

**NEWTON PUBLIC LIBRARY
BOARD MEETING
June 25, 2020**

Call to Order: By Terry Townsend at 4:04 p.m.

Present: Terry Townsend, Cindy Smith, Tom Hollander, Jo Kono, Mark Hallam, Judy Zegers, and Nicole Terry.

Agenda Approval: Hollander to approve the June 25 agenda. Kono seconded. Motion approved.

Minutes Approval: Hollander moved to approve the May 26, 2020 meeting minutes. Kono seconded. Motion approved. Hollander moved to approve the May 28, 2020 meeting minutes. Kono seconded. Motion approved.

Public Comments/Concerns: None.

Approval of Bills: Hollander moved to approve the June 2020 bills in the amount of \$29,036.84. Townsend seconded. Motion approved. Smith moved to approve additional June 2020 bills in the amount of \$1,260.82. Townsend seconded. Motion approved.

Library Financial Report: Currently about 88% of funds used.

Long-Range Plan: Moved the election of officers to July along with the Capital improvement plan.

Library Director Report: Reviewed activities. Programs are seeing a lot of activity. Continuing activity by curb side.

Newton Public Library Foundation Report: The annual meeting is July 14 at 9:30 a.m.

Old Business:

- a) **COVID-19 & Library Re-Opening Plans:** Reviewed plans from other communities. Hollander moved that effective July 6, curbside pickup be available 10 a.m. -6 p.m. Monday-Thursday, 10 a.m.-5 p.m. Friday, 10 a.m.-2 p.m. Saturday, reservations for computer use, getting a library card and notary. Smith second. Motion approved.

Smith moved to strongly encourage the public to wear masks when in the library and staff be required to wear masks when engaging with the public and not wear them in private areas. Hollander seconded. Motion approved.

Smith moved for the library to only have virtual or digital programs through the end of August. Hollander seconded. Motion approved.

- b) **Library Staffing Updates:** Nicole has five interviews for the library assistant.

New Business:

- a) **2020 & 2021 Library Holiday Closures:** Reviewed the recommended closures for both 2020 and 2021. Smith moved to approve the suggested days with the addition of the Saturday after Thanksgiving. Hollander seconded. Motion approved.
- b) **Board Member Applications/Search Results:** Hollander moved to approve Rita Baker's application. Townsend seconded. Motion approved.
- c) **FY20 Budget Amendments:** Terry reviewed adjustments which were Donation Expenditures, Diehl Estate Expenses, and Enrich Iowa Expenses. Hollander moved to approve amendments. Kono seconded. Motion approved.
- d) **New Long-Range Approval:** Townsend moved to approve. Hollander seconded. Motion approved.
- e) **Board Appointment to Foundation:** Hollander and Townsend are representatives, but Hollander is leaving the board, so another candidate is needed. Kono will agree to be the appointed person.
- f) **Part-time Pay Scale:** Terry explained a pay plan that reflected the same increase with each year for the different levels. It makes it easier to calculate and for staff to understand. Hollander moved to approve the new plan. Smith seconded. Motion approved.
- g) **Part-time Personnel Handbooks:** Hollander mover to approve the Page Handbook with addition of no carry over of vacation days. Townsend seconded. Motion carried. Smith moved to approve the Library Assistant & Cataloging Clerk Handbook with the addition of no carry over of vacation days. Hollander seconded. Motion approved.
- h) **Director Goals:** Terry reviewed the goal for FY21.

Townsend made a motion to go into closed session. Hollander seconded. Motion approved.

- i) **Director Evaluation:** Board reviewed the evaluation with Terry.

Townsend made a motion to go into open session. Smith seconded. Motion approved.

Agenda Items for Next Meeting: Thursday, July 23rd

- a) ILL Policy
- b) Enrich Iowa FY20 Report
- c) Studio Melee

Adjournment: Smith moved to adjourn. Hollander seconded. Motion approved and the meeting was adjourned at 5:41 p.m.