

Coralville Public Library Board of Trustees

January 2, 2019

Present: Amanda Elkins, Deborah Hatz, Keith Jones, Shaner Magalhaes, Alison Ames Galstad (Library Director), Ellen Hampe Alexander (Assistant Library Director).

Absent: Mitch Gross (City Council Representative).

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 December 5th, 2018 meeting. Hatz moved that the minutes be approved, Elkins seconded. The motion passed unanimously.

The Board considered approval of the bills for December. Galstad pointed out the CI3 bill, which was replacement of the cameras in the public area. Needed to be replaced because they were no longer supported. Tallgrass bill is the second half of the payment for the chairs. Jones motioned that the bills be approved as presented, Elkins seconded. The motion passed unanimously.

The Board considered the proposed Library Budget for FY20. Magalhaes, Elkins, and Pulkrabek served as the budget committee. Magalhaes moved on behalf of the committee that the budget be approved as presented, Jones seconded. Galstad pointed out that the revenues are low estimates. Salary and benefits – reflects the new BE staff member we have discussed. Magalhaes asked if conceptually, the city is not opposed to the new position. Galstad has heard no negative feedback and feels the City Administration and Council understand the increased use and demands that the Library has experienced in recent years; the meeting with council is next Tuesday. When Galstad met with Kelly and Tony, she mentioned that her goal has always been around 75% of budget go toward staff, we are currently spending 65% on staff. This added position will bring it up to around 69%, ICPL is at 76%. Jones asked for a reminder of what the position is. It is for a PT staff member who has been doing many tasks beyond what we expect of PT staff, particularly in Library circulation operations and meeting room support. Jones asked if the PT position be replaced or will those hours be lost. The plan is to replace them, per the Board's discussion in November. Materials budget reflects about 5.5% increase. Usually ask for more than that, but actually carried over a portion of materials budget from last FY to the current one. Didn't spend all of FY18 budget, large invoices that hadn't come by end of FY. Will note this in presentation to council. The proposal also shows a transfer from reserve funds, which will cover updates to furniture and fixtures.

Election of 2019 officers – Elkins move to appoint the 2018 officers as the 2019 officers (Magalhaes as president, Jones as Vice President, and Hatz as secretary). Hatz seconded. The motion passed unanimously.

There was no report from the Friends. Alexander reported that the display of UI paraphernalia and collectibles was a gift to the Friends which they hope to sell at their next book sale. Their next book sale will be right before next meeting.

The Foundation Board got annual mailing out, contributions are still coming in. Galstad took a quick count on Monday – gotten in over \$11,000, plus another \$800 for the endowment fund. Nancy Williams has been appointed to the board, still looking for a second member.

Galstad gave the Director's Report:

Magalhaes has started to work toward evaluation of Galstad. He will send an email to board members eventually for feedback.

Stats – Circulation was way up from last year -13% , Laptop and wireless use are both up. Remote use was up, people coming in was up. People coming in we think was partially due to spillover from a huge CCPA event and voting.

Budget information – not much gift \$ coming in. Scheels gave us another year-end gift for \$3000. Also (not reflected yet on the report) – memorial \$ for Dorris Newman, homebound patron.

Next meeting will be February 6th, Amanda's birthday.

Magalhaes asked if Galstad has met the new ICPL director yet. He started today.

6:35 adjourned. Moved by Smith, seconded by Pulkrabek and passed unanimously.

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