

**Coralville Public Library Board of Trustees**  
**April 3rd, 2019**

**Present:** Lindsay Bland, X. Cretzmeyer, Amanda Elkins, Keith Jones, Shaner Magalhaes, Alison Ames Galstad (Library Director), Ellen Hampe Alexander (Assistant Library Director), Mitch Gross (City Council Representative), Mike Jorgensen (Adult Services Librarian).

**Absent:** Deborah Hatz. Lisa Martin.

President Magalhaes called the meeting to order at 6:00.

The Board considered approval of the agenda. Elkins moved that the agenda be approved as presented. Jones seconded. The motion passed unanimously.

The Board considered approval of the minutes of the March 6<sup>th</sup>, 2019 meeting. Elkins moved that the minutes be approved, Bland seconded. The motion passed unanimously.

The Board considered approval of the bills for March. Jones motioned that the bills be approved as presented, Cretzmeyer seconded. The motion passed unanimously.

Mike Jorgensen, Adult Services Librarian, gave the staff report. Mike selects adult AV materials including electronic audiobooks. He publishes the print newsletter monthly and manages the bulletin board in the Community Resources Room. The part of his job that he likes the most and which has increased over the years is the programming. It brings many people into the library. In 2009, he showed 5 films, 54 people came. 2018 showed 19 films, 696 people (ave 37 people). Mike and Laura alternate the Novel Conversations book groups. Mike also runs the Lit Flix program, which is movies that are based on books. He passed around posters of a selection of movies shown, and commented that he loves the new popcorn maker from the Friends. This summer he will show some space-themed movies to go along with the Universe of Stories SRP theme. He discussed other programming that he's done. Next Wednesday he will show Ex Libris as a matinee during National Library Week. The Board thanked Mike for his presentation. Magalhaes mentioned that he would love to see TAB kids come to a board meeting and report to the Board.

The Board considered a recommendation from the T. Patricia Dee Volunteer Service Award Committee. Bland reported on behalf of the committee, they had one submission. Alexander submitted the recommendation to give this year's award to the ELL teachers. Jones motioned that Dave Welborn and Chuck Murphy receive the award, Cretzmeyer seconded. Motion passed unanimously. The Friends Annual Meeting will be April 25, 7:00 pm.

The Board reviewed the Personnel Policies. The policy basically addresses that library personnel are covered by the city's policies, with a few specifics such as hours of operation. Galstad will run it by Mike Funke, Coralville's Human Resources Manager, to see if he notices any changes that need to be made. The Board reviewed the T. Patricia Dee Volunteer Service Award Policy. No suggested changes at this time.

Cretzmeyer gave a Friends report – the Friends have been sorting books today. Annual meeting will be April 25<sup>th</sup>. Their next book sale will be after our next meeting.

Nothing from the Foundation Board.

Magalhaes mentioned that he is working on Galstad's performance evaluation.

**Galstad gave the Director's Report:**

Statistics & meeting room #s – circulation was up about 6% this March from last March, Overdrive is way up, Kanopy continues to be more and more popular. Laptop and wireless use were also way up. Community Writing Center is going steady.

No budget info to report.

Galstad attended the North Corridor Rotary meeting today. We received book donations and a donation of \$500. Miniatures Club annually take up a collection to thank for meeting room space, and recently donated \$66. Both of these donations will be on the next month's report.

Alexander reported on the Global Community Potluck. There were more than 300 people in attendance, and there was great participation from groups bringing samples of ethnic food!

The City's 4<sup>th</sup> Fest Basket Auction coming up, we are contributing a basket.

Next week is National Library Week. Mary Swander, Iowa's Poet Laureate, will be reading at CPL on Sunday. Tuesday night the Mayor will do a proclamation at the City Council meeting. Magalhaes can be there to accept it. CPL will be offering free replacement cards and fine amnesty all week, plus showing ExLibris on Wednesday morning.

Cretzmeyer inquired about the ICCSD using the Library meeting rooms so often. Alexander reported that they do use it frequently for staff training, etc.

Other business – Cretzmeyer mentioned that on a recent trip to Ft. Meyers Florida, he and his wife tried to attend a library book sale, but were told when they got there that the director had been stabbed that morning. He expressed concern about security measures and procedures in terms of staff safety. Galstad and Alexander commented on several recent staff training sessions that they have done on various aspects of dealing with patron behaviors and general safety issues. And recent staff in-service training has also covered active shooter response training.

The next meeting will be May 1<sup>st</sup>.

6:47 adjourned.

Ellen Alexander  
Assistant Library Director  
(Subject to approval at the May 2019 meeting.)