

North Liberty Library Board of Trustees Meeting  
City Council Chambers

DATE: April 16, 2022 6:30 P.M.

PRESENT: Chris Mangrich, Heidi Wood, Jessica Beck, Mike Healy, Scott Clemons,  
Library Director Jennie Garner, Collection Development Librarian Andrew Frisbie

ABSENT: Laura Hefley

Call to Order

- 1) Additions/Changes to the Agenda
  - a) None
- 2) Public Comment
  - a) None
- 3) Approval of the Minutes
  - a) January and March meeting minutes motion to approve by M. Healy; second C. Mangrich; approved by voice vote
- 4) Reports
  - a) Staff Introduction
    - i) Andrew Frisbie presents circulation, usage, and demand modeling information
      - (1) Circulation of physical, e-book, and audio book are up improving last year
        - (a) M. Healy asks about the breakout of physical and digital unique users.  
Andrew will follow-up
      - (2) Demand modeling for juvenile collections shows overall meeting target for circulation
      - (3) Demand modeling informs acquisitions and weeding. It has lowered hold queues.
      - (4) H. Wood asks about mobile app self-service for physical materials – catalog/holds. Staff are reviewing solutions that combine physical and electronic materials in common mobile app
      - (5) J. Beck asks about the on-line request for materials process. A form exists on the website. There is a new courier system for moving interlibrary loan and open library materials
  - b) Budget
    - i) Utilities are over budget given higher prices. Subscription payments and utilities skew YTD
    - ii) Amendment requested for utilities
  - c) Friends
    - i) Will meet this month. Preparing for book sale
  - d) Director
    - i) Strategic planning session April 8.
    - ii) Two Library Assistant positions open

- iii) Library Assistant positions wage increase approved
- iv) Grants awarded FY22 almost \$18K
- v) Public Library Association Conference
- vi) Association for Rural & Small Libraries Board Retreat
- e) Staff Reports - Questions
- 5) Policy Review
  - a) Proctoring Policy with grammar and pronoun edits
    - i) Motion to approve by H. Wood; second M. Healy; approved by voice vote
  - b) Volunteer Policy with grammar and pronoun edits
    - i) Motion to approve by M. Healy; second C. Mangrich; approved by voice vote
- 6) Old Business
  - a) None
- 7) New Business
  - a) Grant writer Amy Blessing asks for permission to include in application to the Iowa Women's Foundation for a North Liberty Library Transportation Solutions Program that the trustees support the library's application
    - i) M. Healy asks if this reaches beyond the library's mission or duplicates services offered by other agencies
      - (1) Does not duplicate services. Falls within economic development role of library. Library is uniquely positioned to address this sort of micro-level assistance
      - (2) M. Healy offers support with understanding that this does not duplicate services and the library actively pursues partnerships that encourage development of longer-term solutions provided by those agencies
    - ii) H. Wood would have liked to see application in full. J. Garner will provide application. Asks that the board support the application pending reading.
    - iii) Motion to support the North Liberty Library Transportation Solutions Program grant application pending reading the application by J. Beck; second H. Wood; approved by voice vote

#### Adjourn

Motion to adjourn by H. Wood; second C. Mangrich

NEXT MEETING DATE: May 16, 2022

*Meeting minutes recorded by S. Clemons*