

Bertha Bartlett Public Library

Board Meeting

Monday, April 22, 2024 6:30 p.m.

Opening of Meeting: Chris Feil, Board President

Approval of Agenda

Approval of Minutes

Citizens' Appearance

Foundation update – Shelley Hart

Treasurer's Report: Duane Fournier

- P& L Expenses
- April bills

Circulation Report: Tara Turner

Correspondence/Communications

- Library Board training

Greetings, Story County Library Directors! I want to make sure everyone is aware of and promoting (to your board) the upcoming countywide trustee training event scheduled for **Tuesday, April 30 from 6:00-7:30 at Ames Public Library**. Our topic will be "**Journey Mapping: Helping Library Boards Develop User-Friendly Policies.**"

As you likely know, developing policies for your library is one of your board's top five responsibilities. Here's a blurb about the training session that you can share with your board:

This session presents the “Nuts & Bolts” of journey mapping—a process that lets you walk through your library’s policies and processes in the “shoes” of your library users. You’ll be able to take the pieces (ideas) back to your library and assemble them (use them) to help you walk through scenarios that may be sticking points to user-friendly policies.

Gilbert Update: Tera Sitzman

- Gilbert Days **August 17** – Library will set up a booth/celebrate end of summer reading

Building Project Update:

Change order procedure/committee

Goals

- We are here to serve the community
- Be a good neighbor
- Honor donors
- Safety of staff and work crew

Grant Update:

Pending Grant Applications:

AARP grant (\$35,000, results May 2024, applied for lighting, signage, furniture)
Foundation applied for Story County grant (\$1000)

Grants Received/Denied:

Make America Beautiful – Received 9 gallons of paint

Old Business:

- **Scandi Days:** We will have a float this year.
 - Theme: Construction
 - We have purchased stickers, and construction hats to pass out.
- Microfilm – Advantage archives
- Sunday Hours

Policy updates: Fine overdue materials

New Business:

- *Pest control – first treatment \$120 and \$60/month hereafter*
- Purchase of CleanSlate (computers Gilbert, SC, laptops \$315)
- Gilbert furniture needs
- Scout Proposal for book carts
- **Date of next meeting due to Memorial Day being May 27**

Adjournment: Monthly board meeting: Monday, May 21 or 28, 2024.

Upcoming Library Events:

We need you to promote and participate in Library activities as often as possible!

Story Times Wednesdays and Fridays 10:30

Afterschool programs ages k- 12 Wednesdays 2-3:30

April 22 – Plants and pollinators

May 2 – Story County will be presenting on Vaping

Director's Report April 2024

It has been a BUSY month. We have faced our first week of demolition, down computer systems, coordinating staff vacations, updating grants for both ARPA and CAT grants, interviewing/hiring for summer staff, Foundation meetings, presentation to Roland/Story Kiwanis, meeting with Grimes Library and Board President, finding, purchasing and cataloging the 2024 award books all while continuing to serve our patrons!

Summer Reading: Planning is in full swing!! The library has been buzzing with plans, phone calls, donors calls, and field trip planning! Nicole received City Council approval to use North Park as the site for end of summer reading celebration. We will be renting a bounce house, having squirt guns, and working with the carousel to offer rides to participants who completed the summer challenge. Aubrey is working with many local business to present to the teens and tweens and in addition to her weekly program will be offering a weekly family field trip to places of interest

New Staff: WE have hired Mikayla Carpenter (local high school student/former volunteer), Carley Breem (College intern/volunteer), Mallory (college intern

Collection areas of focus: Parenting, emotional health, award winning books

- *Have added some MP3 players and are considering how we can use old cell phones to allow people to use Libby and Hoopla*

Training: Nicole and Aubrey attended the Iowa Library Youth Services Training and came back full of great ideas for weekly and summer programming!! While training is not cheap , it is a vital part of keeping our library flourishing!

Foundation: I met with the Foundation this month and was grateful for their continued support

Grant updates: Our updated plans were well received by both the Story County and the Enhance Iowa Grant Boards. I emphasized in both meetings the fact that we deeply wanted to honor donors and meet the needs of our community. I also spoke to the impressive fact that this project is almost entirely funded through grants and donations. The desire for us to maintain a performance space was clear as well as a deep understanding of budget limitations. I was reminded that we need to remember that we are building this building to be used by community members for the next 25+ years and it imperative that we honor our community's needs and the donors by ensuring that we are doing the job right. I know that we all have many opinions about what "right" is, but I hope that as we set egos aside, we can see how to best meet needs of our community, honor our donors and stretch our dollars creatively to build a building that will stand as our community's legacy.

