North Liberty Library
Minutes of the Meeting of the Board of Trustees
May 19, 2025

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

Other Attendees: Jennie Garner (Director), Emily O'Sheridan-Tabor (Family Services Librarian)

Absent: None

1. Call to Order

A regular meeting of the Board of Trustees of the North Liberty Library (the "Library") was called to order on May 20, 2025, 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.

5. Welcome of New Board Member

Stefanie Munsterman was introduced as a new member of the Board.

5. Approval of the Minutes

The January minutes were reviewed. One correction was noted to the spelling of Brandy Greene's name. Upon motion duly made, seconded, and unanimously carried, the minutes of the meeting were approved.

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

6. Staff Introduction / Presentation to the Board

Emily O'Sheridan-Tabor (Family Services Librarian) presented to the Board on the Library's outreach related to its designation as a Family Place Library. This included providing an update on the Playful Parenting Group. The Library is the only library in Iowa with this designation.

E. OSheridan-Tabor also discussed the Library's plans to commission a mural in the children's section and overall updates to the aesthetic to help keep library a calm and inclusive location. The lactation room will be converted into a "calm down cabin" which allows for space for lactation but also for individuals who may need a sensory break. The Board expressed informal support for the mural project and asked questions related to the commission process for artists, the budget, and licensing of the commissioned work.

6. Reports

a. Budget

Director Jennie Garner provided a brief update on the current budget. The present financial condition of the Library remains strong, and expenses generally align with expectations. The budget does not yet reflect a $2500 programming grant that has been received.

An endowment distribution was requested this year to help support a 2026 author visit.

b. Director

Director Garner provided an update on H.F. 856, which has been amended in the Senate and approved by both legislative chambers. It is anticipated that the governor will sign. Director Garner will be working with legal support from the city to determine what, if any, changes will be needed to programming or messaging arising from the new law once enacted.

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

- The library has filled four part-time positions.

- Director Garner continues to have opportunities to present at conferences and to engage in similar professional development opportunities. This includes requests to participate in Citizens University and Des Moines Con. These opportunities create opportunities for collaboration and outreach for the Library.

- The summer reading program will kick-off again in June.

c. Friends

Friends of the North Liberty Library will be holding a book sale in June. Trustees are encouraged to volunteer to assist with this sale.

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 the Library's Programming Policy. The Board discussed potential changes that may be helpful based on the anticipated legislation (H.F. 856). To provide adequate time to make any needed changes, there was a motion to defer consideration of the Programming Policy until the next meeting. This was seconded and unanimously carried.

The Board also reviewed the Library's Personnel Policy Statement. Upon a motion duly made, seconded, and unanimously carried, the Board of Trustees voted to approve the policy as set forth in the Board packet.

The Board also reviewed and discussed the Library’s Bylaws. No action was required.

8. Old Business

No old business.

9. New Business

None

10. Adjournment

The meeting was adjourned at 7:30 pm by the President.

The next meeting of the Board of Trustees will be held on June 19, 2025 at 6:30 pm at the North Liberty City Council Chambers.

Prepared by Angela Fogt, Secretary.