

Meeting Minutes  
Bondurant Community Library | Library Board of Trustees  
Monday, March 9, 2020

- 1. Call to order:** Meeting called to order at 7:02 PM by Vice-President Bryant.  
*Members Present:* Josh Bryant, Pat Kaura, Craig Campbell, Sue Ugulini, Julie Bergeson.
- 2. Guests present:** Denny Sharp, FEH
- 3. Perfecting and Approving the Agenda:** Motion to approve the agenda by Ugulini, seconded by Kaura. Motion carried.
- 4. Capital Improvement Project Update:** Presentation by Denny Sharp, FEH. Mr. Sharp presented Board with final site plan[s], floor plan and final concept [all views]. Explained the Design Process [3 phases], Bidding/Award and Construction with estimated time frame of 1.5 years. Several questions were raised regarding existing structures. Board will meet with City Administrator for more guidance.
- 5. Approve December minutes:** Motion to approve by Ugulini, seconded by Campbell. Motion carried
- 6. Public Comments:** None.
- 7. Financial Report.** Reviewed financial report for February. Motion to approve financial report by Kaura, seconded by Campbell. Motion carried.
- 8. Approve Warrant List:** Motion to approve warrant by Bryant, seconded by Ugulini. Motion carried.

**9. Statistics:** Reviewed for February. Consistent with previous fiscal years. Hoopla and adult programming have both doubled over last year.

**10. City Council Liaison Report:** None.

**11. Library Foundation Report:** Upcoming meeting on 3/11/20. Approved for \$20,000 Facebook Grant.

**12. Staff Report:** Story times and outreach actives continue; various adult program[s] and activities held. Staff continues attending relevant webinar training, writing articles for community publications and meeting[s] as appropriate.

**13. Director's Report:** Accreditation report filed with State Library. Rural Library Services three-year contact ready to sign.

**14. Old Business: None**

**15. New Business:**

a. Discussion/Decision – Library Board Trustee Open Seat: Applicants reviewed and discussed. Motion to approve Jen Keeler to open seat by Campbell, seconded by Kaura. Motion carried.

b. Election of Officers: The following slate was nominated by Ugulini, seconded by Campbell:

President: Pat Kaura

Vice-President: Josh Bryant

Secretary: Julie Bergeson

Motion Carried.

c. Discussion/Decision – Salary Approval: Board discussed and reviewed salary proposal by Library Director. Motion to approve by Kaura, seconded by Campbell. Motion carried.

d. Polk County Contract 3-year renewal. Contract reviewed. Motion to approve by Ugulini, seconded by Campbell. Contract signed by Bryant and Bergeson.

**16. Board President Items:** Discussion on COVID-19 planning. Library Director will keep Board informed on this topic.

**17. Adjournment:** Motion to adjourn by Bergeson at 8:06 PM, seconded by Campbell Motion carried.

**Next Meeting:** Wednesday, April 1, 2020

## Librarian Items – March Items

- Envisionware software is being upgraded from solely logging patrons onto to public computers to a print job release system. Also included in this project will be the addition of remote printing for patrons. Patrons can print from mobile devices and off site. Off-site printing is completed through email connections. Meeting patrons tech needs has been a struggle through this pandemic and this upgrade will be a step in meeting these needs. Completion of the project is estimated to be by April 3.
- March 4<sup>th</sup>, I attended Metro Area Roundtable, discussion that day did include what was the beginning of the Pandemic and steps all were taking at that point. A tour of the Clive Public Library was held after the meeting.
- The City is converting our cash system from a cash register to a connected cashing system. Receipts will be automatically connected to the city's system for better checks and balances. This system will include a card reader (much requested by staff and patrons) and a new cash box system. The card reader has been installed; the cash box has been placed on backorder. This project will is expected to be completed by mid-April.

## Stats for March

- Total Circulation for the month 5074, 4441 last year at this time.
  - On-line usage (e-Books, Downloadable music, Tumblebooks, Hoopla (music, ebooks, streaming video), Gale, Transparent Language, Credo, Learning Express and Zinio (magazines) 858, 1331 last year.
  - Door Count 1417/13 days, 2826 last year.
  - Assisting patrons by phone, with the catalog, computers, etc. 1924 and 373 last year.
  - Story times 10 were held with 76 in attendance, last year 20 attended 179 story times.
  - Outreach to Daycare and preschools and school 211, 268 last year .
  - Total programming attendance for adults, youth and children 22 last year 371.
  - Website visits 4330, last year 771. New reporting system for the website. I feel it views the statics differently that is why it is so much higher.
  - Internet usage in house was 222, last year 233, 756 Wi-Fi users 878 last year, 2 iPad users, 73 hotspot were used this past month, last year it was 45.
  - Meeting room usage 12 (does not include library programs) last year 26.

- Issued 24 new library cards. Last year we issued 22 cards during the month of March.
- The library did 20 requests for materials from other libraries and provided 20 to other libraries.
- 240 items were added to the collection and 88 were removed.