

**AGENDA FOR POLK CITY LIBRARY BOARD MEETING**  
**Polk City Community Library Meeting Room**  
**Monday, July 1, 2019 at 6:30 pm**

I. The meeting was called to order by Lisa Mart at 6:35pm.

II. Motion made by Mike Miller and seconded by Sara Olson to approve the agenda for this meeting, passed anonymously.

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

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 [June Library Board Minutes](#)
2. Consider motion to approve the May 2019 finance reports
  - a. [History](#)
  - b. [Budget](#)

Motion to approve consent items made by Mike Miller, seconded by Angie Conley, passed unanimously.

IV. Communication from the Public: None

V. Director's report

**Library Statistics:**

- Circulation and library usage was consistent with May 2018
  - May 2019 circulation was 47 less than May 2018 when accounting for auto-renewal.
  - The number of patrons visiting the library was up down 267 people from last May. We attribute this to the fact that most school visits related to the summer reading program happened at the school rather than the library due to weather.
  - Adventure Pass stats: 13 Adventure Passes were used in May saving patrons \$545.
  - Library Patrons saved \$51,670 in May by borrowing materials from the library verses purchasing them.
  - We had approximately 250 people attend our summer reading kickoff event on the Square on Friday night.

**What's New:**

- Mi-Fiber has lines run to the start of the parking lot on Parker.
- We have had over 800 kids attend programs in our first 3 weeks of summer reading compared to 784 in the first 3 weeks of 2018. Attendance at our Wednesday school-age programs are nearly double last years numbers while the number of people attending our performers on Thursday are lower.
- Our adult programs are also drawing large numbers: Instant Pot (27), Organization (16), POW's (23).
- The city's attorney is investigating a possible copyright infringement suit against the library for unspecified content on our website. It appears to be a scam, but Don Sandor, Interim City Administrator, agreed that we needed legal advice.
- We will not have programs on late-start Mondays this year due to the school's format change. Brittany has been working hard to find plan more after-school activities for school-age kids. We are also adding some new morning programs for preschoolers.
- We plan to offer Geri-Fit classes, senior fitness classes via DVD, beginning this fall. Libraries who piloted the program in January report the classes are well-received by their patrons.
- The city is in the preliminary stages of creating a comprehensive improvement plan (CID) for each department. I was asked to provide facility needs we may have up to 5+ years out. In

addition to the obvious need of more room, other suggestions (mostly just based on age of building) included replacement of library's HVAC system, roof, carpet, meeting room floor and interior painting. Other suggestions included adding security cameras/alarms.

- We are looking at ways to improve our storage situation within the library.

#### **Upcoming Programs:**

- July 4 Library Closed
- July 9 Paranormal Iowa & Euchre 1:30
- July 10 Friends of the Library meeting 6:30
- July 11 Cribbage 1:00
- July 11 DIY Cosmic Soaps 6:00
- July 16 Adult Coloring 6:00
- July 18 Apollo 11 movie 1:30 & 6:00
- July 19 Library closes at noon-Four Seasons Festival
- July 19 What's It Worth? Antique appraisal program 4-7 @ fire station
- July 20 Library closed-Four Seasons Festival
- July 29 DIY Card Crafting 6:00
- September 9 RVTV-Library crafts on the Square 4-7
- September 18 Downstairs at Downton 1:30
- September 21 Under the Sea Party 10:30
- September 24 Better Angels documentary & League of Women Voters
- September 25 BBQ presentation with Trace Kendig

#### VI. Liaison report:

1. Search for new City Administrator – down to 4 candidates that will be interviewed
2. Becky Leonard is resigning from her position.

#### VII. Board Education: none

#### VIII. Agenda Items

1. Approve re-allocation of line totals within the FY20 budget to cover increases in budgeted expenses.  
Motion made to approve by Sara Olson, seconded by Mike Miller; motion passed unanimously.
2. Approve Criminal Background Check Policy.  
Motion made to approve by Mike Miller, seconded by Angie Conley; motion passed unanimously.
3. Tier Standards-Review Section 7: Library Programming & Community Relations (pg. 20 of "In Service to Iowa")- Director Noack reviewed the Standards – no action needed.

IX. Adjourn - Sara Olson to move adjourn, Mike Miller seconded-motion passed unanimously. Meeting adjourned at 6:54pm.

#### X. Work Session: Strategic Planning

Next Meeting Monday, August 5 at 6:30 PM

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