



Newton Public Library Board Meeting Minutes

Thursday, November 16th, 4:30 p.m.

Library Meeting Room

Soule Called the meeting to Order at 4:31pm. Present were Soule, Baker, Hutchinson, Otto, Acting Director Klein, Director Terry, City Administrator Muckler, Hallam (City Council) Absent: Fuzell

Baker moved to approve agenda. Soule seconded and the agenda was approved.
October minutes were tabled until next meeting.

No Public Comment/Concerns.

Baker moves Approval of Bills. Otto seconded. The bills were approved.

City Administrator asked to move up Budget Discussion. Board agreed that Administrator's recommendations for staff pay increases be adopted; shared that city council tours will be 11/30, 12/1, and 12/8 and will use library for lunch stop; encouraged interaction with attendees

Financial Report- roof expenses on track;

Director Report – "Give Thanks" display around the library; 137 participants in the library book swap program; Huge (3000) book donation included in swap and book sale. Book sale had record early access (48) and attendees (351) raising \$939 for the library. Planning underway for City Council tours; Circulation UP year to year

Long-Range Plan – will revisit as budget work continues in December

Roof Construction Update – targeting completion in November, but true completion date will be when exterior and interior repairs are completed as well as parking lot cement repairs – all documented and handled by Studio Melee

Old Business

Library Advocacy Discussion – Board reviewed draft letter to City Council and supported Otto delivering in person at City Council meeting; Board discussed what to include in a packet for council members on tour including program highlights and fliers

City Council Tours Planning- All tours at noon; 11/30: Baker and Otto; 12/1: Baker and Hutchinson; 12/8: Baker and Otto; will include lunch, discussion and short tour

The Newton Public Library is pleased to provide reasonable accommodations, in compliance with the Americans with Disabilities Act, for those individuals or groups who require assistance in able to participate in the public meeting. Please contact the library at least 24 hours in advance of the meeting at 641-792-4108 to arrange for accommodations to be provided.

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

New Business

Library Staff Holiday Party – Set for Thursday, December 15th at 11am. Baker provides pizza; Otto trivia game and prizes; Terry arrange drinks; Soule provide dessert.

Review Trustee Manual Chapter 4 – covers the process of hiring a library director, director job description

Agenda Items for next Meeting: Thursday, December 14th, 4:30pm, Library Meeting Room – will include a debriefing of city council tours and discussion

Soule made a motion to Adjourn. Baker seconded. The meeting adjourned at 5:19pm.