

MINUTES OF THE MARY J. BARNETT MEMORIAL LIBRARY

BOARD OF TRUSTEES

January 22, 2024

The regular meeting of the Board was called to order at 5:55 p.m. on January 22, 2024, by President Steve Bascom. Members present were Becky Carico and Dale Menning. Also present were Jerri Hawkins and Karen Kelly.

Menning moved to “accept the December 18, 2023, meeting’s minutes,” and Carico moved to second. The motion was approved.

The financial report was reviewed. Carico moved to “accept the financial report as submitted.” Menning seconded the motion. The motion was approved.

DIRECTOR/STAFF REPORTS:

Director Jerri Hawkins gave the board an update on the monthly stats since the previous meeting. Friends of the Library met on January 9 and planned the February 24, 2024, Trivia Night Fundraiser which will be held at the Guthrie Center Activity Center with tickets costing \$35 per person including a meal catered by Cabbage Rose and the trivia game. The Golf Fundraiser has been scheduled for June 15, 2024. The Guthrie County Extension office canceled the January 15 after-school STEM program due to weather.. Even though the library was closed, three people attended the Jan. 10, Lunch and Learn about Mental Illness, presented by the Guthrie County Public Health. Book Club was rescheduled to Jan 16 and had 6 attendees. Boredom Busters on January 17 had three attendees. Card making club was on Thursday, Jan. 18. The Cookbook Club was rescheduled to Thursday, January 25 due to weather. The library has been closed Jan. 1, Jan. 8 @ 2:00, 9, 12, 13, 18 @ 3:30 p.m., and 19th. Friday morning story hour had a total of 65 attendees in December; January has had 7 attendees so far. SILO interlibrary loan program– Fiscal YTD 152 books borrowed and 181 books lent. Libby checkouts –Fiscal YTD 2,779. The fiscal YTD circulation of library materials is 6,719. During December there were 13 new patrons, and 25 renewed patrons, with a total of 1.365 patrons.

Tech Help 4 – Reference help 398 -- Faxes 6 --- Small Meeting Room 5 — Taylor Mtg Room 14

UNFINISHED BUSINESS

Jerri continues to work on the library’s upcoming accreditation review. Jerri shared her initial draft of the new 5-year strategic plan; the board reviewed and discussed the plan. Jerri will make additions to the plan and present a final draft for their approval in February.

The Library Board was reminded of Trustee Training available on YouTube, the State Library Channel.

Dr. Bascom shared his discussion with City Clerk Kris Arrasmith regarding Mary J. Barnett's library staff wage increase that follows the city’s guidance in January annually. Board members discussed the tradition and past approvals, what the board does, and why they follow the city’s timeline and lead.

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January 22, 2024

Carico motioned “to have library employee raises run July 1-June 30 to coincide with the fiscal year.” Menning seconded. Motion approved.

Menning motioned “the library staff yearly raises will be determined by the raises that other city employees are awarded for each fiscal year.” Carico seconded. Motion approved.

Carico motioned’ that the motion made in December to give library employees raises in January be rescinded and raises be given in July 2024.” Menning seconded. Motion approved.

AGENDA ITEMS FOR THE NEXT MEETING

Updating library policy and upcoming accreditation

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Review and approve the Five Year Strategic Plan

The meeting was adjourned at 6:50.

The next board meeting will be Monday, February 26.

Jerri Hawkins and Karen Kelly, Recording Secretary

MINUTES OF THE MARY J. BARNETT MEMORIAL LIBRARY

BOARD OF TRUSTEES

February 26, 2024

The regular meeting of the Board was called to order at 6:00 p.m. on February 26, 2024, by President Steve Bascom. Members present were Becky Carico, Marcia Priestley, Jessica Langgaard, and Dale Menning.

Menning moved to approve the January 22, 2024, minutes; Carrico moved to second. The motion was approved.

Bascom motioned to approve the treasurer's report, and Langgaard seconded the motion. The motion was approved.

DIRECTOR/STAFF REPORTS:

Director Jerri Hawkins gave the board an update on stats since the last board meeting. Friends of the Library met on February 6, 2024. The Trivia Night fundraiser held on 2/24/2024 was a success with ten teams; four volunteers and 72 players attended. The Golf Fundraiser will be June 15, 2024. The after-school STEM event on February 12 had 12 attendees. Lunch and Learn on February 14 had 6 attendees; the topic was Spend Smart, Eat Smart presented by the Guthrie County ISU Extension. Book Club on February 13 had 7 attendees. Card making on February 15 had 8 attendees. February 15 Cookbook Club had 7 participants. Friday StoryHour for January had a total of 22 attendees while February had 48 attendees. SILO FY24 YTD, we have borrowed 160 books and loaned 172. Libby checkouts for FY24 YTD totals 3,317. Library circulation Fiscal YTD is 7,629. The library added five new patrons and 10 renewals for a total of 1,376 patrons. The Dollar General grant for the summer reading program and the GCCF grant have been submitted. The staff is working to plan the 2024 summer reading program "Read, Renew, Repeat." Two adult programs are scheduled: The History of Farming in Iowa will be on March 19 at 5:30 and Joan Wells's Songs of the Cattle Trails of the West will be on April 2 at 1:00.

