

**Marshalltown Public Library
Board of Trustees
December 19, 2017**

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

President Leah Mattox called the meeting to order at 4:31pm.

NOVEMBER 28, 2017 MINUTES: The minutes of the November 28 meeting were approved as written.

OPERATING BILLS: It was moved/seconded (Lindholm/Bell) to approve the bills. The motion was unanimously approved.

OLD BUSINESS:

- The AED* has been received from the Iowa Heart Foundation and has been installed. Staff will receive training in February.
- The sharps containers* have arrived and will be installed in the four public restrooms.
- The new website's* manager is out. The website should be ready in 4-6 weeks.
- The city's new website* is now online. Photos and contact information will complete the project.
- The Friends of the Library* will meet January 28, 2018. They will meet with the City Council regarding the library's building project. The architect should have an estimate for the project.

NEW BUSINESS:

- Finance meeting:* Leah, Bob, Judy and Sarah met with the city finance staff. They learned the state money will be lower and county property valuations will be available in January.
- Building updates:* The automatic mechanisms for both automatic doors have been replaced.

DIRECTOR'S REPORT:

- Holiday Hours:* The library will be closed Dec 24 and 25. It will be open but will close at 6:00pm from Dec 26-Dec. 29. It will be closed again on Dec 30 and 31.
- We have been collecting items for Child Abuse Prevention Service's "Healthy Homes for the Holidays" drive to support the "Nest."
- A new "Collector's Corner"* will be added to February's book sale.
- Battle of the Books:* Joa is looking for volunteers to meet with students

The next meeting will be January 23, 2018.

The meeting was adjourned at 5:23pm.