

Coralville Public Library Board of Trustees
October 2nd, 2019

Present: Lindsay Bland, X. Cretzmeyer, Amanda Elkins, Deborah Hatz, Keith Jones, Alison Ames Galstad (Library Director), Ellen Hampe Alexander (Assistant Library Director).

Absent: Pat Kenner, Shaner Magalhaes, Mitch Gross (City Council Representative).

Vice President Jones called the meeting to order at 6:00.

The Board considered approval of the agenda. Hatz moved that the Board approve the agenda as presented. Elkins seconded. The motion passed unanimously.

The Board considered approval of the minutes of the September 4th, 2019 meeting. Cretzmeyer moved that the minutes be approved, Bland seconded. The motion passed unanimously.

The Board considered approval of the bills for September. Jones asked about ProQuest; Galstad explained that this is for one year of the IC Press Citizen on microfilm. There was consensus that it would be interesting to keep track of usage for a year. Interesting to see if anyone is digitizing from microfilm. Jones also asked about Body Sound LLC; Galstad explained that both CoralVision and IPTV were busy, and Body Sound did audio of the Paul Engle Award. Elkins asked about CVB Think Iowa City; this is the biannual ad in the CVB visitor's guide. Elkins motioned that the bills be approved as presented, Hatz seconded. The motion passed unanimously. X asked about Harry's trophy's; this where we get nametags and plaques, and this invoice is for Lisa's plaque.

The Board reviewed preliminary Annual Report Information, which is what Galstad reported to City Council a few weeks ago. Kate Dale put the infographic together. The Foundation Board decided to focus on services that are "beyond books" in their insert this year, so Galstad decided to focus on this for the annual report too. Outreach services numbers includes all of story time outreaches Wednesday mornings to daycares, Laura visiting the prison, school outreach, and other special events. We will have the full annual report on the November meeting, as it is due to the State Library on Oct. 31st. We have just shy of 170,000 items in the collection, 40,000 are digital. 378,408 total items were checked out in FY19, 325,000 were physical materials in the collection, over 50,000 were emedia. Coralville residents account for 56% of our total circulation. Iowa City residents account for 23 ½%, rural Johnson County residents accounted for almost 6%.

The Board Reviewed the Patron Conduct Policy. This came up because Galstad has been made aware of First Amendment audits, people are filming on phone an interaction in a public place in an attempt to get shut down. We wanted to review our policy to make sure our policy adequately covered this situation. Had an incident last month. There was some discussion about when taking video would violate our policy, and it was decided to look at the policy again next month.

Cretzmeyer gave a Friends report. They are having a book sorting today. New Pioneer Coop is adding books for a free-will donation to the new seating area in their store, like what they have in the café. Bill Benson and Sara Pitcher will be on KXIC this month, because National Friends of the Library week is Oct. 21st.

The Foundation Board has not met since last meeting. They will met in November.

Galstad gave the Director's Report:

Statistics –library visits and circulation statistics are very close to the same as last year, about 30% of checkouts are at the self-checks, 16% were Overdrive downloads. All emedia use was up from last year.

Wireless and internet use were both slightly down from last year, which is surprising.

Building – We are in the midst of changes in the children’s area. Painted, nursing room is partially done, upholstery is going in waves. Jones asked if the HVAC issues have improved. Galstad reported that there is still a problem with the chiller, maintenance department will fix this over the winter, as they will need to flush it out. The fire panel and wireless hubs that were damaged by lighting have been replaced. Fob reader is still broken on one of the inner doors.

We received \$1800 from Hills Bank for Summer Reading Program kids and teen books. \$1000 from U of Iowa Center for Advancement from the Senior College Program – they have been using meeting room space and sent this in appreciation. Memorial gifts from book clubs – the Calendar Girl Book Club gave \$100.

N.N. Book Club gave \$35 toward biographies in memory of a member.

\$25 from Ed and Linda Farkas in honor of Pat Heiden’s new grandchild.

\$95 from the Friends of the Library – this is our booksale share.

Also, \$952 for Lisa Martin Memorial will show up on the November statistics. Mike brought over more than \$500. Mike has no preference of what this is spent on.

Ellen updated the Board on the student AIM card project, and Food for Fines. The Board had an overview of amounts collected for the history of Food for Fines.

The Library had a presence at the Community Meal at NWJH on September 27th. We had a table with information about services and the ability to make library cards.

The Paul Engle Prize event went really well. There was as somewhat smaller turnout than normal, but great program, and people really lingered. Signing books right until 9:15.

Galstad passed around a thank you from the SPARK South camp.

Next meeting will be November 6th, pending confirmation with Board members.

The meeting was adjourned at 6:55.

Respectfully submitted,

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