

**NEWTON PUBLIC LIBRARY
BOARD MEETING
March 14, 2019**

Call to Order: By Terry Townsend at 4:06 p.m.

Present: Cindy Smith, Juana McConnell, Tom Hollander, Terry Townsend and Nicole Lindstrom

Agenda Approval: Hollander moved to approve the March 14 agenda. Smith seconded. Motion approved.

Minutes Approval: Smith moved to approve the January 24, 2019 meeting minutes. Hollander seconded. Motion approved.

Approval of Library Bills: Hollander moved to approve the February 2019 bills in the amount of \$38,417.36. Townsend seconded. Motion approved. Hollander moved to approve the March 2019 bills in the amount of \$11,959.29. Townsend seconded. Motion approved.

Public Comment/Concerns: None.

Library Financial Report: More expenses will be coming. Still on track.

Library Director's Report: Reviewed items in report. Discussed the three leaks that have occurred due to ice jams, meeting room tables, and the phones. We can no longer use Better World Books, because it's considered a private entity, per the state library. County funding was approved. However, the county will be reducing the funding to county libraries by \$10,000 each year for the next 5 years. Lindstrom will start sending the Board of Supervisors information about the library each month, just like she does the city.

Library Foundation Report: Continuing to support some of the Library's programs. Paid the final bills from the remodel.

Long Range Plan: Submitted the FY20 application for accreditation. On track on the long range plan.

Old Business:

- a) **Library Furniture – Lounge & Desk/Computer:** Computer chairs (11 total) – Smith moved to approve the “better” chair out of “good”, “better” and “best”. Hollander seconded. Motion approved. Lounge furniture – Hollander moved to approve the colors of tangerine, ivy and royal. Townsend seconded. Motion approved. Lindstrom will work with the designers for selecting colors of the computer chairs.
- b) **Donation Wish List:** Included items for the Children's department. Lindstrom will get pricing. Lindstrom also brought to note that there's no signage saying the building is a library. She will be looking into ideas.
- c) **Renovation Completion Acceptance:** Lindstrom has all the paperwork and the renovation is done. Hollander moved to approve that the renovation project is complete and to forward to the city. McConnell seconded. Motion approved.

New Business:

- a) **Trustee Training: Chapter 1 of Trustee Handbook:** Will start this as soon as we have a new board member.
- b) **Board of Trustees Vacancy:** Tiffany Thomas submitted her resignation from the board. Hollander moved to accept Thomas's resignation. McConnell seconded. Motion approved.
- c) **Board of Trustees Job Description & Application:** Reviewed the description and application. Added must be a registered voter to the job description. Smith moved to approve the description and application with one edit. Hollander seconded. Motion approved.
- d) **Thermostat Installation Quote:** Will eliminate two thermostats up front so there will only be one. Warnick & Reeves will have to check the wiring. Hollander moved to approve the installation of the thermostat not to exceed \$1,773.50. Townsend seconded. Motion approved.
- e) **Meeting Room Furniture:** St. Stevens Church wants to buy 5 tables for \$35 with the 6th table free because it's broken. Hollander made the motion to sell them. Townsend seconded. Motion approved. Lindstrom will put the chairs up for sale. Those that won't sell may end up being scrapped.
- f) **Library Closure for City Employee Luncheon:** The brunch will be on April 18 from 10 am to noon at the Elk's. Smith moved to approve the library closure to allow staff to attend the luncheon. Hollander seconded. Motion approved. The library will open that day at 12:30 pm.
- g) **Library Roof Leaks, Repair & Prevention:** Lindstrom has two roofing companies coming out once snow has melted and they will assess the damage. Heat tape is only on a quarter of the roof. Lindstrom is getting quotes for heat tape to be around the whole building, extra drain by back entrance, fix holes, structures (snow jacks) on roof that will break up the snow so it comes down in pieces rather than big chunks. They'll also look at the staff entrance due to the ice buildup on the sidewalk from the dripping off the roof.

Agenda Items for Next Meeting: Donation wish lists

Upcoming Meetings:

- a) County Wide Trustee Training: October 15, 6pm/6:30pm-8:00pm on Financial Matters/Budgeting. At Lynnville.
- b) Next board meeting is April 25, 2019 @ 4 PM @ library board room.

Adjournment: Hollander moved to adjourn. Townsend seconded. Motion approved and the meeting was adjourned at 5:23 p.m.