

**NEWTON PUBLIC LIBRARY  
BOARD MEETING  
October 24, 2019**

**Call to Order:** By Terry Townsend at 4:03 p.m.

**Present:** Cindy Smith, Juana McConnell, Terry Townsend, Tom Hollander, Jo Kono, and Nicole Lindstrom. Visitor Nicole Bennett and her son.

**Agenda Approval:** Kono moved to approve the October 24 agenda. McConnell seconded. Motion approved.

**Minutes Approval:** Hollander moved to approve the September 26, 2019 meeting minutes. Townsend seconded. Motion approved. McConnell moved to approve the October 2, 2019 meeting minutes. Hollander seconded. Motion approved.

**Public Comments/Concerns:** Nicole Bennett, citizen of Reasnor, spoke to see if there could be an exception to our library agreement so her son could use the library to check out books. He attends Aurora Heights Elementary School in Newton. It was recommended that Nicole speak to the city council of Reasnor to see if they'd be willing to reconsider the 28E agreement.

**Approval of Library Bills:** McConnell moved to approve the October 2019 bills in the amount of \$12,941.35. Hollander seconded. Motion approved.

**Library Financial Report:** Lindstrom mentioned that books are 40% of budget already. However, they order in bulk, so the budget should be fine. Staff is watching the postage expense.

**Library Director's Report:** Lindstrom reviewed her report regarding the Library Card sign-up, the first-grade visitors, the new OPAC stations are in, and replaced some lights in the story time room with LED lights.

**Newton Public Library Foundation Report:** Nothing to update.

**Long-Range Plan:** On track. Lindstrom won't include in the next month since it will just be a review of monthly expenditures.

**Old Business:**

- a) **Wish List Items:** Hollander moved to go forward with six blue benches with "Newton Library" on the back and 6 ft. in length. Townsend seconded. Motion approved. Still researching other furniture and book drop.
- b) **Paying via Credit Card at the Library:** Lindstrom looked at options. The city would like the library to use GovPayNet. Lindstrom will revisit the need at the end of FY22.
- c) **FY2021 Budget Discussion & Approval:** Lindstrom will get clarification on the Diehl Estate lines. Smith moved to approve the FY21 expenditures of \$613,168.96. Hollander seconded. Motion approved. Hollander moved to approve the FY21 revenues in the amount of \$71,548.50. McConnell seconded. Motion approved. Lindstrom will be looking at all library salary plans with Smith and Kono.

**New Business:**

- a) **Reasnor Library Service Question:** Addressed above.
- b) **Annually Deleting All Fines & Bills Over 10 Years Old Approval:** Will keep offenders in the system. Hollander moved to approve annually deleting fines and bills over 10 years old. Kono seconded. Motion approved.
- c) **Meeting Room Capacity:** Only certain programs are full. Some libraries put some of their stacks on wheels that can be moved for larger programs. However, there's a concern where to store all the chairs. Hollander recommended in the program promotions to mention the number of limited seats for the program, so people understand only a certain number can fit in the room.
- d) **Chapters 8 & 9 Trustee Manual:** Moved to next meeting.
- e) **Card Replacement Fee Policy Change Approval:** Smith moved to approve changing the replacement fee from \$1.00 to \$2.00. McConnell seconded. Motion approved.
- f) **Refund & Reimbursement Policy Change Approval:** Smith moved to approve eliminating any refund or reimbursement on material once paid for. Hollander seconded. Motion approved.
- g) **Approve Studio Melee Master Planning & Conditions Analysis Consulting:** Smith moved to use Studio Melee to perform the General Conditions Analysis and Master Plan in the amount of \$12,900 being paid from the Diehl estate. McConnell seconded. Motion approved.

**Agenda Items for Next Meeting:**

- a) Strategic Plan Progress
- b) Possibly the salary review

**Next Meeting: Thursday, November 21, 2019**

**Adjournment:** Hollander moved to adjourn. McConnell seconded. Motion approved and the meeting was adjourned at 5:25 p.m.