

North Liberty Library Board of Trustees Meeting
City Council Chambers

DATE: December 19, 2022 6:30 P.M.

PRESENT: Scott Clemens, Chris Mangrich, Jessica Beck, Brady Bird, and Library Director Jennie Garner

ABSENT: Lindsey Bland, Laura Hefley

Call to Order

- 1) Additions/Changes to the Agenda
 - a) Examples of programs policies from other libraries.
- 2) Public Comment
 - a) None
- 3) Approval of the Minutes
 - a) November 2022 meeting minutes could not be approved; only three board members present at November meeting in attendance, approval deferred until January 2023.
- 4) Reports
 - a) Staff Introduction - Kellie Forkenbrock and Jennifer Jordebrek
 - b) Staff Reports - Part-Time Staff Hiring and On-Boarding Process
 - i) Job description review - removing of gender-coded language.
 - ii) Typically 25-30 applicants by deadline, sorted down to top 5-7 applicants.
 - iii) Pre-screen interview call - ensure specifics of job posting are clear with applicant (i.e. evenings/weekends, long-term part-time, location).
 - iv) Panel interview, virtual or in-person - pre-determining who asks and answers each question.
 - v) References - "would you hire/work with again? Why or why not?"
 - vi) Offer - if accepted, on-boarding begins
 - vii) On-boarding - 2 weeks including background check and drug screening, one-on-one training, building tour, online interactive training manual, front desk shadowing.
 - viii) Scheduling - considerations for other jobs or school.
 - (1) Work, program, and desk schedules through Paycore.
 - c) Budget - 41%, average is 42% this time of year.
 - i) Personnel on par with budget.
 - ii) 5 more hotspots ordered with grant money, will make 10 in place total.
 - d) Friends
 - e) Director
 - i) Community report - starting to approach pre-pandemic numbers.
 - ii) Legislative Recap - city councilors invited for first time, a few attended including one from NL.
 - iii) Budget meeting today - very promising, lean request. Asked for funding to increase one employee to full-time, adding funds for total of 16-20 hotspots, training budget allowing for multiple positions to attend out of state conferences.

- iv) Idea committee - focus groups in spring 2023, targeting groups that typically don't use the library and its services.
- v) 2-day rural libraries summit - panel member, invited based on LinkedIn activity.
- vi) Attending conference in New Orleans, paid for by ARSL as representation for the organization
- vii) Contribution Drive 2022 with Friends of the Library - used AlphaGraphics for mailers. Multiple large donations so far.

5) Policy Review

- a) We do not have a program policy at this point. Recommendation by Jennie Garner to add policy to protect programs.
 - i) Used models from around Iowa and US, especially Ames, IA.
 - ii) Policy review for approval by January 2023.
 - iii) Statement of Concern about Library Resource.
 - (1) Adding section to lay out what happens after a request is submitted.
 - iv) No vote needed.
- b) Library access for sex offenders.
 - i) Changed to gender neutral language.
 - ii) City attorney involved in language as it is a legal document.
 - iii) Motion to approve policy by Chris Mangrich, second by Brady Bird. Approved by voice vote.
- c) Appendix B - Library use application for Sex Offender Against Minors.
 - i) Removal of questions regarding aliases, occupation, or intended use of library services and/or materials - not asked of anyone else. Not trying to deny access, wording changed to be more friendly and ensure the process is meant to allow access.
 - ii) Motion to approve Appendix B by Jessica Beck, second by Chris Mangrich. Approved by voice vote.

6) Old Business

- a) None

7) New Business

- a) None

Adjourn

Motion to adjourn by Brady Bird, second by Chris Mangrich.

NEXT MEETING DATE: Monday, January 23, 2023 due to Martin Luther King Jr Day.

Meeting minutes recorded by Brady Bird