February Library Assistance #s Tech Help Support–13; Reference Help– 241; Faxes–52 pages; Small Mtg. Room–7; Taylor Mtg Room–

UNFINISHED BUSINESS

Library Director Jerri Hawkins presented the updated five-year plan and highlighted changes from the previous draft that had been presented at the January 2024 board meeting. Following discussion, Carico motioned to approve the five-year plan, and Langgaard moved to second. The plan was approved.

Members discussed the requirements for Trustee Training and updated the group on individual progress.

Hawkins reported a \$200 donation from the New Homestead to help update our book series about the 50 states.

AGENDA ITEMS FOR THE NEXT MEETING

Improvements to the retaining wall

Sidewalk repair

Maintenance of outdoor garden

The meeting was adjourned at 6:30. The next board meeting will be on Monday, March 25, 2024, at 6:00 p.m. Jerri Hawkins and Karen Kelly, Recording Secretary

MINUTES OF THE MARY J. BARNETT MEMORIAL LIBRARY

BOARD OF TRUSTEES

March 25, 2024

The regular meeting of the Board was called to order at 6:05 p.m. on March 25, 2024, by President Steve Bascom. Members present were Becky Carico, Marcia Priestley, and Jessica Langgaard.

Priestley moved to approve the February 26, 2024, minutes; Carico moved to second. The motion was approved.

Bascom motioned to approve the treasurer's report, and Carico seconded the motion. The motion was approved.

DIRECTOR/STAFF REPORTS:

The board was informed of a training program called Basically Incredible Boards which is available to view live on April 18 or to watch later through the Iowa Learns website.

Director Jerri Hawkins gave the board an update on stats since the last board meeting. Friends of the Library met on March 5, 2024. The Trivia Night fundraiser held on 2/24/2024 raised \$400 more than last year. The Golf Fundraiser will be on Saturday, June 15, 2024. Friends' next meeting will be April 2. The History of Farming adult program had 7 attendees. Lunch and Learn on March 13 had 20 attendees with the Friends donating lunch; the topic was farm estate planning presented by the Farm Bureau. Book Club on March 12 had 2 attendees. Card making on March 21 had 10 attendees. March 21 Cookbook Club had 8 participants. Friday Story Hour for February had a total of 48 attendees while March has had 62 attendees so far. It was noted that 27 attended the Story Hour presented by Miss Iowa. SILO FY24 YTD, we have borrowed 176 books and loaned 206. Libby checkouts for FY24 YTD totals 3734. Library circulation Fiscal YTD is 8,432. The library added five new patrons and had 3 renewals for a total of 1,382 patrons. The Dollar General grant for the summer reading program and the GCCF grant have been submitted. The staff is working to plan the 2024 summer reading program "Read, Renew, Repeat." An adult program is scheduled; Joan Wells' Songs of the Cattle Trails of the West will be on April 2 at 1:00.

February Library Assistance #s Tech Help Support—18; Reference Help— 343; Faxes—63 pages; Small Mtg. Room—4; Taylor Mtg. Room—18.

UNFINISHED BUSINESS

The board discussed how to complete the improvements to the retaining wall. It was agreed that Jerri would get some bids for the needed materials for the projects.

It was noted that the sidewalk in front of the door needs to be repaired, and there was concern about a need to prevent patrons from backing into the flagpole now that it is in front of the parking lot.

NEW BUSINESS

Director Hawkins shared the proposed internet policy with the board. Langgaard made a motion to adopt the policy and Carico seconded. The motion carried.

The board reviewed the updated gaming policy. Langgaard motioned to accept the changes to the policy, and Priestley seconded. The motion carried.

MINUTES OF THE MARY J. BARNETT MEMORIAL LIBRARY

BOARD OF TRUSTEES

March 25, 2024

The updated MJB Library Lockdown Policy was discussed. Priestley motioned to accept the updates with Langaard seconding. The motion carried.

PUBLIC PRESENTATIONS

Becky Carico shared plans for the upcoming All-School Reunion. It was agreed that the library hours would be extended to meet scheduling needs for the event. Friday, July 5, the library hours will be 9:00-4:00 and Saturday, July 6, the hours will be 9:00-5:00. The library will host class displays for classes that wish to participate. Scheduled speakers include Don Todd, Sherry Smiley Laughery, Bridget Flanery, and Larry VonWeigel.

