

**NEWTON PUBLIC LIBRARY
BOARD MEETING
June 27, 2019**

Call to Order: By Tom Hollander at 4:06 p.m.

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

Agenda Approval: Smith moved to approve the June 27 agenda. McConnell seconded. Motion approved.

Minutes Approval: Smith moved to approve the May 23, 2019 meeting minutes. McConnell seconded. Motion approved.

Public Comments/Concerns: None.

Approval of Library Bills: McConnell moved to approve the June 11, 2019 bills in the amount of \$23,909.16. Smith seconded. Motion approved. McConnell moved to approve the July 16, 2019 bills in the amount of \$8,183.78. Hollander seconded. Motion approved.

Library Financial Report: This is ending the fiscal year. We were very close to hitting the budget.

Library Director's Report: Reviewed the 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 received the refund from Warnick. The rope broke on our flag. We ordered it and will contact the fire department to install. We'll have a permanent Story Walk in the arboretum. Judy's last day will be July 3, after serving at the Library for 18 years.

Newton Public Library Foundation Report: Annual meeting is July 17, 2019. They are receiving bills for the summer reading program.

Approve & Review Long-Range Plan: On track. Lindstrom adjusted some of the timelines such as Bridges contract due the end of March.

Old Business:

- a) **Library Furniture:** July 10-11, some City Parks crew members will bring a dumpster and dispose of the appropriate old furniture. The next week the new furniture will arrive.
- b) **At-Large Board Member Seat:** Jo Kono will be on the city council agenda for Monday, July 1, 2019 for approval for the At-Large Board Member seat.
- c) **Library Staffing Discussion & Hiring Update:** A page has been hired and is working well. A memo was received from Matt Muckler, City Administrator. He's reviewing all the positions of the city departments. The City Administrator is recommending cuts. The library leadership came up with a plan to reconfigure the job opening (from retirement) and adjust some of the job descriptions to be able to make the reductions in expense. Hollander moved to take the Library Information Assistant, a 34 hour/week position, to a Range 3 level job. Post it internally and if no candidates apply or qualify, then post it externally. Smith seconded. Motion approved. Smith moved to change the job titles from Circulation Clerks to Library Assistants to better reflect their responsibilities. McConnell seconded. Motion approved.

- d) **Director Evaluation & Goals:** Hollander and McConnell submitted their performance evaluations of the Director. Smith will reach out to Townsend to gather his evaluation. Smith will compile the information to be delivered at the July board meeting.
- e) **Paying via Credit Card at the Library:** Moved to next month's meeting.
- f) **County Funding:** The County Supervisor meetings don't have detailed meeting minutes. Dennis Parrot was recommending a cut of \$10,000 each year, however it didn't come from the Supervisors. Lindstrom is working with the other county libraries to gather information to share with the Supervisors. They will meet as a group in September.

New Business:

- a) **Framed Art Donation:** A donated request of artwork of three girls reading was sent to the library. While attractive, the artwork doesn't fit well with the updated ambiance of the library. Hollander moved not to accept the artwork. Smith seconded. Motion approved.
- b) **Memorial Donations & Wish List:** Two donations have been received: Helen B. Diehl at \$541,980.95 and David L. Hammer at \$25,000. These will come directly to the library. One item for the Wish List is to lower the service desks. The service desks are too tall, by about 2 inches. Lindstrom will get a quote to get them lowered. Staff is working on a wish list for a future board meeting.
- c) **Book Club Request Policy Change:** Discussion around whether to charge for obtaining books for book clubs when it requires the books come from several different libraries. Smith proposed charging \$3.00 a copy, when individual copies are requested, to reimburse for postage expense effective October 1, 2019. McConnell seconded. Motion approved.
- d) **Capital Improvement Plan/Project Review:** Fire Protection System Assessment and Installation and Ceiling Tile Replacement is not in the city's budget. Lindstrom will be trying to get some funding through grants.
- e) **Temporary Card Policy Approval:** The policy reduces mailing actual library cards and allows more people to have access to reading material. Smith moved to approve the Temporary Card Policy as written. McConnell seconded. Motion approved.

Agenda Items for Next Meeting: Quote on desks, using credit cards, limits for county users, donations to library, minimum staffing in building.

Upcoming Meetings:

- a) Next board meeting is July 25, 2019 @ 4 PM @ library board room.

Adjournment: McConnell moved to adjourn. Smith seconded. Motion approved and the meeting was adjourned at 5:44 p.m.