

**NEWTON PUBLIC LIBRARY
BOARD MEETING
May 23, 2019**

Call to Order: By Terry Townsend at 4:00 p.m.

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

Agenda Approval: Hollander moved to approve the May 23 agenda. McConnell seconded. Motion approved.

Minutes Approval: Smith moved to approve the April 25, 2019 meeting minutes. Hollander seconded. Motion approved.

Public Comments/Concerns: None.

Approval of Library Bills: McConnell moved to approve the April 2019 bills in the amount of \$69,665.09. Smith seconded. Motion approved.

Library Financial Report: The second bill for air conditioner was put in the wrong line. The city paid the full amount and the Foundation paid part of the bill too. Lindstrom will contact Warnick for a refund.

Library Director's Report: Reviewed the report. Server was installed April 22 and new phones installed the following week. Staff is still getting used to the different phones. Flags have been replaced for Memorial Day. Reviewed the summer events.

Newton Public Library Foundation Report: Annual meeting is July 17, 2019.

Review Long-Range Plan: We're on track. Lindstrom will adjust some of the timelines such as Bridges contract due the end of March.

Old Business:

- a) **Library Furniture:** The furniture will be in the warehouse May 24, June 7 and July 5, 2019. Once all the furniture is in, then they'll schedule a delivery time. Staff will review color choices for their chairs and make recommendation for board to review and approve.

New Business:

- a) **At-Large Board Member Seat:** Smith moved to recommend submitting Jo Kono to the city for the At-Large Board Member seat. Townsend seconded. Motion approved. Townsend will let Kono know, then Lindstrom will take her name to be approved by city council.
- b) **Security Alarm Panel Upgrade to Cellular Discussion & Approval:** Discussed moving fire alarm from landline based to cellular-based. We would save approximately \$200 per year. Lindstrom will gather more information and discuss it with City Hall before for the next meeting.
- c) **Library Staffing Discussion & Hiring Update:** City has been doing comparisons between departments regarding what staff is being paid. Lindstrom will meet with City Administrator next week to discuss budget. There is a staff member that's retiring. Hollander moved to continue staffing at the level we have today and backfill the retiring position. Smith seconded. Motion approved.

- d) **Director Evaluation & Goals:** Board members will complete the performance evaluation and give to Smith at the June board meeting. Smith will compile the information to be delivered in the July board meeting.
- e) **Acceptance of Paying via Credit Card at the Library:** Lindstrom working with the city on this and will have more information on this next month.

Agenda Items for Next Meeting:

Upcoming Meetings:

- a) Next board meeting is June 27, 2019 @ 4 PM @ library board room.

Adjournment: Hollander moved to adjourn. McConnell seconded. Motion approved and the meeting was adjourned at 4:59 p.m.