bills dated June 14, 2023.” Motion passed. Moved by Baker, seconded by Soule “to approve the bills dated June 21, 2023.” Motion passed. She presented the Contractors Application and Certification for Payment regarding the roof. Moved by Soule, seconded by Hutchinson and passed to approve payment.

Reports:

Financial Report: Terry reported that last year, she was at 99.4%. This year she is at 96.3%, which is remarkably close.

Director’s Report: In addition to the written report, Terry noted that the phone system was down the afternoon of June 22. Also, the minutes of our board meetings will now be posted on the City of Newton website. There will possibly be some City Council meetings that neither Terry nor Klein are able to attend, so a board member will need to cover those meetings either in person or remotely. (There can be no communication from remote attendance.) Library Board Members are encouraged to bring personal calendars to the July meeting to plan for coverage of those meetings. City Council Meetings are the 1st and 3rd Mondays at 6:00 PM. Both Terry and Klein will attend the ALA Conference in Chicago from June 23rd through June 28th.

Long Range Plan: Terry noted that there will be many reviews in July and August.

Building Project:

Roof Fundraiser Sub-Committee Report: There was no report available. The committee wants to meet again either July 10th or July 17th at 3:00 PM at the library.

Roof Construction Updates: Terry noted that the project is moving along. She distributed a chart tracking the progress. It is now anticipated that the work will be completed by July 21st or earlier. The change order was presented (an email vote was taken earlier). Moved by Baker, seconded by Soule and passed to approve payment.

Old Business:

ILS Migration Update: Due to the departure of the Insignia person Terry has been working with, the Tuesday update meetings ceased. There were issues with orders and many delays. The bill was reduced to \$14,000.00 from \$17,000.00 in FY24.

Glassinator Sculpture Removal: Kevin Korte will remove and take the remaining pieces of the sculpture. He has several pieces at his property created by the same artist. Moved by Baker, seconded by Hutchinson "to allow removal of the Glassinator Sculpture by Korte." Motion passed.

New Business:

Library Budget Discussion: Terry distributed a sheet of FY25 Introductory Budget Notes. She noted that if board members have desired changes in mind they should give their input to her. Regarding salaries, it was decided that last year's formula could perhaps be used again. Another change is that part time permanent staff will now be able to participate in the fitness reimbursement program.

Policy Changes from ILS Migration: Terry reviewed all of the necessary policy changes due to the ILS Migration. Moved by Baker, seconded by Hutchinson and passed to approve all changes. (Baker requested a "clean" updated copy of the Library Policy Handbook.)

RAGBRAI: Terry provided a map of the library building and grounds along with various requests for use of space during the time RAGBRAI would be in Newton on July 27th. Moved by Baker, seconded by Soule "to allow all requests and give the staff authority to make decisions regarding opening times for RAGBRAI." Motion passed.

Library "Wish" List: Terry presented the Library "Wish" List which included possible funding streams for desired projects.

Library Director's Goals: Terry distributed both the FY23 and FY24 goals.

Agenda Items for Next Library Board Meeting: Thursday, July 27th: Items will include the Director's Evaluation, sub-committee report, board meeting dates, and a clean policy manual.

Adjournment: Moved by Soule, seconded by Baker "to adjourn" at 5:19 PM. Motion passed.

Respectfully submitted,

Rita Baker

Secretary Pro Tem