

Minutes of the Meeting of
The Polk City Community Library Board of Trustees
February 4, 2019

- I. The Meeting was called to Order by Mike Miller at 6:34 pm.
- II. Motion made by Angie Conley and seconded by Sara Olson to approve the Agenda for this Meeting, passed unanimously.

Board Members Present: Lisa Mart, Mike Miller, Angie Conley, Sara Olson

Board Members Absent: Corey Hoodjer

Library Director Present: Jamie Noack

City Council Liaison Present: Mandy Vogel

Guests Present: None

III. Consent Items

1. Consider motion to approve the Library Board Minutes for January 7, 2019
2. Consider motion to approve the December Finance Reports.

Motion to approve consent items made by Lisa Mart, seconded by Sara Olson, passed unanimously.

IV. Communication from the Public: None

V. Director's Report:

Library Statistics:

- Circulation and library usage continues to increase
 - January 2019 circulation was 654 higher than January 2018 when accounting for auto-renewal.
 - The number of patrons visiting the library is up 372 from last January.
 - Adventure Pass stats: 14 Adventure Passes were used in January saving patrons \$587.
 - Library Patrons saved \$53,645 in January by borrowing materials from the library versus purchasing them.

What's New:

- I asked metro library directors about the county-wide Trustee meeting referenced in standard 1.11. Johnston replied that there hadn't been one in the 5 years since he had been director. Altoona said they used to have them but no one came. Although it is a standard, it is not tied to accreditation.
- Fine Forgiveness February: donations for goodie bags to Polk City Nursing & Rehab can pay off fines for late returns
- 106 people participated in our Winter Reading Programs. 63 kids and 43 adults.
- Privacy Policy has been added to the website
- The downloadable audiobooks that we have been purchasing in Bridges are circulating well. We have allocated funds in next year's budget to start adding e-books as well.

Upcoming Programs:

- February 5 DIY Folded Heart Art
- February 6 Dulcimer Program 10:30
- February 7 Cribbage 1:00
- February 7 Photo Club 7:00
- February 8 Storytime at the Nursing Home 10:30
- February 11 Maker Monday
- February 12 Euchre 1:00
- February 12 Family Bingo 4:00
- February 12 Adult Coloring 6:00
- February 19 Magic Tree House Book Club 4:00
- February 25 Maker Monday
- February 28 Friends of the Library Trivia Night at Fenders 7:00
- March 9 Dinosaur Party 10:30
- March 28 Trees for Bees
- May 31 Summer Reading Kick-Off on the Square 5:30

VI. City Council Liaison Report:

1. Working on the budget-finance committee meet this past Friday.
2. There will be turn signals at the stop light.
3. Liaison's will not be assigned officially anymore but it can still be at the discretion at the library board and the council members as needed.

VII. Board Education: Brainfuse Presentation-Started at 6:50pm. New system should be up and going by mid-February. Libraries are able to demo. it currently. Director Noack gave an overview of the highlights. We will have access to JobNow and VetNow, JobNow has resume help, templates and other resources, there are also resources for Interviewing and career selection. ACT prep tools and practice tests

VIII. Agenda Items:

1. Review Tier Standards Section 2: [Library Management](#) (pg. 10-11)
2. Review and Approve [Programming Policy](#) (Service)-Lisa Mart moves to approve the Programming Policy, Angie Conley seconded. Motion passed unanimously.
3. Review [Public Comment Policy](#)
4. Discuss options for complying with [DMCA Safe Harbor](#) Director Noack reviewed options.
 - a. [DMCA's Safe Harbor](#) legal brief from Mandy Easter
 - b. [State Library of Iowa information](#)
 - c. [Cybrarian and Centurion documents](#)
5. Approve hiring a temporary, part-time summer employee for 8 weeks, 16 hours per week at \$9.00/hour- Lisa Mart made motion to approve the hiring of a temporary, part-time summer employee, Sara Olson seconded, motion passed unanimously.
6. Create a plan/timeline for strategic planning
 1. Review demographic information-Director Noack provided a variety of demographic information. Lisa Mart talked with Maryann Mori about options and reported to the group. Maryann will be at the March meeting to discuss further.

Adjourn-Motion to adjourn made by Sara Olson moved to adjourn the meeting seconded by Angie Conley passed unanimously at 7:47pm.

Next Meeting: March 4, 2019 at 6:30 p.m.

Respectfully Submitted, Lisa Mart

Mission Statement: The Polk City Community Library provides a place where all can meet, learn, and grow.