

**NEWTON PUBLIC LIBRARY  
BOARD MEETING  
August 22, 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:** Kono moved to approve the August 22 agenda. Hollander seconded. Motion approved.

**Minutes Approval:** Smith moved to approve the August 1, 2019 meeting minutes. Hollander seconded. Motion approved.

**Public Comments/Concerns:** None.

**Approval of Library Bills:** McConnell moved to approve the August 2019 bills in the amount of \$20,921.69. Hollander seconded. Motion approved.

**Library Financial Report:** Report now has an extra page to track the Diehl estate donation moving forward. Nothing else out of the ordinary.

**Library Director's Report:** Discussed report. Electrical finished. All lounge furniture in. Ordered the other furniture with black framework. Emily's first day is Tuesday September 3, 2019. Becca had over 90 people attend her Escape Room. Choir Camp was a success. Working with Dodd's on recycling.

**Newton Public Library Foundation Report:** provided down payment of chairs. Paid for the Ghost Towns of Jasper County.

**Long-Range Plan:** On track.

**Old Business:**

- a) **Library Staffing Discussion & Hiring Update:** Emily starting on September 3, 2019. Approved new circulation schedule without replacing Emily's position. Will try it for three months, starting September 3. If closing with two staff doesn't work, then we'll have to replace her position. On Saturdays the pages will help fulfill duties during the trial period.
- b) **Paying via Credit Card at the Library:** Nicole will get a contract from ProPay and forward to Smith for assistance in reviewing.
- c) **County Funding & Rural Statistics:** Reviewed numbers based off FY18. Lindstrom will put the information in a concise format and will bring to the next meeting. The intent will be to review the information with Matt Muckler and then to discuss with the County Supervisors.
- d) **Wish List Items:** Reviewed the list staff put together. Hollander moved to approve the children's area furniture and six benches in front of the library being paid out of the Diehl estate donation. Townsend seconded. Motion carried. Smith moved to correct the height of the circulation and information desks and replace the drop box bins paid out of the Diehl estate donation. Hollander seconded. Motion carried. Lindstrom will invite Studio Melee to a board meeting to discuss future plans.

- e) **Library FY2021 Budget Preparation:** Reviewed position cost savings. City wants the library to cut \$75,000 from the General Fund budget for FY21. Not replacing Emily's position would save about half of the amount. Lindstrom will notify the City that there are savings in FY20 that should count toward the \$75,000 savings. Discussed other budget options. Lindstrom will put together numbers to review at next meeting.

**New Business:**

- a) **Board Officer Appointments:** Hollander moved that current officers retain their positions for FY20. Smith seconded. Motion approved.
- b) **Chapters 1 & 2 of Trustee Manual:** Reviewed the chapters. Will cover Chapter 3 next meeting.
- c) **2020 Library Holiday Closings:** Hollander moved to approve the 2020 holiday closings. McConnell seconded. Motion approved.
- d) **Set Dates for December 2019 & January 2020 Board Meetings:** Meetings will be November 21, December 19, and January 23 (normal).
- e) **Review of Library Board By-Laws & Job Description:** Smith moved to approve the board by-laws and job description. Townsend seconded. Motion approved.
- f) **Review Library and Personnel Policies:** Moved to next meeting.
- g) **Story Walk:** Baxter has put one up. Newton would like to put one up at Agnes Patterson. Library will switch out the story. Looking at having DMACC build the signs. Possibility to have businesses sponsor the metal sign holders/posts. Hollander moved to have the library support the program by supplying the print material. Townsend seconded. Motion approved. It will be taken to the Park Board for the next approval.
- h) **September Library Card Sign-up Month:** Smith approved to give away free replacement cards for the month of September. McConnell seconded. Motion approved.
- i) **Library Behavior Policy Discussion:** Discussed. Lindstrom will bring a proposed update to the next meeting.

**Agenda Items for Next Meeting:** Chapter 3 of the Trustee Manual, Review Personnel and Behavior Policies, Furniture.

**Upcoming Meetings:**

- a) Next board meeting is September 26, 2019 @ 4 PM @ library board room.

**Adjournment:** Smith moved to adjourn. Hollander seconded. Motion approved and the meeting was adjourned at 5:42 p.m.