

**North Liberty Library
Minutes of the Meeting of the Board of Trustees
November 25, 2024**

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

Other Attendees: Jennie Garner (Director), Kellee Forkenbrock (Public Services Librarian)

Absent: Jamie Helmick

1. Call to Order

A regular meeting of the Board of Trustees of the North Liberty Library (the "Library") was called to order on November 25, 2024, at approximately 6:30 pm by Scott Clemons, President.

2. Quorum, Agenda

The President recognized the Trustees present and established that quorum was met. There were no additions or changes to the agenda as presented.

3. Public Comment

None.

4. Approval of the Minutes

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

There was no meeting in November, so there are no November minutes to review.

5. Presentation to the Board

Kellee Forkenbrock, Public Services Librarian, presented to the Board on the Library's approach to patron services. This included an overview of the Library's practices on training and actions taken to ensure library services are provided to patrons in a kind, responsive, and supportive manner.

6. Reports

a. Budget

Director Jennie Garner walked through the current budget. The present financial condition of the Library remains strong, and expenses align with expectations.

b. Director

The Board acknowledges Director Garner's receipt of the Iowa Library Association's 2024 Distinguished Leadership Award and commended her services to the Library and the broader community through outreach and service.

Director Garner provided a report on the Library's general operations and activities that included:

- The hearing loops have been installed and accessibility improvements are working as intended.
- Additional library safety measures are being considered and implemented in response trainings, this includes tools for enhanced communication among working staff and locking the door to the staff-only area.
- Due to privacy and public records concerns, the library is no longer offering to print patron documents that are emailed to members of the library staff. Patrons will need to print their documents directly. Support is being provided to the patrons who have concerns related to this change.
- The Library is coordinating and upcoming professional development opportunity for Linn and Johnson Counties.
- The Library has recently experienced extremely high usage days as measured by individuals passing through the library entrances – library usage is increasing.

c. Friends

The Friends of the North Liberty Library are preparing for the Cookie Walk on December 7. Trustees are encouraged to contribute cookies and participate.

d. Staff Reports

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

7. Policy review

The Board reviewed and discussed the Library Conduct Policy as set forth in the Board packet. There were no recommended changes. Upon a motion duly made, seconded, and unanimously carried, the Board of Trustees voted to approve the Library Conduct Policy.

The Board reviewed and discussed the Art Display Policy as set forth in the Board packet. There were no recommended changes. Upon a motion duly made, seconded, and unanimously carried, the Board of Trustees voted to approve the Art Display Policy.

The Board reviewed and discussed the Service Policy as set forth in the Board packets. The Trustees discussed updates to include the hearing loops and to correct the website address in the purpose language. Upon a motion duly made, seconded, and unanimously carried, the Board of Trustees voted to approve the Service Policy, subject to the addition of the hearing loops and the updating of the website. The Board authorized and directed Director Garner to incorporate those changes without further review or approval required by the Board.

8. Old Business

No old business.

9. New Business

No new business.

10. Adjournment

The meeting was adjourned at 7:05 by the President.

The next meeting of the Board of Trustees will be held on December 16 at 6:30 pm at the North Liberty City Council Chambers.

Prepared by Angela Fogt, Secretary.