

**North Liberty Library
Minutes of the Meeting of the Board of Trustees
September 16, 2024**

Trustees Present: Scott Clemons, Angela Fogt, Brandy Greene, Scott Kramer

Other Attendees: Jennie Garner (Director); Melanie Harrison (Marketing & Engagement Coordinator)

Absent: Jamie Helmick

Vacant: Johnson County At-Large Trustee

1. Call to Order

A regular meeting of the Board of Trustees of the North Liberty Library (the "Library") was called to order September 16, 2024, at approximately 6:30 pm by Scott Clemons, President.

2. Quorum; Agenda

The President recognized the Trustees present and established that there was the required quorum to proceed with business. There were no additions or changes to the agenda as presented.

3. Public Comment

None

4. Approval of the Minutes

The August minutes were reviewed. Upon a motion duly made, seconded, and unanimously carried, the minutes of the meeting were approved.

5. Presentation to the Board

Melanie Harrison, Marketing and Engagement Coordinator, presented to the Board on the Library's current marketing and engagement activities. This included a discussion of the website, Tiny Art Show, and upcoming Costume Closet and Kids Vote event.

6. Reports

a. Budget

Director Jennie Garner walked through the current Expense Budget Performance Report for the fiscal year through August 30, 2024. The present financial condition of the Library remains strong and expenses align with expectations.

b. Director

Director Jennie Garner provided an update on the Library's general operations and activities that included:

- The Library is in the process of finalizing its responses to the 2024 State Library of Iowa Survey.
- The Library has filled two part-time positions to help maintain desired staffing levels.
- The Library purchased cooling towels to help patrons and staff.
- The Library is exploring opportunities for enhanced coordination with the other libraries in Johnson and Linn Counties. Recent efforts include an all-director meeting in September and a proposed staff training day on February 20 with Shola Richards as a guest trainer.
- Carpets have been cleaned and the Library is considering a more regular cleaning rotation.
- The Library is assessing its current technology available to patrons. It is replacing laptops as needed and making other updates to ensure that other Library technology resources (e.g., ipads and website) are working as intended.
- The Library Director will be representing the Library at a number of conferences and meetings in the coming months.

c. Friends

The Friends of the North Liberty Library are working on a puzzle-related competition and fundraiser.

d. Staff Reports

There were no questions relating to the written staff reports that were provided to the Board in the meeting packet.

7. Policy Review

The Board reviewed the Library's current Collection Development Policy. There were no recommended changes from staff. Upon a motion duly made, seconded, and unanimously carried, the Board of Trustees voted to approve the continued use of the Collection Development Policy in its current form for an additional one-year term.

8. Old Business.

None.

9. New Business

Director Jennie Garner provided an update on the Johnson County At-Large Position on the Board of Trustees. Jack Abel was removed from that position by the mayor for a failure to attend meetings. The Board and City will move forward with identifying and appointing an individual to fill that role.

10. Adjournment

The meeting was adjourned at 7:10 pm by the President.

The next meeting of the Board of Trustees will be held on October 21, 2024 at 6:30 pm in the North Liberty City Council Chambers.

Prepared by Angela Fogt, Secretary