



Newton Public Library Board Meeting Minutes

Thursday, September 28th, 4:30 p.m.

Library Meeting Room

Present: Soule, Hutchinson, Otto, Muckler (Newton city administrator), Acting Director Klein; Absent: Baker, Fuzell

Soule called the meeting to to Order at 4:31pm.

Agenda Approval – Hutchinson moved to approve the agenda. Soule seconded. The agenda was adopted.

Minutes Approval- Hutchinson moved to approve the August 2023 minutes, Soule seconded. The minutes were approved.

No Public Comment/Concerns.

Otto moved the Approval of Bills. Soule seconded. Director will send out electronically for Board review.

Financial Report – on track for the year. Director will update Board members on the percentage spent for year in an email.

Director Report – Klein shared about 2 upcoming library events as well as acquisition of new adult memory building kits; Update on minor damage caused to loading dock by a truck- already being addressed; Klein shared about an incident on site which lead to police presence and reinforced staff will deal with behavior issues in a strong and consistent manner.

Long-Range Plan – no updates. Klein shared that she and Library Director Nicole Terry had worked ahead on this project starting in July.

Building Project

Roof Fundraiser Sub-Committee Report – tabled.

Roof Construction Updates – completion delayed until mid-November; no penalty written into contract, but Studio Melee continues to document all work and incidents;

- Klein will bring a quote on optional flue-cap repair project in October
- Approve Flue Cap Replacement – tabled until October meeting

Old Business

Library Budget Discussion- City Administrator Matt Muckler shared city budget letter and highlighted challenges for the upcoming fiscal year; legislative changes library needs to be sure to emphasize its

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President: Darcy Soule; **Vice President:** Bethany Hutchinson; **Treasurer:** Rita Baker;
Secretary: Noreen Otto, **Members:** Cookie Fuzell

position as a “core service” in Newton; Administrator encouraged engagement with the City Council and mayor

Library CIP Projects – Looking at projects for FY 25 and FY 27; Board discussed window replacement and vestibule projects; Board requested that City look to combine bids for more favorable outcomes

New Business

Approve Library Service Animal Policy – board reviewed proposed policy change allowing only service animals in the library; Soule moved to approve. Otto seconded. The new policy was adopted.

Loading Dock Incident & Damage – Discussed earlier in the meeting. Board approved \$650 bid for repairs and Klein will update.

Review Trustee Manual Chapter 2

Agenda Items for next Meeting: Thursday, October 26th, 4:30pm, Library Meeting Room

- Discussion on behavioral policy and overnight concerns.
- Revisit cost on optional flue repair project.

Hutchinson moved to Adjourn. Otto seconded. Board was adjourned at 5:36pm.