AGENDA ITEMS FOR THE NEXT MEETING

Topics will include All-School Reunion updates, the parking lot flower bed, and updating one of the main policy items.

The meeting was adjourned at 6:50. The next board meeting will be on Monday, April 22, 2024, at 6:00 p.m.
Jerri Hawkins and Karen Kelly, Recording Secretary

MINUTES OF THE MARY J. BARNETT MEMORIAL LIBRARY

BOARD OF TRUSTEES

April 22, 2024

The regular meeting of the Board was called to order at 5:58 p.m. on April 22, 2024, by President Steve Bascom. Members present were Becky Carico, Marcia Priestley, and Jessica Langgaard.

Langgaard moved to approve the March 25, 2024, minutes; Carico moved to second. The motion was approved.

Langgaard motioned to approve the treasurer's report, and Carico seconded the motion. The motion was approved.

DIRECTOR/STAFF REPORTS:

Director Jerri Hawkins gave the board an update on stats since the last board meeting. **Friends of the Library** met on April 1, 2024. The Friends added DSM Children's Museum to the IA Adventure Pass for the next year. The Golf Fundraiser on June 15, 2024, was also discussed. The next meeting will be May 7, 2024. The adult program "**Cattle Trails Songs of the West**" was on April 2 with 8 attendees. **Lunch and Learn** on Wednesday, April 10, was presented by Dementia Friends of Iowa; fourteen people attended. **Book club** met on Tuesday, April 9, 2024, with six attendees. **Card making club** met on Thursday, April 18, and had 12 attendees. **Cookbook Club** met on Thursday, April 18, and had 10 attendees. **Friday StoryHour** had 70 attendees in March and 47 so far in April. For **SILO**, for the FY24 YTD, Borrowed 195 and Loaned 227. **Libby** checkouts Fiscal YTD are 4,099. The library **circulation** is 9,383 YTD (including autorenewal).

The DG Youth Literacy Grant was submitted on April 19, 2024; the grant request is \$4,000. Cass attended the Summer Reading Program Training at Ames on April 10. The staff is working to plan SRP 2024 Read, Renew, Repeat.

UNFINISHED BUSINESS

Dr. Bascom updated the group on the progress of the retaining wall project for the NW corner of the parking lot. It was agreed to table the project until next month when additional information has been gathered.

Becky Carico updated the group regarding the library's plans for the All-School Reunion.

NEW BUSINESS

Library Director Jerri Hawkins shared policies that need to be review and updated with the board. The board was given a copy of the current personnel policy. It was decided that the board would review the policy before the next meeting when it will be discussed and updated.

The library board then read and reviewed the new telescope policy, and discussed the library telescope. Priestly moved to accept the policy for the library's new telescope. Langaard seconded. The board voted to adopt the policy.

The library policy for mobile hotspots was discussed. It will be revisited at the next meeting.

MINUTES OF THE MARY J. BARNETT MEMORIAL LIBRARY

BOARD OF TRUSTEES

April 22, 2024

AGENDA ITEMS FOR THE NEXT MEETING

Improvements to the retaining wall

Personnel policy and hotspot policy

The meeting was adjourned at 6:51. The next board meeting will be on Monday, May 20, 2024, at 6:00 p.m.

Jerri Hawkins and Karen Kelly, Recording Secretary

MINUTES OF THE MARY J. BARNETT MEMORIAL LIBRARY

BOARD OF TRUSTEES

May 20, 2024

The regular meeting of the Board was called to order at 6:03 p.m. on May 20, 2024, by President Steve Bascom. Members present were Steve Bascom, Becky Carico, Jessica Langgaard, and Dale Menning, as well as Library Director Jerri Hawkins and Library Staff Karen Kelly.

Carico moved to approve the April 22, 2024, minutes; Langgaard moved to second. The motion was approved.

Bascom motioned to approve the treasurer's report, and Carico seconded the motion. The motion was approved.

DIRECTOR/STAFF REPORTS:

Director Jerri Hawkins gave the board an update on stats since the last board meeting.

Friends of the Library met on May 6, 2024. The Golf Fundraiser on June 15, 2024, was discussed. It was decided that Friends would meet on Sunday, June 2, to work on the NW parking lot corner beautification project. The next meeting will be June 4, 2024. The adult **Charcuterie Class** on May 4 had 15 attendees. **Lunch and Learn** on Wednesday, May 8, was presented by Carol Laughery of Ignite Nutrition; four people attended. **The book club** met on Tuesday, May 14, 2024, with five attendees. **Card making club** met on Thursday, May 16, and had 6 attendees. **Cookbook Club** met on Thursday, May 16, and had 10 attendees. **Friday StoryHour** had 53 attendees in April and 66 so far in May. For **SILO**, for the FY24 YTD, Borrowed 195 and Loaned 227. **Libby** checkouts Fiscal YTD are 4,439. The library **circulation** is 10,721 YTD (including auto renewal).

