

**Marshalltown Public Library
Board of Trustees
April 25, 2017**

PRESENT: Leah Mattox, Maureen Lyons, Allan Thoreson, Judy Lindholm, Bob Untiedt, Judy Lindholm, Megan Bell, Ronnie Manis, Sarah Rosenblum, Sandy Gowdy

President Leah Mattox called the meeting to order at 4:30pm.

MARCH 28, 2017 MINUTES: The minutes of the March 2017 meeting were unanimously approved as written.

OPERATING BILLS: It was moved and seconded (Thoreson/Bell) to approve the bills. The motion was unanimously approved. The lighting project has been completed and hopefully electricity savings will be seen on a future bill.

There was no old business.

NEW BUSINESS:

--Website Contract: There were ten submissions (one from India) for the website design. Four companies met the basic qualifications and two were interviewed. Weblinx was chosen for the job. They have done a number of library projects and have good references. The new website should be up and running by late summer or early fall. It was moved and seconded (Lyons/Manis) to approve Weblinx for the library's website development. The motion was unanimously approved.

--Trustee Training: Five trustees attended a training in Melbourne sponsored by the State Library of Iowa. The Library Trustee Handbook is no longer available in hard copy and is only on-line. They reviewed the unique ordinance that provides library service to a community, the role of trustees and the director, strategic planning, accreditation, policies and open meeting laws. Also included was a discussion about public comments during a board meeting. There are various ways to handle public comments: A) the Board is not required to allow public comments B) the Board can give a time limit for comments and C) the Board can require filling out a form with comments before the start of the meeting. It was decided to add the following procedure dealing with public comments during a Board Meeting: "Public comment will be limited to three minutes. The person wishing to make a public comment must sign in before the meeting." This statement will be added to each month's agenda. Leah suggested asking Maryann Mori to come and visit a Board meeting. Judy asked that the Board begin reviewing and updating policies.

DIRECTOR'S REPORT:

--Sarah stressed again the importance of being an advocate for the library. Speak to City Council members, Supervisors, etc., whenever possible. During budget discussions, it would be a benefit for Board members to meet with the City Administrator and the Finance Director.

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--Policy review will begin at the next meeting with a few being chosen by staff.
--It was suggested to use and discuss chapters of the Library Trustee Handbook at each meeting. Leah will send a link to the handbook to use for upcoming meetings. More discussion and how to proceed will be discussed at the May meeting.

There was no public comment.

The next meeting will be Tuesday, May 23.

The meeting was adjourned at 5:30pm.