Bertha Bartlett Public Library
Board of Trustees
Minutes
March 25, 2024

Chris Feil, board President, opened the meeting at 6:27 p.m. Attending were Trustees Chris Feil, Laura Donaldson, Duane Fournier, Ashlee Mullenbach, and Theresa Sens; Tara Turner, library director; Shelley Hart, of the Library Foundation; Mark Jackson, and Tera Sitzmann.

The agenda was reviewed. A motion was made by Duane, second by Theresa to approve the agenda as written. All approved.

Minutes were reviewed from the February meeting. A motion to approve the minutes with one clerical error corrected was made by Ashlee, second by Laura. All approved.

Citizens Appearance – None today.

Foundation Report - Shelley Hart gave the report to the board. The Foundation will next meet in April. The Foundation Board voted to approve the book budget match proposed by the city. Review of recent grant money received. A payment plan has been discussed and decided on for the construction project.

Treasurer's Report - Financial and Budget reports were reviewed by Duane.

The board reviewed the March 2024 bills. A motion to approve the bills for March 2024 was made by Duane, second by Theresa. All approved.
Duane reviewed the P&L Expenses to date.

Circulation Report – Tara reviewed the Circulation report for the board.

Board Training - 10 minutes

Tara led a discussion on material circulation and the need for maintaining a relevant collection. Board training will be held April 30 at Ames Public Library.

Gilbert Update - -- Tara discussed how the Gilbert road construction is affecting the library, and preliminary discussions with Gilbert businesses to partner with on incentives to increase attendance. Gilbert Days will be August 17, and the library will participate.

Grant Updates

Tara discussed pending grant applications.

Old Business:

- Construction Update
 - Trustee Grant Reimers called in to join this discussion and give an update to the board. A preconstruction meeting was held, and work was said to begin last week but as of this

meeting, has not yet begun. Grant has been in talks with the building inspector and Kingland regarding construction updates. The architect has had to change some footing details due to concerns with lot lines.

- Business After Hours event March 7
 - Tara gave a recap of the event.
- Scandinavian Days
 - The library will host a float in the parade this year with a construction theme. Details will be discussed in coming months.

Policy Updates

- Theresa presented a proposed director evaluation procedure. All agreed it is acceptable.
- Meeting room policy proposed by Tara. A motion was made to approve the policy with one proposed change by Ashlee, second by Theresa. All approved.
 - This change was to point number 3: add the language 'activities must not disrupt usual operations of the library.'

New Business

- Tara discussed recommendations for database subscriptions to replace hard copy magazines or materials.
- Purchase of CleanSlate (software), deionizer, cordless vacuum. These purchases were made due to ongoing need.
- The large magnireader was rarely used, and recently sold to purchase handheld magnifiers.
- The microfiche machine will soon be sold. All but 3 rolls of film have been digitized and are available online. Tara is looking into resources to digitize these last rolls.
- Tara discussed a need for book carts to facilitate the move of materials during construction. Several ideas of where to rent them, or have them made, were discussed.
- Mary Greeley Health Center contacted Tara about putting a free condom dispenser in the library bathrooms as part of a public health initiative.
 - Duane moved to do a trial run of condom dispensers in both Story City and Gilbert. Laura second. All approved. We'll move forward with this and work with the city regarding specific placement.
- Tara received information regarding a menstrual product dispenser from a private company, for a cost to us. Upon discussion, no decision was made at this time.
- Gilbert has a need for new chairs and bookcases to make a better use of space. Discussion was held.
- Point of discussion— Architect suggested we wait to service existing furnace and AC units until after construction. Many units will be unhooked at one point during construction so the board agreed this will be ok to postpone.

Our next meeting will be **April 22 at 6:30. Board training will be April 30.**

Theresa made a motion to adjourn the meeting at 7:35pm. Ashlee second. All approved.

Respectfully

Theresa Sens, Secretary/Trustee