The DG Summer Reading Grant request was declined. The staff is working to plan SRP 2024 Read, Renew, Repeat. Staff is also working on book sale and weeding adult non-fiction. Jerri attended the Director Roundtable Training at Grimes Library on May 7, 2024, from 9:00-12:00. Jerri shared that the contribution from the county will 5% increase for the next Fiscal Year.

UNFINISHED BUSINESS

Improvements to the retaining wall in the NW corner of the parking lot will be made on June 2.

Carico made a motion to approve the personnel policy for the library as presented. Menning seconded; the motion passed.

Jerri will continue the work on the Hotspot Policy for next month.

MINUTES OF THE MARY J. BARNETT MEMORIAL LIBRARY

BOARD OF TRUSTEES

May 20, 2024

NEW BUSINESS

Library Director Jerri Hawkins shared bids from Camblin to replace the backup pump motor and two of the heat pumps. (HP3 & HP 5)

Jerri shared bids from Laughery Construction and Lake Lumber for the repair and replacement of library windows.

Hawkins also shared that she has asked to be on the City Council agenda quarterly to update them on library issues.

AGENDA ITEMS FOR THE NEXT MEETING

Hotspot Policy

The meeting was adjourned at 6:40. The next board meeting will be on Monday, June 24, 2024, at 6:00 p.m.

Jerri Hawkins and Karen Kelly, Recording Secretary

MINUTES OF THE MARY J. BARNETT MEMORIAL LIBRARY

BOARD OF TRUSTEES

June 24, 2024

The regular meeting of the Board was called to order at 6:00 p.m. on June 24, 2024, by President Steve Bascom. The members present were Steve Bascom, Becky Carico, Dale Menning, Marcia Priestley, Library Director Jerri Hawkins, Library Staff Karen Kelly, and Lacey Hall.

Menning moved to approve the May 20, 2024, minutes; Carico moved to second. The motion was approved.

Bascom motioned to approve the treasurer's report, and Priestley seconded the motion. The motion was approved.

DIRECTOR/STAFF REPORTS:

Director Jerri Hawkins gave the board an update on stats since the last board meeting. **Friends of the Library** will meet on Tuesday, July 2 at 6:15 p.m. The Golf Fundraiser on June 15, 2024, had 8 teams and 23 business sponsors. The **Summer Reading Programs and Events** have had a total of 390 attendees so far. **Lunch and Learn** on Wednesday, June 12, was presented by Karen Courtney on the topic of Homeschool 101; five people attended. **The book club** met on Tuesday, June 11, 2024, with four attendees. **Card card-making club** met on Thursday, June 20, and had eleven attendees. **Cookbook Club** met on Thursday, June 20, and had 10 attendees. **Friday StoryHour** had 53 attendees in May and 34 at the only Story Hour in June. For **SILLO**, for the FY24 YTD, Borrowed 234 and Loaned 277. **Libby** checkouts Fiscal YTD are 4,906. The library **circulation** is 12,352 YTD (including autorenewal). We have added 10 new patrons and had 16 renewals for 1,427 patrons.

The Poet Grant, submitted on May 24, was not awarded to our library. The RobSee Library Grant was submitted on June 24. The staff has been busy with Summer Reading Programs and Events and is working on the book sale.

UNFINISHED BUSINESS

Carico motioned to "pay the agreed upon \$15 per hour for cleaning for May through June 23." Menning seconded. The motion passed.

Menning motioned to "change cleaning services to Peterson Cleaning for the quoted amount of \$250 flat fee per month." Priestley seconded. The motion carried.

NEW BUSINESS

Carico moved to accept the staff evaluation forms and the staff orientation policy. Menning seconded the motion. The motion passed.

Carico motioned to "begin the previously approved 5% across-the-board pay increase for all library staff beginning July 1, 2024." The motion was seconded by Menning. The board approved the motion.

AGENDA ITEMS FOR THE NEXT MEETING

Election of Officers
Holidays and Hours
Policies

The meeting was adjourned at 6:42 pm. The next board meeting will be on Monday, July 22, 2024, at 6:00 p.m. Jerri Hawkins and Karen Kelly, Recording Secretary

MINUTES OF THE MARY J. BARNETT MEMORIAL LIBRARY

BOARD OF TRUSTEES

July 22, 2024

The regular meeting of the Board was called to order at 6:00 p.m. on July 22, 2024, by President Steve Bascom. The members present were Steve Bascom, Becky Carico, Jessica Langgaard, Dale Menning, Marcia Priestley, Library Director Jerri Hawkins, Library Staff Karen Kelly, and Lacey Hall.

Priestley moved to approve the June 24, 2024, minutes; Menning moved to second. The motion was approved.

Langgaard motioned to approve the treasurer's report, and Menning seconded the motion. The motion was approved.

