

Coralville Public Library Board of Trustees
April 9th, 2018

Present: Amanda Elkins, Deborah Hatz, Shaner Magalhaes, Julie Pulkrabek, Jim Smith, Alison Ames Galstad (Library Director), Ellen Hampe Alexander (Assistant Library Director), Beth Bartlett (Library Assistant, Serials).

Absent: Keith Jones, Lisa Martin, Mitch Gross (City Council Representative).

President Magalhaes called the meeting to order at 6:05.

Members of the Board and those in attendance introduced themselves.

The Board considered approval of the agenda. Pulkrabek moved that the agenda be approved, Hatz seconded. The motion passed unanimously.

The Board considered approval of the minutes of the March 7th, 2018 meeting. Elkins moved that the minutes be approved as presented, Pulkrabek seconded. The motion passed unanimously.

The Board considered approval of the bills for March. Pulkrabek motioned that the bills be approved as presented, Smith seconded. Hatz asked about The Water Shop invoice, Galstad explained that it is for the reverse osmosis system, etc, in the kitchen. The motion passed unanimously.

Beth Bartlett, Library Assistant, Serials, gave the staff report. Beth currently works 20 hours per week. She recently went down from 30 to 20 hours, and has worked at CPL for 15 years. She has always worked with serials, also orders supplies and things such as 4th of July parade decorations and giveaways. She showed the flutes we will be passing out at the parade. She maintains the keys and lockers, etc. The main part of job is overseeing the serials collections – both print and RBDigital. She described the process she goes through from a magazine coming in the library, to getting it onto the shelf. Beth has been working on getting chairs reupholstered in computer areas. Shaner asked Beth how she would describe the number of serials gone to just digital – Beth said there are not as many doing this as there are just stopping publication. Our paper magazines are still browsed a lot. Galstad added that Beth also organizes the 4th of July Parade every year, and that she and her husband also created the 3 toddler holes for P4L.

The Board considered a recommendation from the Volunteer Service Award Committee. This year's committee was Elkins, Pulkrabek, and Martin. Pulkrabek reported that there was one nomination and it was for Sandra Herwig. The committee would like to recommend that she receive it. Elkins seconded. The motion passed unanimously. April 26th is the Friends Meeting at 7:00.

The Board reviewed the Meeting Room Use Policy with revised wording about catering. Smith moved that it be approved with the recommended wording. Hatz seconded and the motion passed unanimously.

Smith gave a report from the Friends. The Annual meeting will be held on April 26th at 7:00. The next book sale is May 4-5. The Friends gave \$1000 to Coralville Central and Kirkwood Elementary schools. Central is using it for vouchers for kids who couldn't otherwise afford to buy a book at the Scholastic Book Fair & Kirkwood is using it for STEM kits. Mardell Tinkey is now the Treasurer.

Galstad asked who will be at the meeting to present the Pat Dee Award. Magalhaes should be able to be there.

Galstad gave a report from the Foundation. Putt Fore the Library was yesterday, was very successful this year. There is no final count of what was raised yet, but they were sort of keeping a count at the event and estimated \$8500. All 18 holes were sponsored this year for the first time. There were more raffle items than ever before, and we were able to get the raffle stuff out by Friday afternoon. Also, Brinton Film and event had a great turnout on March 17th, brought in over \$1000. The CCPA was 2/3 full.

Galstad gave the Director's Report:

Circulation was up 6.5% over last April, visits were down 11%. Use of the laptops continues to increase dramatically. We haven't yet received hotspots, but hopefully very soon. There was discussion about checking out hot spots. There was more remote use, web logins, more use of technology inside and outside the library.

Budget: we received almost \$1900 in gifts, largely the Friends. \$1500 from the Friends was in support of ELL class for materials purchased. \$100 from the Friends supported the Brinton program the day after the film, \$250 from Looking Glass Optical to support Brinton program also.

It is National Library Week. There will be a proclamation at tomorrow night's Council Meeting. Meeting starts at 6:30, proclamations at the beginning. Magalhaes will be there to accept. We are offering fine amnesty for the whole week and free replacement cards. Tomorrow is National Library worker's day and we are having breakfast for staff at our staff meeting.

Building issues: there have been hot and cold spots in the library. Coils had been getting clogged in certain spots. Upon further examination, the company working on it found debris in the pipes. They have added three different types of filters in boilers and are flushing the pipes to clean it out. Galstad was asking if it was because of Coralville water. They said that it is due to sub-standard pipes. Think it will cost over \$7500, and may come out of Maintenance Dept. budget.

Other events: the UNESCO City of Literature meeting was in town last week. 23 of the 28 Cities of Literature were represented. Galstad attended several of the events, including an opening reception Tuesday evening in the Old Capital building. President Harreld spoke and did a fabulous job. There was a panel discussion at Hancher Auditorium, and everyone on the panel mentioned libraries and their importance. Magalhaes asked how Trump removing US from UNESCO affect this. Galstad explained that this doesn't affect the City of Literature designations, which is directly from UNESCO which has a direct relationship with the cities.

Magalhaes and Galstad attended the ILA Legislative Day in March. They met with Dvorsky and Bolkcom. Magalhaes said they talked about the backfill situation.

There was a request from Jill Dodds wondering if she can have her preschool's graduation in a meeting room in June. This would be an exception to the policy. After some discussion, the Board reached consensus not to allow the exception and set a precedent for personal use or use by a for-profit organization.

The next meeting is scheduled for May 2nd.

The meeting was adjourned at 7:10.

Respectfully submitted,

Ellen Alexander
Assistant Library Director
(Subject to approval at the June 2018 meeting.)