

**NEWTON PUBLIC LIBRARY  
BOARD MEETING  
September 26, 2019**

**Call to Order:** By Terry Townsend at 4:00 p.m.

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

**Agenda Approval:** Hollander moved to approve the September 26 agenda. McConnell seconded. Motion approved.

**Minutes Approval:** Smith moved to approve the August 22, 2019 meeting minutes. Townsend seconded. Motion approved.

**Public Comments/Concerns:** None.

**Approval of Library Bills:** McConnell moved to approve the September 2019 bills in the amount of \$27,215.55. Smith seconded. Motion approved.

**Library Financial Report:** Staff discussed adjusting some expenses to stay in line with the budget.

**Library Director's Report:** No report included. Director has been working on the budget and Wish List items. Testing two staff at closing and at opening. There is more circulation in the morning ready to be checked in due to the reduction. The Library Fire Suppression System made the first round of the City Council's list of priorities and goals for the city.

**Newton Public Library Foundation Report:** They've been supporting the library programs. October 24, Terry Townsend and Rita Baker will be interviewed for the Proud to Know Newton radio show.

**Long-Range Plan:** A little bit ahead on some items – especially budget. Strategic Plan and Library Board Goals will be brought to the next meeting.

**Old Business:**

- a) **County Funding & Rural Statistics:** We'll review in budget section.
- b) **Wish List Items:** Reviewed drop carts for \$2,700. Lindstrom will reach out to Prison Industries to see if they can custom build something out of wood to fit better. Reviewed the quote for benches for \$7,722.42. The benches would be 4 ft. and could be in blue with the word Library on the back. Lindstrom will get quote for 6 ft. benches and we'll review the placement and size.

**New Business:**

- a) **Review library and personnel policies:** Hollander moved to approve the library and personnel policies. McConnell seconded. Motion approved.
- b) **Library Behavior Policy Approval:** Smith moved to approve the changes in Section C of the Behavior Policy. This discusses the additional time added to suspension time. McConnell seconded. Motion approved.
- c) **Library Computer Chairs:** The old chairs will be offered to the city first, then offered to be sold to other libraries, then offered to be sold to the public.

- d) **Part-time Staff FY21 Budget Approval:** Smith moved to approve the part-time staff for FY21. Hollander seconded. Motion approved.
- e) **FY2021 Budget Discussion & Approval:** Worked on the budget. Hollander moved to approve the FY2021 budget. Townsend seconded. Motion approved.

**Agenda Items for Next Meeting:**

**Upcoming Meetings:**

- a) Meet with Studio Melee October 2 @ 5 PM @ library board room
- b) Trustee Training on Tuesday, October 15 @ 6 PM at the Lynnville Public Library
- c) Next board meeting is October 24 @ 4 PM @ library board room.

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