



Newton Public Library Board Meeting Minutes

Thursday, September 22nd, 4 p.m.
Library Meeting Room

Americans with Disabilities Act Compliance: Is there anyone present that may require special assistance in being able to participate in this public meeting?

Present at the meeting were Darcy Soule (President), Rita Baker (Treasurer) Noreen Otto (Secretary). Also present: Nicole Terry, Director, Matt Muckler, City Administrator, and Mark Hallam, City Council Liaison

Call to Order – Soule called the meeting to order at 4:00pm.

Agenda Approval – Baker moved the agenda, Soule 2nds. Agenda is adopted.

Minutes Approval- August minutes were moved by Baker, Soule 2nds. Minutes were adopted.

Public Comment/Concerns – NONE.

Approval of Bills – Otto moves approval of the bills. Soule 2nds. Bills were approved.

Library Financial Report – nothing of note to report.

Long-Range Plan – postponing this portion of the meeting until the October meeting to include new trustees.

Building Project

- a. Approve Sign Bid Documents – new, lit sign on SE corner; moving existing SE sign to NW corner and new lit sign on NW corner. Otto moves to approve bid documents. Baker 2nds. Approved.
- b. Special meeting 10/10/22 at 4pm to approve bids received.

Library Director Report – Director welcomed city administrator Matt Muckler to share information on upcoming budget. Budget document will be released 9/29. Budget recommends 2.5% funding increase over FY '23. Several other options given, but Administrator recommending increase. Document will note prioritizing roof project at top cost of \$900,000 to allow for budget flexibility once bid received. Recommending use of TIF bonds.

Old Business

- a. Open Library Board positions – two applications given to Mayor, approved for inclusion in 10/3/22 City Council meeting.

New Business

- b. Holiday Library Closings Veteran's Day Edit & Approval – Baker moved library to close Saturday 11/11/23, but remain open 11/10/23. Otto 2nds. Approved.
- c. Trustee Job Description and Application Edits & Approval- Otto moved to approve edits to trustee application and job description. Baker 2nds. Approved.
- d. Trustee Training at Monroe PL on October 24th 6-8pm RSVPs – Director will invite presenter to attend November trustee meeting due to conflicts with date.
- e. Chapter 12 & 13 Trustee Manual Review – Reviewed section for conflict and problem resolution, decision making processes, supporting board decision regardless of personal vote.
- f. Library Board Code of Ethics Draft – Will wait to adopt as City working on code of conduct; library will review when complete.

Agenda items for next regular meeting: Thursday, October 27th, Meeting Room

- g. County Survey Letter
- h. All Budget Materials
- i. Credit Update
- j. Chapter 13
- k. Long Range Plan

Special Board Meeting: Monday, October 10th, 4pm, Conference Room to open bids for Library sign project.

Otto moved to adjourn. Soule 2nds. The Board adjourned at 4:40pm.