

Library Board Meeting  
Brooks-Fennell Multi-Purpose Room  
January 28, 2019  
6:00 p.m.

Attendees: Delbert Settles Viki Hawkins, Bonnie Freeman, Patti Midkiff, Victor Skinner. Library Director, Theresa Hawkins and Assistant Director Genevieve Hawkins. Absent Jo Chullino and 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 December 2018 financial report from the city. Delbert seconded. Motion passed.

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

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

November and December 2018 statistics

Theresa worked on and did research into other Iowa library circulation policies.

Got bids for current and future library projects.

Worked on 2019/2020 budget.

Genevieve will start Public Library Management 2 classes on April 1, 2019 at the Johnson public Library. Other classes are online Mondays, April 8 through May 20, from 9:00 am to noon.

Ordered new little libraries for installation in spring.

Library 2018 usage statistics	yearly	weekly	daily
Door Count	12287	236	39
Circulation	10605	203	34
Patron Computer Usage	2263	44	7
WIFI usage	1443	27	4.5
Reference	560	10	1.5
Periodicals	1270	24	4
Makerspace (May 2018)	487		
New Adult Cards	74		
New Juvenile Cards	66		

Unfinished Business:

Bathrooms – Bathroom updates are completed.

Painting – Painting has started in both bathrooms/doors, teen area, touch-up in the circulation area, and drop box.

Outside door to the multi-purpose room will be painted in the spring or when weather permits.

Library Policy – e-mail sent to the mayor and council and copy of the policy was forwarded (mayor) to the city attorney.

Any workshop with the council will be after budget workshops are over. If the library board has not heard from the council by the March 25, 2019 Board of Trustee meeting – the Board will adopt a policy.

New Business:

Cleaning Service – The Board members present looked at the two bids received and asked that the library director get at least another bid before the February 25, 2019 meeting. Will make a decision when majorities of the voting trustees are present. Get 2 more bids for floor in the multi-purpose room.

Viki made the motion to adjourn. Victor seconded. Meeting adjourned 6:55 p.m.

Submitted

Viki Hawkins, Secretary

January 31, 2019