DIRECTOR/STAFF REPORTS:

Director Jerri Hawkins gave the board an update on stats since the last board meeting. **Friends of the Library** met on July 2, 2024, with 8 attendees, Friends will meet next on Monday, October 7, at 6:15 p.m. The **All-School Reunion** was well attended with people stopping in to see class photos, and class displays, and to watch the Al Bell videos. The presentation with Donald Todd, Jr. was so popular that an additional presentation was scheduled. The first program on July 6 at 11:00 was attended by 404 people. The afternoon program that day had 10 attendees. **The book club** met on Tuesday, July 9, 2024, but there were no attendees. **Card-making club** met on Thursday, July 18, and had 9 attendees. **Cookbook Club** met on Thursday, July 18, and had 7 attendees. **Friday Story Hour** had 34 attendees in June and 26 so far in July. Upcoming events include a presentation by Iowa Sportscaster and author Scott Reister at 4:30 p.m. on July 3, a magic show at 3:30 on August 7, and Iowa history author Linda McCann at 10:00 a.m. September 11. For **SILO**, for the FY24 YTD, Borrowed 254 and Loaned 287. **Libby** checkouts Fiscal YTD are 4,987. The library **circulation** is 1,102 YTD including in-library and excluding auto-renewals..

We have added 8 new patrons and had 9 renewals for 1,440 patrons.

The T-Mobile Hometown Grant of \$50,000 was submitted on June 29, 2024. By mid-August, we will hear the award decision on RobSee, DG Youth, and T-Mobile.

There is a board training on August 22 at 6:00 p.m. introducing the Public Library Compensation Kit. Jerri will livestream the training at the library for those who would like to attend.

UNFINISHED BUSINESS

Officers were elected. Carico nominated Bascom for President; Priestley seconded. Bascom was elected President. Menning nominated Carico for Vice President, and Langgaard seconded. Carico was elected Vice President.

The board was given copies of the personnel and holidays and hours policies to update; it was decided to table this until next month after time for further study.

The city council will be deciding with whom to fill the board seat being vacated by Langgaard.

NEW BUSINESS

The board discussed needed clarifications of the personnel policy. Discussion focused on Section 2a –sick leave. It was proposed to change “Beginning with the employee’s first day of work, sick leave shall accumulate at the rate as set by position.” to include, “But not available until date of 1st anniversary.”

In Section 3a, it was proposed to add, “No employee is allowed vacation or sick leave pay for the first year of employment.”

It was further proposed to add an additional employee classification to Section 4 to read “**Temporary Staff** – Works Average 10 hours or Less /week. No vacation or sick leave accruals.”

It was decided that these policy changes would be revisited in August.

MINUTES OF THE MARY J. BARNETT MEMORIAL LIBRARY

BOARD OF TRUSTEES

July 22, 2024

The Gifts and Display Policies were reviewed. Carico moved to accept the gifts and display policies as presented. Langgaard seconded. Motion carried.

The board did the Director Evaluation. The board unanimously agreed that the director exceeded expectations in all of the categories on the evaluation tool.

AGENDA ITEMS FOR THE NEXT MEETING

Review and discuss the Holiday and Hours Policy and Personnel Policy

Review strategic plan

Discuss Board training presentation

The meeting was adjourned at 6:40 pm. The next board meeting will be on Monday, August 26, 2024, at 6:00 p.m.

Jerri Hawkins and Karen Kelly, Recording Secretary

MINUTES OF THE MARY J. BARNETT MEMORIAL LIBRARY

BOARD OF TRUSTEES

August 26, 2024

The regular meeting of the Board was called to order at 6:02 p.m. on August 26, 2024, by President Steve Bascom. The members present were Steve Bascom, Becky Carico, Lacey Hall, Marcia Priestley, Library Director Jerri Hawkins, and Library Staff Karen Kelly.

Priestley moved to approve the minutes from the meeting held on July 22, 2024; Carico seconded the motion. The motion was approved.

Bascom made a motion to approve the treasurer's report, and Priestley seconded the motion. The motion carried.

DIRECTOR/STAFF REPORTS:

Director Jerri Hawkins updated the board on recent statistics. The County Librarians' meeting is on Tuesday, August 27 in Panora. **Friends of the Library** will not meet in August or September and will meet next on Monday, October 7 at 6:15. **The Book Club** met on Tuesday, August 13 with 5 attendees, and the **Card Making Club** met on Thursday, August 15 with 11 attendees. The **Cookbook Club** met on Thursday, June 20 with 7 attendees. **Friday StoryHour** had 42 attendees in July and 44 attendees in August. Iowa Sportscaster Scott Reister spoke to 19 attendees on July 31, and a Magic Show on August 7 had 29 attendees. Upcoming events include Iowa history author Linda McCann speaking about her book Rosie the Riveters on September 11 at 2:00 p.m. and Don Todd, Jr. speaking on Saturday, October 12 at 11:00 a.m.

