

Newton Public Library Board Meeting Minutes

Thursday, August 24th, 4:30 PM

Library Meeting Room

Attendance: Soule, Hutchinson, Baker, Interim Library Director Becca Klein, and City Council Liaison Mark Hallam

Absent: Otto and Fuzell

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

Agenda Approval: Moved by Soule, seconded by Hutchinson and passed to approve the agenda as presented.

Minutes Approval: Moved by Hutchinson, seconded by Baker and passed to approve the minutes of the July 27, 2023 meeting.

Public Comments/Concerns: There were none.

Bills Approval: Moved by Soule, seconded by Hutchinson and passed to approve the corrected bills dated June 2023. Moved by Baker, seconded by Hutchinson and passed to approve the bills dated August 2023.

Financial Report: Klein noted the expenses connected to the reading list of the children's section of the library. She also noted that travel and conference expenses were complete for the year when she and Terry attended the national conference in Chicago.

Director's Report: Klein commented on the written report prepared by Terry before she began her leave of absence on August 18th. Klein noted the phenomenal numbers from the Summer Reading Program and the library programming which earned the Newton Public Library high state rankings for FY2022. She also noted that the annual report to City Council was delivered on Monday, August 7th. A new library assistant has been hired and began on August 21st. Klein also gave updates on the building projects.

Long-Range Plan: Much work for August, September, October and November has been completed early before Terry's leave of absence.

Building Project:

Roof Fundraiser Sub-committee report – No report as only Soule was in attendance.

Roof Construction Updates – Klein reported that work days had been shortened due to the extreme heat conditions. September 29th is now the final sign-off date, and it is believed the project is on target to meet that deadline. The parking lot and curb damage will be addressed at that time.

Old Business:

Library Budget Discussion – Board members were encouraged to read Matt Muckler's email that was provided earlier. The budget process may be pushed out a bit.

Review & Approve Library Capital Improvement Plan Submissions – Moved by Baker, seconded by Soule and passed to approve all four (4) project submissions according to the date proposed at the top of each project page.

Part-time Personnel Policy Handbook – Moved by Soule, seconded by Hutchinson and passed to revise the “floating” holidays to be fair to all employees.

New Business:

Approve Part-time Pay Plan: Moved by Baker, seconded by Hutchinson and passed to approve the part-time pay plan as presented.

Approve Mulch Installation Quote – Moved by Baker, seconded by Hutchinson and passed to approve the Quote for Mulching and to allow the work to be done in either fall or spring according to the convenience of those performing the work.

Approve Use of Library Materials Policy Change – Moved by Soule, seconded by Hutchinson and passed to limit the twenty-one (21) day loan period to two (2) Read-Along Audiobooks at one time due to the expensive nature of the materials.

Review Trustee Manual Chapter 1 – Klein conducted a review of the chapter.

Service Dog Issue – Klein reported an incident regarding the admission of an “emotional support dog” to the library. The ADA only addresses “service animals.” The board recommended consulting with other libraries regarding their policies prior to establishing a policy for the Newton Public Library.

Agenda Items for Next Meeting (Thursday, September 28th, 4:30 PM, Library Meeting Room): “Service” and “Emotional Support” Animal Discussion and Policy.

Adjournment: Moved by Hutchinson, seconded by Baker and passed to adjourn at 5:07 PM.