

NEWTON PUBLIC LIBRARY
REGULAR MONTHLY BOARD MEETING
JANUARY 28, 2021 ZOOM MEETING

Call to Order: Juana McConnell @ 4:00pm

Board Members Present: Juana McConnell, Rita Baker, Darcy Soule, & Terry Townsend

Also Present: Library Director, Nicole Terry & City Administrator, Matt Muckler

Agenda Approval: Soule moved approval; second by Baker. Motion approved

Minutes Approval: Baker moved approval; second by Soule. Motion approved

Public Comments/Concerns: None

Approval of Bills: Baker moved approval of the bills in the amount of \$11,985.16; second by Townsend. Motion approved.

Financial Report: Nothing abnormal to report.

Long Range Plan: No Discussion.

Director's Report: Nicole updated us on the current Library hours as well as some of the popular activities that our Public Services Librarian and our Youth Services Librarian have initiated like the Mystery Bags, the Valentine's Day Scavenger hunt, Valentine Card crafts, Hot Cocoa Bombs, book page ornament crafts, and recording educational and entertaining story times for the Newton preschool teachers to air while teaching virtually. The Library is partnering with the Friends of the Library to hold a book sale on February 18, 19 & 20.

Foundation Report: No report

Old Business

- a. Story Time is resuming and the 1 hour limit on browsing has been eliminated

New Business

- a. Landscaping Bid Opening - One bid was received which was extremely high compared to our current contract and was not accepted so we will publish a new RFQ.

- b. Library CIP Request - a request for \$250,000 has been requested for FY2023. Terry and Rita will work with Nicole on this project and will also work with the Fire Dept to see if this work can be done in phases.

- c. HVAC Service Contract Approval - Baker moved approval of the Warnick&Reeves proposal; second by Soul. Motion approved.

- d. Trustee Training - the board reviewed the training programs available from the State Library of Iowa and decided on "Your Public Library: the Autonomous City Department" and "Intellectual Freedom, Censorship and Confidentiality". Nicole will work with Maryann Mori to set these up for the first part of April, but not April 6th.

- e. Library FY22 Budget - Nicole reviewed the budget with the board pointing out that salaries are currently coming out of the local sales tax revenue which will not be the case in future. She also noted the \$83,000 reduction for Library benefits due to fewer employees on the City insurance.

- f. Annual Library Stats Presentation - Nicole also presented this information to the Newton City Council. A few of the highlights were: Digital online use up 5000; e-magazine use doubled; e-books and e-audio book usage increased; notary and microfilm use was up; 20 STEAM kits were added; hot spots very popular; story windows popular ; and Story time popular.

g. Wish List - Nicole reviewed the recent donations to the Library and her current list. The Board's consensus was that signage improvement is the most important in need of improvement so Nicole will get some quotes.

Agenda Items for the next Library Board Meeting scheduled for February 25th at 4:00PM:

1. Landscaping RFP
2. Library hours

Adjourn; Baker moved to adjourn at 5:03PM; second by McConnell. Meeting adjourned.

Respectfully submitted
Terry Townsend, Secretary