

**Marshalltown Public Library
Board of Trustees
December 16, 2025**

Members Present: Tonya Gaffney, Sandy Bennett, Ashtyn Beek, Erik Hall, Lea Huzak, Ronnie Manis, Ruzan Morrison

Staff: Sarah Rosenblum, Joa LaVille, Katie Fink

Recording Secretary: Sandy Gowdy

President Tonya Gaffney called the meeting to order at 5:00pm.

Public Comment: Comments were made by: John Worden, Ray Mitchum, Joleen Ballard

Board Comment: Tonya Gaffney welcomed Ronnie Manis to the Board.

Approval of the Agenda: "Elect a new Secretary" was added to the New Business. It was moved/seconded to approve the agenda as corrected. Passed.

Approval of the November 18, 2025 Minutes: The minutes should have read "a \$75,000 pledge was received from a private citizen." It was moved/seconded to approve the corrected minutes. Passed.

Approval of the Bills: It was moved/seconded (Hall/Beek) to approve the bills. Passed.

Old Business: There was no old business.

New Business:

A. Elect New Secretary: the role of the secretary is to review the minutes and to sign them once they are approved. Ashtyn Beek volunteered to serve as secretary. It was moved/seconded (Manis/Morrison) to approve the new secretary. Passed.

B. Interior Renovation Update:

- Bids were recently opened and the low bid was from Garland Construction
- No beginning date yet, but likely in early January
- The school district is interested in some of the furniture that will not be used
- Staff has met with the security company about updated cameras, LFI for furniture needs, Latitude for new signage and Mechdyne for podcasting room features.
- Substantial completion date is June 1, 2026

C. Friends Update: The Annual Meeting of the Friends of the Library will be Sunday, January 11 at 4:00. New board members will be elected. New officers will be elected in March.

D. Personnel Committee: Sarah is going to be retiring in early November, 2026. The Board of Trustees will make the decision on hiring a new director and will be guided by the Library Trustee Handbook and the City's HR Director, Jill Petermeier. Questions may be directed to Jill or Tonya.

E. Staff Reports:

Katie:

- Has been working with Advantage Archives to microfilm the 2022-2025 T-Rs.
- The new cataloging program is BookWhere
- January activities: Puzzle Swap (1/17) and monthly movie (1/26)

Joa:

- There have been fewer activities this winter, so giving more attention to the collection
- New programs for "cubers"

F: Director's Report:

- Met with RDG about the new comprehensive plan
- Monica Fulton will be retiring on February 14. Looking into revamping her job description
- Budget process is just starting
- Friends of the Library volunteers have been very successful selling used books online.
- The city has instituted a new staff evaluation process. All staff members will set "Smart Goals."
- Possibility of migrating to a new automation system
- Will be receiving a \$10,000 gift from the Carnegie Foundation. All Carnegie libraries, whether in the original building or not, will receive this gift.

The next meeting will be Tuesday, January 20 at 5:00 pm.

The meeting was adjourned at 5:43 pm.

Tonya Gaffney

(Ashtyn joined virtually)