

Coralville Public Library Board of Trustees
August 7th, 2019

Present: Lindsay Bland, X. Cretzmeyer, Deborah Hatz, Amanda Elkins, Keith Jones, Pat Kenner, Shaner Magalhaes, Alison Ames Galstad (Library Director), Ellen Hampe Alexander (Assistant Library Director), Mitch Gross (City Council Representative), Nat Christenson, (Inter-library Loan Assistant).

Absent:

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. Kenner seconded. The motion passed unanimously.

The Board considered approval of the minutes of the July 10th, 2019 meeting. Hatz moved that the minutes be approved, Kenner seconded. The motion passed unanimously.

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

Nat Christenson, Inter-library Loan Services Assistant, gave the staff report. Nat has worked at the library for almost 13 years. He mainly works with interlibrary loans, manages meeting room reservations and equipment, and works circulation desk. He showed how he orders and receives orders for ILLs through SILO (a catalog of library holdings in Iowa). If he cannot find a requested item in Iowa would go to Worldshare, which does a much wider search of library holdings around the world. Nat also oversees meeting room reservations. We just updated EMS, the meeting room software, to a new version. He showed the back end of EMS and also the public view that shows on the website. Kenner asked how often any given group can use a room. Our policy says that groups may have one reservation at a time, including “a brief series of meetings lasting no longer than two weeks.” Nat also sets up equipment in the meeting rooms, or schedules someone else to do it.

The Board considered the Exclusionary Zone policy exception request. The library had a request for meeting room use from a man on the sex offender registry. A handful of members of the Board also received his request via email. Galstad cc'd the board members on her response to him, in which she explained that our policy reflects Iowa law. She explained that exceptions are considered by the Board, and asked if his reaching out to the board should be considered a formal request for consideration. She suggested other venues that would not have this issue. She did not hear back from him. Given the lack of clarity regarding whether or not the individual's inquiry was an actual request for an exception to the Library's policy, the Board decided not to act on the issue.

The Board considered a request to serve as headquarter location for the 2019 United Action for Youth “Ride for Youth” on Sunday, September 29th. Galstad, Alexander, and Vicky Robrock met with UAY representatives on Monday. This is their 7th annual fundraiser bike ride, and prior to this year they've always had headquarters at the Kirkwood Regional Center. Kirkwood had decided to only host STEM events this year, thus UAY asked to have headquarters at CPL. Galstad reached out to Mike Funke to find out about how to handle insurance, UAY will work with the police on facilitating routes. They anticipate around 200 riders staggered throughout the day, as there will be a few different routes and people can ride at their own time. Because this is a Sunday, the bulk of the activity will most likely be before the library is open. The meeting was very positive, and though we generally do not host fundraisers for outside organizations, this seems like it would be a great exception. Because the Foundation is considering a bike event, it would be

especially interesting to see the logistics. Jones asked if Galstad had a recommendation. Galstad said that by end of the meeting she felt like we'd solved the questions we had. UAY going to reach out to West Music about parking, too. Kenner moved that the request be granted, Jones seconded. The motion passed unanimously.

Cretzmeyer gave a Friends report. The book sale last weekend went well. It was different – primary objective was to get rid of books, so prices were reduced from normal on Friday and everything cost a quarter on Saturday. They bought in around \$2,000 and got rid of a large number of books.

The Foundation Board will meet in 2 weeks.

Galstad gave the Director's Report:

Statistics – circulation was down slightly, visits up around 12%. Around 1/3 of checkouts are at the self-check machines. 14% of checkouts are Overdrive – all digital usage is up significantly, wireless up. SRP – kids can still finish so the number is not yet final. 1500 kids registered, about 588 have completed. Teens 302 registered 158 completed at least 1 level, 131 finished all 4 levels. Adults – 534 registered 220 completed. Budget - \$100 donation from Thomas Duncan.

Hatz asked about renovations in the children's area. We will be replacing the playscape, will have a "baby garden" and 3 discovery tables: a train table, a lego table, and a light table. Most of the fixtures will be arriving in October, and MLC will be painting in the meantime. The nursing room will be carpeted and painted. The signature color will go from red to blue in the children's area. Hatz suggested that the computer in corner needs two chairs.

Bland requested a padded changing table in the family restroom.

Magalhaes volunteered at the fair, and mentioned that many of the volunteers expressed that they would like to see more to the booth. Galstad will discuss with other library directors of Johnson County.

Bland asked if we are still looking for people to help with the 5th Street Social. Galstad said that the library is covered, Gross said that the city could still use volunteers. The Library will be in the kid's zone making pencil toppers and giving away pencils.

Mitch mentioned that the fall community meal will be at NWJH on September 27th.

Next meeting will be September 4th.

The meeting was adjourned at 7:10.

Respectfully submitted,

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