

# Bertha Bartlett Public Library

## Board Meeting

Monday, February 26, 2024 6:30 p.m.

**Opening of Meeting:** Chris Feil, Board President

Approval of Agenda

Approval of Minutes - Note: corrected year to 2024

### Citizens' Appearance

**Foundation update** – Shelley Hart

**Treasurer's Report:** Duane Fournier

- P& L Expenses
- December bills

**Circulation Report:** Tara Turner

### Correspondence/Communications

- Library Board training: Purpose of Library Board
- Tuesday, April 30 6-7:30 county wide Trustees training (Ames Public Library, zoom will be available)

**Gilbert Update:** Tera Sitzman

- Gilbert Days August 3 – Library will set up a booth, 9:00 Breakfast

### Grant updates

Grant 5 computers from Workiva - granted

Simplot – Denied

ALA Rural and Small Libraries Grant – awarded \$10,000 to improve services for community members with mobility, sight and hearing difficulties. We will be working with small groups to determine needs. Focus – improved signage throughout the library

Wal-Mart– ineligible

Make Iowa Beautiful – 50 Gallons of Paint – pending review

I have also solicited Maverick, Central Iowa Agriculture by mail and email for donations - to date no donations. In person visits may be more productive

### Old Business:

- Library to host a **Business After hours event March 7, 5-7pm** and we would like to have Board and Foundation attend – great opportunity to talk about the building and what needs for funding we still have. As there currently no budget for marketing/public relations please help by signing up via sign up genius. We could use some help to mail out invitations to local businesses
- **Construction update** – Chris/Grant

- **Scandi Days:** Laura Donaldson May 19 – June 1 I heard back from Milianna Carlson at Immanuel Lutheran that they are happy to let us host a Kumla and/or Kringla Feed at their church during Scandinavian Days. So that's great news, now we need to decide if that is for sure what we want to do and then when we want to do it. They said they haven't had a lunch there in several years and aren't planning to do one this year either, but they might tag team with us and coordinate a bake sale. Float – discussed with staff
- **Book Budget Issue:** Mark Jackson, City Manager, has offered to assist with Book Budget shortfall. If the Foundation and the Library Board donate \$1000 each from organization funds the city will supplement with an additional \$3000. We are asking the Board to vote on this issue

#### **New Business:**

#### **2023/2024 Budget revisions – Gilbert and Story City**

#### **Gilbert: Battle of the Libraries results**

#### **Policy updates:**

- Director evaluation- Teresa Sens
- Library closure guidelines
- Meeting Room Policy
- Replacement Book Budget included in budget – under Miscellaneous
- **Budget Revision Approval**

**Adjournment:** Monthly board meeting: Monday, March 25, 2024.

#### **Upcoming Events:**

**We need you to promote and participate in Library activities as often as possible!**

**Story Times Wednesdays and Fridays 10:30**

**Afterschool programs ages k- 12 Wednesdays 2-3:30**

#### **February:**

Tuesday Feb 27 2:00 Book Club

Thursday, Feb 29 9:30 – 3 Tax Preparation

#### **March – Gumball Machine madness**

**Thursday, March 7 – BBPL Hosts Business After Hours 5-7pm** Please sign up to help!

March 14, 28 – Tax Prep

March 15 Heart Health Office Hours

March 19 – Seed Starting with ISU extension

#### **Coming soon**

Saturday mornings in April – Family Series Plan, Shop, Save and Cook!

## **Staff Report January and February 2024**

Hank Kohler engaged 33 patrons with his tales of traveling the Mississippi; Angie continues to bring a spark of fun to residents at Timberland each month as she runs a monthly book club; our Friday knitters have continued to meet in the Kinne wing each week; Shelly continues to bring books to Cedar Place each month to meet resident needs. In February, we began the month with *Blind Date* with a book which has had over 33 mystery books checked out in the past 2 weeks! We are hoping to get some selections for our younger patrons soon. We also welcomed VITA with free tax preparation services as well as a spa night hosting 5 local business owners. We have also had the opportunity to host Story County Heart Corps member, Basil Heintzman, is available to answer heart health questions – these activities are in addition to our usual bi-weekly story times (Wednesday and Friday mornings, Wednesday After school activities (k-12) and the battle for the gumball machine!!

In Gilbert, Nichelle is settling in with Story time on Tuesdays at the library and 3 sessions at Little Tigers Childcare center. Basil is also available in Gilbert to help resident with heart health questions.

This past month, I met with Story County Librarians to present our needs to the Story County Council. Meeting went well with an emphasis on need for Library Boards to help protect the autonomy of local libraries funding is to help us protect the freedom to access information.

We have continued to clean, discard and organize outdated materials from the office area as well as the floor during regular library hours

Check our stats we are weeding like crazy in an effort to declutter and prepare for the construction project

We have also reviewed our new book purchases and see that new books are driving circulation. This is a critical part of our collection!