For **SILO**, Borrowed 15 and Loaned 22. **Libby/Bridges** checkouts Fiscal YTD are 762. The library **circulation** is 1,982 YTD (excluding autorenewal). We have added 2 new patrons and had 7 renewals for 1,453 patrons.

We were not awarded the T-Mobile Hometown Grant of \$50,000 nor the DG Youth Grant. The theme for the Festival of Trees will be "Christmas Stories."

Jerri will be on vacation from September 3 to September 7.

UNFINISHED BUSINESS

The board reviewed the personnel policy and set the 2024-2025 holiday hours for the library. It was decided that the library will be closed on all previously elected holidays, the Friday after Thanksgiving, and Christmas Eve. Additionally, the library will close early at 3:00 pm on New Year's Eve. The personnel policy was amended and accepted by a motion from Priestley, seconded by Hall, and the motion carried.

Training presentation was discussed. Board Training on August 22 at 6:00 p.m. called "Introducing the Public Library Compensation Toolkit" was attended by Becky Carico, Marcia Priestley, Dale Menning, and Jerri Hawkins. Steve Bascom and Lacey Hall watched at home.

NEW BUSINESS

The Board reviewed Hotspot, Circulation, and Collection policies. Carico made a motion to approve the policies, and Priestley seconded. The motion was approved.

The Board discussed the annual county meeting which will be September 23, 2024. The Board will have a short business meeting at 6:00 with the county meeting beginning at 6:30.

AGENDA ITEMS FOR THE NEXT MEETING

Annual County Meeting on September 23, 2024.

The meeting was adjourned at 6:35 p.m. The next board meeting will be on September 23, 2024, at 6:00 p.m. Jerri Hawkins and Karen Kelly, Recording Secretary

MINUTES OF THE MARY J. BARNETT MEMORIAL LIBRARY

BOARD OF TRUSTEES

September 23, 2024

The regular meeting of the Board was called to order at 6:00 p.m. on September 23, 2024, by President Steve Bascom. The members present were Steve Bascom, Becky Carico, Dale Menning, Lacey Hall, Marcia Priestley, and Library Staff Karen Kelly.

Menning moved to approve the minutes from the meeting held on August 26, 2024; Hall seconded the motion, which was approved.

Carico motioned to approve the treasurer's report as presented, and Menning seconded the motion. The motion carried.

DIRECTOR/STAFF REPORTS:

Director Jerri Hawkins provided a report on recent statistics to the board. **Friends of the Library** will meet on October 7 at 6:15. **The Book Club** met on Tuesday, September 10 with 5 attendees, and the **Card Making Club** met on Thursday, September 19 with 10 attendees. The **Cookbook Club** canceled their September meeting. **Friday StoryHour** had 44 attendees in August and 35 attendees so far in September. Author Linda McCann's book talk on September 11 had seven attendees, and the International Library Telescope Viewing on September 11 had 19 attendees. Upcoming events include Art on the Fly Needle Felting at 6:30 p.m. on Wednesday, October 2, Guthrie County ISU Extension early out after school program at 2:00 on Wednesday, October 9, and Don Todd, Jr. speaking on Saturday, October 12 at 11:00 a.m. The annual Li-BOO-ary Bash will be on Thursday, October 31 from 5:00-7:15 pm. Iowa author Michelle Cowan will speak about her book *Better not Bitter* at 10:00 a.m. on Saturday, November 9. On Wednesday, November 13, Guthrie County ISU Extension will provide an after-school program at 2:00 p.m.

For **SILO**, Borrowed 33 and Loaned 50. **Libby/Bridges** checkouts Fiscal YTD are 1,075. The library **circulation** is 2,699 YTD (excluding autorenewal). We have added 5 new patrons and had 5 renewals for 1,462 patrons.

The theme for the Festival of Trees will be "Christmas Stories."

UNFINISHED BUSINESS

The board discussed the progress of the window repair needs. Board members also were reminded of the Guthrie County Library Association Annual Meeting at 6:30 following the meeting.

NEW BUSINESS

The board discussed upcoming programs and grant opportunities.

AGENDA ITEMS FOR THE NEXT MEETING

The agenda item for next month includes reviewing the Strategic Plan to prepare for accreditation during FY 25. Review window bid and plan.

The meeting was adjourned at 6:15 p.m. The next board meeting will be on Monday, October 28, 2024, at 6:00 p.m.

Jerri Hawkins (was out for a funeral, available by Teleconference) and Karen Kelly, Recording Secretary

MINUTES OF THE MARY J. BARNETT MEMORIAL LIBRARY

BOARD OF TRUSTEES

October 28, 2024

The regular meeting of the Board was called to order at 6:02 p.m. on October 28, 2024, by President Steve Bascom. The members present were Steve Bascom, Becky Carico, Dale Menning, Lacey Hall, Marcia Priestley, and Library Staff Jerri Hawkins and Karen Kelly.

