

**-Coralville Public Library Board of Trustees
September 1, 2021**

**An IN PERSON meeting of the Coralville Public Library Board of Trustees was held
Wednesday September 1, 2021 at 6:00 pm**

Present: The following members of the Library Board were present: X. Cretzmeyer, Amanda Elkins, Keith Jones, Pat Kenner, Shaner Magalhães Bob Turnquist, Also present: Mitch Gross (City Council Representative), Alison Ames Galstad (Library Director), Ellen Alexander (Assistant Library Director), Eric Mott (Library Assistant – Circulation).

Absent: Deborah Hatz.

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

The Board considered approval of the agenda. Magalhaes motioned approval of the agenda, Kenner seconded. The motion passed unanimously.

The Board considered approval of the minutes of the August 4th, 2021 meeting. Turnquist noticed that the date in the title is wrong. With that correction, Elkins moved that the minutes be approved. Magalhaes seconded. The motion passed unanimously.

The Board considered approval of the bills for August. Galstad noted that payment to Big Picture Gallery was for a Zoom craft-to-go program. Siren Duo will be playing for the community meal next week. At the end of the list, Koch Office Group is for a new copier. Advanced Electrical Services is for the end of a big project to move to LED lights and fixing a humming nose in the Children's Services area. Kenner asked what is going on with the parking ramp. Galstad explained that they are working on fixing some cracking on the upper level. It should be about an 8-week project. Magalhaes moved that the bills be approved as presented, Turnquist seconded. The motion passed unanimously.

Eric Mott, Library Assistant, Circulation, gave the staff report. He talked about tweaks in circulation procedures he has been doing. He has started doing some of what he referred to as "new patron digital outreach" – when someone signs up for a new card online, he sends an email. He has been doing some homebound deliveries. He is still managing the hotspot collection. He also works at the circulation desk as much as can, and does some staff training. Working on the Damaged Items procedure, and thinking about opportunities to reach out to people who have a hard time making it here. There was discussion about the hotspots.

The Board reviewed the Fines Policy, the Loan Periods, Reserves, Renewals, and Limits Policy, and the Lost and Damaged Materials Policy. Alexander talked about changes we made due to the pandemic in the Loan Periods policy. Fine Policy (increasing the number of holds per card and the total number of items that can be checked out on a card at any time). Galstad emailed a few articles to the board prior to the meeting about doing away with fines. FY18, we collected almost \$19k in fines FY19 \$18k in fines. FY20- only collected \$6700 (pandemic in March) – even in the months leading up to the pandemic was much less. This year (FY22), we budgeted \$13000. We usually budget \$30,000, and this amount was generally exceeded (included in this line are fees and copier money). This ends up being about ½% of total library budget. Eric ran some reports today of outstanding fines. Total amount is about \$25,000, and goes back to 2002. Much of this amount would not be paid anyway. Outstanding fines from just the last three years is about half of the total, or \$14,350. Not many are very large totals. Galstad listed other libraries in the area that are fine-free. Elkins asked how we would make up the loss. Galstad said we wouldn't make up the revenue, but would save staff time. Jones remarked that there were many compelling reasons to not charge fines in the articles. If we see a greater return in materials, we will also see a gain in not having to replace items that haven't come back. Magalhaes wondered if there would be incentive to return really popular books on time. AAG thinks

people reading generally return it when they're done, and that fines don't really serve as incentive. We usually see a huge amount of gratitude during fine amnesty times, and have seen large amounts of returns during those times. Magalhaes asked if it is standard to eliminate back fines as well. Galstad said we would eliminate outstanding fines, and reminded the board that we will continue to charge for lost or damaged items. Kenner motioned that the fines policy be removed, Elkins seconded. After some discussion, the board requested a definition in the policy of when materials are considered to be "lost": lost materials – a definition of time elapsed past due date and designated as LOST. It was decided that Galstad and Alexander will work on wording of the policies to reflect this, and come back to the board with these at the next meeting.

Elimination of fines was moved by Kenner, seconded by Elkins. The motion passed unanimously. Next month the board will look at the policies.

Cretzmeyer gave a report from the Friends. They met recently. Their last Book Sale went very well, and made \$2134 in 5 hours! November 12-13 is their next sale, then they will have one in February. They also had a table in the Kids Zone and handed out free books to children at the 5th Street Social.

Foundation report –they met a couple of weeks ago. Jones reported that they talked a lot about the funds invested, and that they have had some good growth. They discussed having a written policy for how they are investing funds. Part of the goal is to be more deliberate about how much money is available for library use. X mentioned they feel ready for annual distribution of funds. Their annual mailing campaign will happen right around Thanksgiving. Elkins asked if they have discussed ideas for another fundraiser. They have talked a lot, but no direction yet. Galstad mentioned that looked at ideas of what to fund at the April meeting. They will be funding Local Libraries Lit and the book bikes. We are thinking of buying two book bikes – we also got ARPA funds for this.

Galstad gave the Director's Report. Circulation numbers are strong – 25,000 plus. 75% were physical materials. Hotspots are still in high demand, as are laptops. Statistics look a little closer to "normal." We have closed the Reference café, moved that staff person down to the Ref desk. Express stations moved to the Community Resources Room. We have new hires – Shalar and Wendy officially started in their positions on the 23rd. Both of them are experienced and hard workers and have jumped right in. One of the other candidates for the jobs got a FT job at West High. We had a table in the Kids Zone of the 5th Street Social. Alexander reported that John Boller from the Food Pantry is submitting a grant proposal for a social work position which would be housed in the library. Magalhaes wondered if the City would have any concerns about this.

Kenner asked what's going on with the webpage redesign? Galstad says they are at the penultimate draft – we got a bunch of staff input and Galstad needs to sift through to send it to deNovo. Kenner also asked if we are still doing the AIM Cards project. We are.

There will be a Community Meal next Friday the 10th. We met with Food Pantry today to finalize logistics. We have decided that the pantry will be serving in to-go containers. The serving line will go through the café. People can stay and eat on the lawn if it's good weather. If it rains, we may shift to a drive-thru. Started out as a global meal, but the pantry scaled back food choices due to COVID.

Jones asked if, with the parking lot, we should we be reserving spots for patrons only. Galstad has asked staff to park further away during the repair project; the Transit Department says we are unable to designate spaces for library use, even curbside pickup.

Jones also mentioned he was here on Sunday at 10am and the drive-up bookdrop was full.

He also asked about Meeting Room use. We started taking reservations August 1st for meetings starting after September 1st. There is a meeting tomorrow night. Reservations are coming in. Storytimes have begun in person – Wee Rhymes will remain on Zoom.

X wondered if it would be worthwhile sometime to get report on Iowa Writer's Library. Galstad hasn't met the new manager of the hotel yet. We did an inventory in April.

The meeting adjourned by consensus at 7:15 pm.

The next meeting will be Wednesday October 6th.

Respectfully submitted,

Ellen Alexander
Assistant Library Director
(Subject to approval at the October 2021 meeting.)