

Library Board Meeting
Brooks-Fennell Multi-Purpose Room
February 25, 2019
6:00 p.m.

Attendees: Delbert Settles Viki Hawkins, Bonnie Freeman, Patti Midkiff, Victor Skinner and Jo Chullino. Library Director, Theresa Hawkins and Assistant Director Genevieve Hawkins. Absent Tyke Darveaux.

Bonnie called the meeting to order.

Minutes: Patti made the motion to accept the minutes. Victor seconded. Motion passed.

Financial Report: Viki made the motion to accept the January 2019 financial report from the city with the provision that the Enrich Iowa line item in the General Fund show a budget of \$1,273.49, YTD Balance of \$691.79 and Difference of \$581.70. Patti seconded. Motion passed.

Action on Bills: Viki made the motion to approve the bills. Delbert seconded. Motion passed.

Librarian' Report: Patti made the motion to accept the report. Delbert seconded. Motion passed.

January 2019 Statistics

Door Count	1015
Circulation	750
Patron Computer Usage	154
WIFI Usage (Patron Devices)	130
Materials added to Collection	47
Materials deleted from Collection	246
New Adult Cards	4
New Juvenile Cards	1
Makerspace Usage	40 Juvenile
Book Club	14 Adults
Preschool Story-time	10 Adults 19 Juvenile
Craft Night	12 Adults
Homebound Service	2
Notary	2
Tech Help	4
Other Meetings/Events	
Supervised Visits	3 Adults 2 Juvenile
Tutor	1 Adult 1 Juvenile
Senior Center	16 Adults
Birthday Party	10 Adults 7 Juvenile
Birthday Party	15 Adults 12 Juvenile
Baby Shower	40 Adults 10 Juvenile
Meeting	13 Adults

Deleting books Follett system, the State (SILO) system and re-arranging shelves to open up more traffic and ADA compliance space. Material circulation has been steadily going down but Library usage continues to increase. More patrons and non-patrons are using the library as a community space.

There were 3 snow days in January – 2 of those days the library was open to the public for a few hours. There has been some questioning about why the library is CLOSED on those days – Emergency Close Policy was updated in August 2018.

Fontenelle Forest, Lauritzen Gardens and Omaha Children's Museum passes are available for library patrons.

Gen will be in Johnston, IA on April 1, to start Public Library Management 2 classes. When classes are completed the library will have 2 official certified librarians - 1st time in the history of this library. Theresa will certify January 2020 and will be good through 2023.

Dr. Seuss Birthday party will be Friday, March 1, from 5:00 to 6:00 p.m. in the multi-purpose room. Craft stations will be set-up and refreshments provided.

The new little libraries are here... the maintenance department install them this spring at 13th & Q and the library rain garden. The little library at Neptune Circle is still in good shape and will be replaced when/if it needs to be.

Theresa CE in January 2019

ILOC 2019 – Libraries at the Center of Community Life 9:00 a.m.to 3:00 p.m. January 17, 2019

SLP: Teen Manual January 28, 2019

SLP: Adult Manual January 29, 2019

Unfinished Business:
Budget - No update.

New Business:

Cleaning Service – Looked over bids received from ServiceMaster, NightHawk, Andre's Pro Clean and Cleaning from Paris. Bonnie made the motion to accept the bid from Andre's Pro Clean. Victor seconded. Motion passed. Will request a contract to be signed at the March 25, 2019 Library Board meeting for cleaning to start April 2019.

Multi-Purpose Room – looked over bids to remove old flooring and install new. Bids ran from \$8,300.00 to 11,000.00. No plan at this time to redo multi-purpose room but have a general idea on cost for future reference.

City-wide Garage Sale – Discussion on offering tables for \$10.00 in the multi-purpose room for garage sale participants.

Viki made the motion to adjourn. Patti seconded. Meeting adjourned 6:45 p.m.

Submitted
Viki Hawkins, Secretary
February 26, 2019