Carico moved to approve the minutes from the meeting held on September 23, 2024, pending noted correction; Menning seconded the motion, which was approved.

Carico motioned to approve the treasurer's report as presented, and Hall seconded the motion. The motion carried.

DIRECTOR/STAFF REPORTS:

Director Jerri Hawkins provided a report on recent statistics to the board. **Friends of the Library** will meet next on Monday, November 4, at 6:15. **The Book Club** met on Tuesday, October 8 with 7 attendees, and the **Card Making Club** met on Thursday, October 17 with 11 attendees. The **Cookbook Club** had its meeting on Thursday, October 17 with 7 attendees. **Friday StoryHour** had 52 attendees in September and 56 attendees in October. **Art on the Fly Needle Felting** on Wednesday, October 2, was attended by 15 people. Don Todd, Jr. gave a program on Saturday, October 12 which was attended by 17 people. Upcoming events include the annual Li-BOO-ary Bash on Thursday, October 31 from 5:00-7:15 pm. Iowa author Michelle Cowan will speak about her book *Better not Bitter* at 10:00 a.m. on Saturday, December 7, 2024. Decorating for the Festival of Trees will take place November 16-26. The library will be closed on November 11 for Veterans' Day and November 28 and 29 for Thanksgiving. Friends of the Library will be having a bake sale on November 7 during the Holiday Showcase, a vendor fair at the library on December 7 from 9:00 a.m. to 1:00 p.m. and have chosen February 8 for the Trivia Night, and June 14 for the golf tournament. For **SILO**, Borrowed 47 and Loaned 79. **Libby/Bridges** checkouts Fiscal YTD are 1,606. The library **circulation** is 3,688 YTD (excluding autorenewal). We have added 8 new patrons and had 5 renewals for 1,478 patrons.

FY26 Accreditation has been postponed to next year due to State Library employee retirement.

Friends of the Library would like to repaint the Donor Tree in the Children's Area. Carico motioned that redo the Donor Wall as Kelly Nielsen presented, using the original donor names (donors who contributed to the building of the library) with no new names being added. Menning seconded, and the motion passed.

Director Jerri Hawkins brought up the need to hire an additional library aide. Menning moved to hire an additional aide to work for 9-15 hours per week for \$8.50 per hour. Hall seconded the motion which passed unanimously.

UNFINISHED BUSINESS

The board reviewed the Library's Strategic Plan. It was agreed that objectives 3, 4, and 5 of goal 1 have been met. Goal 2, objectives 1, 2, and 3 have been met. Goal 3, objectives 1, 2, and 4 have been met. The board is pleased with the progress and feels that the remaining objectives can be completed within the timeline.

Dr. Bascom updated the Board regarding the window repair plan. The city is moving forward with plans to begin the window project.

NEW BUSINESS

The board reviewed the Taylor Meeting Room policy. Priestley moved to accept the updated room policy with Menning seconding. The motion carried.

AGENDA ITEMS FOR THE NEXT MEETING

There were no agenda items for November suggested.

The meeting was adjourned at 6:46 p.m. The next board meeting will be on Monday, November 25, 2024, at 6:00 p.m.

Jerri Hawkins and Karen Kelly, Recording Secretaries

MINUTES OF THE MARY J. BARNETT MEMORIAL LIBRARY

BOARD OF TRUSTEES

November 25, 2024

The regular meeting of the Board was called to order at 6:07 p.m. on November 25, 2024, by President Steve Bascom. The members present were Steve Bascom, Becky Carico, Dale Menning, Lacey Hall, Marcia Priestley, and Library Staff Jerri Hawkins and Karen Kelly.

Priestley moved to approve the minutes from the meeting held on October 28, 2024; Menning seconded the motion, which was approved.

Bascom motioned to approve the treasurer's report as presented, and Carico seconded the motion. The motion carried.

DIRECTOR/STAFF REPORTS:

Director Jerri Hawkins provided a report on recent statistics to the board. **Friends of the Library** will meet next Monday, December 2, at 6:15. **Bridge and Cribbage** groups had 96 in attendance for the month. **The Book Club** met on Tuesday, November 12 with 7 attendees, and the **Card Making Club** met on Thursday, November 21 with 10 attendees. The **Cookbook Club** had its meeting on Thursday, November 21 with 5 attendees. **Friday StoryHour** had 56 attendees in October and 61 attendees in November. Upcoming events include a program by the Iowa author Michelle Cowan who will speak about her book *Better not Bitter* at 10:00 a.m. on Saturday, December 7, 2024. Decorating for the Festival of Trees will take place November 16-26. The library will be closed on November 28 and 29 for Thanksgiving. Friends of the Library earned a little over \$700 at their bake sale on November 7 during the Holiday Showcase. Due to a lack of vendors, the proposed vendor fair at the library will not take place. Friends of the Library members have chosen February 8 for the Trivia Night and June 14 for the golf tournament.

