

Meeting Minutes
Bondurant Community Library | Library Board of Trustees
February 5, 2020

- 1. Call to order:** President Sellmeyer called the meeting to order at 7:00 PM.
Members Present: Josh Bryant, Sonia Sellmeyer, Pat Kaura, Craig Campbell, Sue Ugulini, Craig Kinrade, Julie Bergeson.
- 2. Guests present:** Angela McKenzie, Bondurant City Council liaison; Marketa Oliver, Bondurant City Administrator
- 3. Perfecting and Approving the Agenda:** Motion to approve the agenda by Ugulini, seconded by Campbell. Motion carried.
- 4. Capital Improvement Project Update:** Update provided by Marketa Oliver, City Administrator. The Library expansion project is moving forward with the City Council set to discuss contract at February 24th meeting. Looking at a \$3M bond with local option sales tax. Strategic planning for the city was help in January. City Hall renovations to be completed by June. The new Post Office building is currently under construction. City continues with writing grants and fundraising. Tomorrow, 2/6/20, at 7AM there will be press release for Project Blue Jay.
- 5. Approve December minutes:** Motion to approve by Kaura, seconded by Campbell. Motion carried
- 6. Public Comments:** None.
- 7. Financial Report.** Reviewed financial report for January.

8. **Approve Warrant List:** Motion to approve warrant by Ugulini, seconded by Kaura. Motion carried.
9. **Statistics:** Reviewed for January. Consistent with previous fiscal years. Looking at more accurate door count. Continued good attendance at programming. New website is up with 328 view in one week.
10. **City Council Liaison Report:** Habitat for Humanity will host *Rock the Block* in Bondurant for eligible homeowners.
11. **Library Foundation Report:** Foundation met in January to continue plans for applying for various grants. Discussion on starting a 501c3 "Friends" group.
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:** Staff continues to update and review new website. Director participated in strategic planning with City Council and administration. Provided staffing update. Continues participation in trainings, webinars and local library meetings.

14. Old Business:

14. New Business:

1. Discussion/Decision Youth/Adult Services Job Description: Reviewed with edits and discussion. Motion to approve by Ugilini, seconded by Bryant. Motion carried.

2. Discussion/Decision Long Range Planning Schedule: Discussion held on possible steering committee members and schedule.

3. Review Open Meetings Law and Fair Labor Standards. Policy reviewed.

4. Annual Review of Strategic Plan: Reviewed goals, objectives and strategies.

5. Review of ADA Priority 2 Checklist (completed by Bryant and Director Sanders 1/22/18): Reviewed.

6. Discussions/Decision Personnel Policy: Motion to approve by Kaura, seconded by Campbell. Motion carried.

7. Approval Architect Contract with FEH: Contract reviewed. Motion to approve by Ugilini, seconded by Bergeson. Motion carried.

8. Library Trustee Training: New website was reviewed. Staff spending time reviewing and updating. Good technical support from company.

15. Board President Items: President Sellmeyer told the Board that she is moving and offered her resignation to Director Sanders.

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

Next Meeting: Wednesday, March 4, 2020

Librarian Items – February Items

- Polk Co. Library Association met on Feb 3 to finalize funding request for the Polk County Supervisors. The Association met with Supervisor staff on Feb. 12 to negotiate a three-year contract.
- I am happy to report the amount the Association requested (\$50,000 increase for each year for the next three years) was approved. Contracts have been sent to the participating Polk County Libraries for approval.
- Staffing changes: The Young Adult Librarian position has been filled. The position will be part-time until the end of May and will become full-time again June 1. Training has already begun.
- The Accreditation Report has been filed with the State Library.

Stats for February

- Total Circulation for the month 4528, 3559 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) 1268, 1014 last year.
 - Door Count 2126, 2228 last year.
 - Assisting patrons by phone, with the catalog, computers, etc. 427 and 253 last year.
 - Story times 20 were held with 167 in attendance, last year 19 attended 157 story times.
 - Outreach to Daycare and preschools and school 217, 159 last year .
 - Total programming attendance for adults, youth and children 630 last year 450.
 - Website visits 3849, last year 605. This years numbers reflect the new website analytics, might be slightly different than our previous website.
 - Internet usage in house was 355, last year 178, 767 Wi-Fi users 864 last year, 0 iPad users, 62 hotspot were used this past month, last year it was 41.
 - Meeting room usage 26 (does not include library programs) last year 23.
 - Issued 27 new library cards. Last year we issued 17 cards during the month of February.
 - The library did 13 requests for materials from other libraries and provided 53 to other libraries.
 - 294 items were added to the collection and 111 were removed.