**Publicity** – Library Spotlight on KHOI radio , Monday, February 26

**Volunteers:** We have a group of 6 dedicated volunteers who come each week to help with book preparation, weeding, youth activities

**Staff:** Bethany will be returning in March from maternity leave. I have interviewed a college student for an intern this summer in addition to a high school student.

**Website:**

Added links to city and GCC websites and information. We are adding and updating almost daily – please be sure to check and let us know about incorrect, out dated info or ideas for how we can improve. This effort is a piecemeal project as we do not have a dedicated position to this!

Bertha Bartlett Public Library  
Board of Trustees  
Minutes  
January 22, 2024

Chris Feil, board President, opened the meeting at 6:32 p.m. Attending were Trustees Chris Feil, Grant Reimers, Laura Donaldson, Ashlee Mullenbach, Duane Fournier, Theresa Sens, and Lynn Cummins; Tara Turner, library director; Shelley Hart, of the Library Foundation; Tera Sitzmann, Gilbert. Mark Jackson, city administrator, and Mary Kay Solbert of the city council.

The agenda was reviewed. A motion was made by Ashlee, second by Laura to approve the agenda as written. All approved.

Minutes were reviewed from the December meeting. A motion to approve the minutes as written was made by Ashlee, second by Theresa. All approved.

Citizens Appearance – none today.

Foundation Report - Shelley Hart gave the report to the board.

The Foundation Board met this month. The Book sale will continue and money raised will go toward the trust. The Annual campaign had a small result, and will reboot in April for National Library Week. A donation of \$20,000 from the Hermansons was received. The Foundation pledged \$1500 for summer programming.

Treasurer's Report - Financial and Budget reports were reviewed by Duane.

Duane has been examining the budget to reconfigure allocated funds toward part-time salaries and the insurance budget.

The board reviewed the January 2024 bills. A motion to approve the bills for January 2024 was made by Duane, second by Theresa. All approved.

Circulation Report – Tara reviewed the Circulation report for the board.

Correspondence/Communication - None this month.

Board Training - 10 minutes.

Tara gave an overview of the Library's website and some recent additions to show information about tax help, e-resources, board bylaws, the building project, and events.

A reminder of the County-wide Trustees training April 30. Location TBD still.

Gilbert Update - -- Tara gave a Gilbert update.

A new part time children's librarian has started. A High school student works the evening shift while one employee is on maternity leave.

Gilbert Days is expected to be August 3. Summer reading activities will be planned around this event, and the library may host a booth at the event.

There have been some security concerns which staff are monitoring closely.

## Old Business:

- Library to host Story City Business After Hours event on March 7, 5-7pm. Volunteers from the board and foundation are needed.
- Scandinavian Days
  - The library may participate in a kumla/kringla feed as a fundraiser, and will have a parade float. Details to be discussed at future meetings.
- Mission Statement
- Continued Discussion on Strategic Plan
  - Updated Strategic Plan needed by February 2025.
  - Strategic meetings will be needed as a board to analyze data from city, surveys, focus groups, staff, etc.
  - A timeline for the next year should be created to prepare the Strategic Plan.

## New Business

- Gilbert needs an AED and illuminated open sign. Tara was directed to ask the city of Gilbert for this.
- Discussion on how to decide when to close the library.
- Donations can be made to Bertha Barlett library and earmarked for Gilbert if desired.
- Story City book budget.
  - Discussion was held regarding additional funds reallocated toward the annual book budget.

A Motion was made by Duane to reallocate the budget funds as follows:

Add \$7,000 to part-time salaries; Subtract \$200 from travel/training; Subtract \$1,300 from building and grounds; Subtract \$3,000 from utilities; Subtract \$1,500 from programming; Subtract \$1,000 from building and supplies; Subtract \$500 from technology; Subtract \$200 from cataloging supplies; Subtract \$1,000 from office supplies; Subtract \$200 from audio; Add \$2,200 to books; Subtract \$300 from video.

After discussion, there was no second and the motion died. Duane and Tara will work together and propose a new budget next month. No additional book money from the trust was given at this time.

- Meeting room fee funds

Discussion about facility rental fees and replacement book fees and the city's general fund.

- Clothing Bin

A clothing donation bin can be installed which could earn the library about \$50-\$150 per month, paid by weight. Discussion was held. Theresa made a motion to discuss the installation of the clothes bin with the city council. Ashlee second. 4 nays. Motion did not pass. Tabled for a future meeting.

## Policy Update

A discussion regarding the policy and procedure of the Library Director Annual Evaluation was held. Theresa will prepare a draft updated policy and procedure for the board to discuss and vote on at the next meeting.

Our next meeting will be **February 26 at 6:30.**

Theresa made a motion to adjourn. Duane second. All approved.

Adjourned at 8:27pm