For **SILO**, Borrowed 65 and Loaned 107. **Libby/Bridges** checkouts Fiscal YTD are 1,649. The library **circulation** is 4,733 YTD (excluding autorenewal). We have added 10 new patrons and had 9 renewals for 1,490 patrons.

Friends of the Library donor tree repainting project artist Kelly Nielsen tentatively is planning December 16 as the start date for the mural.

Friends of the Library were selected by Ten Squared women to receive their November donation to be used to complete the toddler section of the library and to pay for additional audiobooks to benefit our young patrons.

Director Jerri Hawkins reported interviewing three very qualified candidates for the part-time library aide position.

The board was reminded that December 10, 2024, is the County Supervisors' Meeting at 9:00 a.m. in the Guthrie County Courthouse.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

The director is working on updating library policies for library accreditation.

The board reviewed and discussed the FY25 budget and discussed the proposed FY26 budget. The board will finalize the FY26 budget at the January meeting.

The board discussed the need to move the December meeting date as the scheduled date of December 23 would make it difficult for the city office to send out payments before the holiday recess. It was decided to move the meeting to December 16.

AGENDA ITEMS FOR THE NEXT MEETING-- policy review

The meeting was adjourned at 6:48 p.m. The next board meeting will be on Monday, December 16, 2024, at 6:00 p.m. Jerri Hawkins and Karen Kelly, Recording Secretaries

MINUTES OF THE MARY J. BARNETT MEMORIAL LIBRARY

BOARD OF TRUSTEES

December 16, 2024

The regular meeting of the Board was called to order at 6:01 p.m. on December 16, 2024, by President Steve Bascom. The members present were Steve Bascom, Becky Carico, Lacey Hall, and Library Staff Jerri Hawkins and Karen Kelly.

Hall moved to approve the minutes from the meeting held on November 25, 2024; Carico seconded the motion, which was approved.

Bascom motioned to approve the financial report as presented, and Carico seconded the motion. The motion carried.

DIRECTOR/STAFF REPORTS:

Director Jerri Hawkins provided a report on recent statistics to the board. **Friends of the Library** will meet Monday, January 6, 2025, at 6:15. They will be planning the trivia fundraiser which is scheduled for Saturday, February 8, 2025, at 6:00 p.m. **Bridge and Cribbage** groups had 46 in attendance so far this month. **The Book Club** met on Tuesday, December 19 with 0 attendees, and the **Card Making Club** and **Cookbook Club** will both meet on Thursday, November 21. **Friday StoryHour** had 61 attendees in November and 30 attendees so far in December. Upcoming events include Youth Crafts on Monday, December 23, and December 30, and Youth Holiday Movie Day on Thursday, December 26. The library will be closed on December 24 and 25 for Christmas. It will close early December 31 and will be closed all day on January 1. For **SILO FY25 Fiscal YTD**, Borrowed 85 and Loaned 130. **Libby/Bridges** checkouts Fiscal YTD are 2,306 (audio-1,188; e-books-781; Magazines-337) Advantage titles (34 audiobooks and 7 e-books) 41 circ. The library **circulation** is 4,799 YTD (excluding autorenewal). We have added 2 new patrons and had 2 renewals for 1,491 patrons.

Friends of the Library were selected by Ten Squared Women Group to receive funds awarded at their November 2024, meeting. Trivia Night is set for February 8, 2025, and the Golf Tournament is scheduled for June 14, 2025.

The wall in the Children's Area where the donor tree mural will be painted has leaves removed and the wall has been primed. Kelly Nielsen will begin work this week.

UNFINISHED BUSINESS

Unfinished business included reviewing two library policies. Carico made a motion to accept the bulletin board policy as amended; Hall seconded. The motion carried. Hall made a motion to approve the sex offender policy as written; Carico seconded, and the motion was passed.

NEW BUSINESS

Dr. Bascom suggested that the board discuss the city's recently approved city pay increases and relayed his discussion with the city clerk to the board members. The board will table this to be discussed more during the budget prep meeting.

Director Hawkins will be presenting the library's annual report to the City Council on January 13 at 6:00.

Hawkins also reported on the Guthrie County Supervisor Meeting from Dec. 10th at 9:00 am where the county libraries proposed funding for FY26 to libraries.

AGENDA ITEMS FOR THE NEXT MEETING-- policy review for bylaws or equipment check out, budget for FY26

The meeting was adjourned at 6:31 p.m. The next board meeting will be on Monday, January 27, 2025, at 6:00 p.m. Jerri Hawkins and Karen Kelly, Recording Secretaries