

**Marshalltown Public Library
Board of Trustees
December 18, 2012**

PRESENT: Maureen Lyons, Allan Thoreson, Barbara Burt, Tom Colbert, Leah Mattox, Sarah Rosenblum and Sandy Gowdy. Absent: Sue Fink, Glenn Ytzen

President Maureen Lyons called the meeting to order at 4:30pm.

NOVEMBER 27, 2012 MINUTES: The minutes were approved as written by a unanimous vote.

OPERATING BILLS: It was moved by Tom Colbert and seconded by Leah Mattox to approve the bills. The motion was unanimously approved.

OLD BUSINESS:

Zinio Magazine Usage: There were 170 “clicks” (usage) during the first month and 266 “clicks” so far in December. Top circulating magazine has been *Diabetic Living* with *Harvard Business Review* getting the next most circulations.

NEW BUSINESS:

Holiday Schedule: The library will be closed December 24 and 25. It will be open from 9-6:00 December 26-28 and closed Dec. 29, 31 and January 1. The regular schedule resumes on Wednesday, Jan. 2.

Recent Donations: A donation of \$1100 was received for the purchase of eBooks from Betty Harrison. There have been other memorial donations as well as a recent donation from the Hawthorne Club.

Other Comments:

--Library volunteers were recognized at the December 17 City Council meeting. Mayor, Tommy Thompson, presented those present with a certificate.

--Three types of email notices are now being sent to patrons. One gives them a 2-day reminder that their items are due, another is an overdue notice and the last is notice of available holds. This should save postage, paper costs and staff time, but fine revenues will likely decrease.

There was no public comment.

The meeting was adjourned at 5:00pm.