

**Marshalltown Public Library
Board of Trustees Meeting
August 17, 2017**

PRESENT: Leah Mattox, Megan Bell, Judy Lindholm, Allan Thoreson, Bob Untiedt, Maureen Lyons, Sarah Rosenblum, Sandy Gowdy **Absent:** Ronnie Manis **Guest:** Mayor Jim Lowrance

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

JULY 22, 2017 MINUTES: The minutes of the July 22, 2017 meeting were approved as written.

OPERATING BILLS: It was moved/seconded (Thoreson/Lyons) to approve the bills including the Alliant bill that has not yet been received. The motion was unanimously approved.

It was asked if there might be information about updating the building's solar panels considering improvements probably have been made in the last nine years.

OLD BUSINESS:

--Bob Untiedt asked how many people voted at the library's voting site at the last election. (63 voters confirmed by Marshall Co. Auditor)

NEW BUSINESS:

--*Trustee self-assessment:* Members listed items in the assessment they thought the library was doing well and then prioritized things they felt needed to be worked on. Priorities include: developing a long-range plan, reviewing policies, conducting new board member orientation, planning and budgeting and director evaluation. Leah suggested forming committees of 2-3 people to work on these priorities.

Orientation package: Leah and Maureen

Director evaluation and assessment: Leah, Judi and Sarah

Strategic planning: Bob and Judi

Calendar of policy review: Megan

Self-assessment updates will be placed on the August/September agenda.

--*Invitation to City Council Members:* Judi and Leah attended a recent "Coffee with the Council" and talked with the mayor and city administrator about inviting City Council members to library board meetings. Current and new council members will be invited to the November 28 and December 19 meetings and will include a building tour.

--*United for Libraries:* Members watched a 10-minute training video, "What it means to be a Trustee."

DIRECTOR'S REPORT:

--Two questions by board members include if the board is covered by the city's insurance and if the library has a collection policy. Sarah reported that the board is, indeed, covered by the city's insurance and includes workman's compensation for accidents on the library site. The library does have a collection policy which includes a "request for consideration" form.

--The summer months have been very busy with an average attendance of over 700 people with a few days over 1000 attendees. Over 1200 kids participated in the summer program.

--The library was a summer lunch site on Wednesdays and Thursdays and had good attendance. Snacks have also been provided and are passed out in the youth department.

--The Park & Rec's "Summer Blast" program has been a regular participant in youth summer activities.

--Staff member, Lisa Shafer, has resigned after finding a full-time position. A replacement will not be hired at this time, but her hours will be picked up by other staff members.

--The library had a supply of eclipse glasses and sponsored a program about the eclipse. People are invited to come to the library on August 21 to watch the eclipse.

--Sarah will be on vacation in France from August 29-September 14.

--Staff member, Debbie Robinson, has taken a series of beautiful photos of the wildflowers in the prairie garden. Some will be added to the website.

--The LOST (Local Option Sales Tax) vote was favorable and should help the library continue to have stable funding from the general fund.

--The Friends of the Library will meet with Leah, the Mayor and the City Administrator about the library project included in the Downtown Urban Renewal Plan.

The next meeting will be Tuesday, September 26.

The meeting was adjourned at 5:42pm.