

**NEWTON PUBLIC LIBRARY  
BOARD MEETING  
August 1, 2019**

**Call to Order:** By Terry Townsend at 4:02 p.m.

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

**Agenda Approval:** Townsend moved to approve the August 1 agenda. McConnell seconded. Motion approved.

**Minutes Approval:** Smith moved to approve the June 27, 2019 meeting minutes. McConnell seconded. Motion approved.

**Public Comments/Concerns:** None.

**Approval of Library Bills:** McConnell moved to approve the July 11, 2019 bills in the amount of \$18,246.09. Townsend seconded. Motion approved.

**Library Financial Report:** There have been less than two bill runs, so many expenses yet to show. It's right on track.

**Library Director's Report:** Submitted Enrich Iowa funding. Parts are in to fix the flag so will be working with the fire department. Furniture is in and the majority of reviews are well received. Very busy with Judy leaving and conducting interviews. Summer reading went great. Everyone's trying to get their points in so they can swim. There will be no pizza this year. Susan met with all the book clubs to let them know of the changes. They value the service and understood the need to increase the fee.

**Newton Public Library Foundation Report:** Had annual meeting on July 17, 2019. Have an At-Large position open. Approved request for \$11,000 with potential of additional \$20,000. Approved \$14,498 for lounge furniture. Approved final bill of renovation. Foundation's share was \$296,537.

**Long-Range Plan:** Since we submitted Enrich Iowa final report, we're on track. Lindstrom will have items to review and approve at next meeting.

**Old Business:**

- a) **Library Furniture:** Reviewed revised quote. Lindstrom wanted to mix some with arms, some without, some with wheels, some without, etc., so patrons could choose the chair that works best for them. Orange, red, slate and navy colored chairs. Lindstrom will check on price and durability of the black versus chrome metal on the chairs. Hollander moved to go with black framing, as long as price and durability was the same as the chrome. Townsend seconded. Motion approved.
- b) **Library Staffing Discussion & Hiring Update:** Interviewing for internal position. Three applicants applied and interviewing two. Staff is trying to time vacations, but duties can get back logged on processing books to get on the shelves.
- c) **Director Evaluation & Goals:** Read through Nichol's review. A copy is sent to City Hall.
- d) **Paying via Credit Card at the Library:** City went to GovPayNet, but that solution doesn't work with the print management system the library uses. Lindstrom let GovPayNet know they

wouldn't be selected. ProPay is a partner with our catalog vendor and will support the print management system of the library. There is no cost to input ProPay, however there is an annual fee. The card swipe machine is proprietary. There is still more to find out about ProPay. Board agreed to move forward with requesting the contract.

- e) **County Funding:** Funding was cut in 2003 and the library discussed cutting back on services for rural patrons, but never did. We tracked rural attendees in the summer programs. There were over 31,500 books checked out for the year. More information will be brought to the next meeting.

**New Business:**

- a) **Memorial Donations & Wish List:** Donation came in for the library. Staff will have their Wish List put together for next board meeting.
- b) **Library as a Census 2020 "Recruiting Champion":** Census is asking the library to become a champion. The library could provide a computer for people to come in and complete the census and helping them if needed. The library could also advertise that option is available. The board agreed to have Nicole move forward with being a champion.
- c) **Library FY2021 Budget Preparation:** Matt Muckler would like to meet with Susan Beise and Nicole in the next week or two. Currently there is a rule that three people must be in the building, including at close time. If the rule were changed to two people, then scheduling would be more accommodating. The cameras are still here for safety and the two people would be walking out together. Weekends would still be three people. Hollander move to go with two people closing for three months as a trial. Townsend seconded. Motion approved.

**Agenda Items for Next Meeting:** board officers, chapters 1 & 2, credit cards, rural statistics, wish list, budget.

**Upcoming Meetings:**

- a) Next board meeting is August 22, 2019 @ 4 PM @ library board room.

**Adjournment:** Smith moved to adjourn. McConnell seconded. Motion approved and the meeting was adjourned at 6:18 p.m.