

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

Trustees Present: Angela Fogt, Brandy Greene, Scott Kramer

Other Attendees: Jennie Garner (Director), Jennifer Jordebrek (Assistant Library Director)

Absent: Jamie Helmick, Scott Clemons, Cara Flynn

1. Call to Order

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

2. Quorum, Agenda

The Vice President recognized the Trustees present and established that quorum was not met. Seeing that there was no quorum, all actions requiring a vote were postponed to the January 2025 meeting. There were no additions or changes to the agenda as presented.

3. Public Comment

None.

4. Approval of the Minutes

Approval was tabled until the next meeting with a quorum.

5. Presentation to the Board

Jennifer Jordebrek, Assistant Library Director, presented to the Board on the Library's current staffing model and approaches. This included a discussion of the onboarding process for new staff, approach to scheduling flexibility, involvement of students, and current staffing levels.

6. Reports

a. Budget

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

The Board reviewed the budget request for FY 2026. This includes a total proposed increase of 4.34%. The largest increase is for janitorial services (54% increase) based on current market costs and library needs. Other areas of increase include an 8% increase for programmatic services and the reinstatement of the tuition budget. No changes were proposed by the Trustees in attendance.

b. Director

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

- The Library is in the process of obtaining quotes for a new copier lease.
- Library staff continue to be involved in strategic professional development opportunities. Director Garner will be attending the Knight Foundation Library Leadership Conference in February 2025. This opportunity is paid for through a grant from the Knight Foundation.

c. Friends

The Friends of the North Liberty Library held a cookie walk in December and raised over \$1000 for the Library.

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 annual Community Impact Report was included in the Board packet for Board review.

The current Library Access for Sex Offenders Against Minors Policy was included in the Board packet for Board review. Approval was tabled to the next meeting with a quorum.

8. Old Business

No old business.

9. New Business

No new business.

10. Adjournment

The meeting was adjourned at 6:55 by the Vice President.

The next meeting of the Board of Trustees will be held on January 20, 2025 at 6:30 pm at the North Liberty City Council Chambers.

[The meeting date was subsequently changed via email to January 27, 2026 at 6:30 pm]

Prepared by Angela Fogt, Secretary.