



Board Minutes

September 19, 2023

Present: Smith, Burk, Lenger, Schneider, Coenen, Reuter, Joyce

Not Present: Waggoner

Approval of Agenda: Moved by Smith, seconded by Joyce. All aye.

Correspondence: none

Public Comment: none

Minutes: Motion to approve the minutes of the August 15, 2023 meeting as amended. Moved by Reuter, second by Coenen. All aye.

Financial Reports:

Accounts Payable:

This report has been reformatted to reflect the new County purchase card, the billing cycles of which do not align with board meetings. Expenses include shipping for under-warranty repair of our disc-cleaning machine. The Holy Cross clerk has become a notary. We've purchased business cards with our new logo. 14 staff members and trustees will attend the ILA annual conference in October. Andrew and Lydia will attend the State Library Learning Circuit training in Coralville.

Motion to accept by Joyce, seconded by Smith. All aye.

Account Balance:

Significant county and city income has been received, including most of our first half of FY city collections. The fines income line is higher than expected based on successful sale of withdrawn and donated books.

Motion to accept by Coenen, seconded by Smith. All aye.

Director's Report:

Library cards have been created for all Divine Word students, and Divine Word students will be attending an open house at the Epworth library. The finance committee needs to start work on next year's budget. HR committee needs to start working on the director's evaluation. Union recertification is expected soon. Our Young Adult Librarian resigned and we've advertised for a replacement. All locations except Peosta will be closed on October 12 for the ILA conference. We're preparing to submit our annual survey to the State Library. We've found that statistics previously presented to the board under-represented circulation activity and have corrected those numbers. We received an estimate from Managed Solutions to move to a serverless service desk model, which

would be a significant expense and a large change to procedures and practices. This is one of several issues that will impact FY25 budget planning.

Report of Committees:

JLAC: Met and forwarded three documents for approval by the board.

Library Agency: Met and discussed the provision of services for residents of non-contracting cities. No action was taken at this time.

Unfinished Business: None.

New Business:

JLAC Documents – Motion to approve all three documents by Joyce, seconded by Coenen. All aye.

Reimbursement Agreement

28E Agreement

Lease Agreement

Discussion: None.

Adjournment: Meeting adjourned at 6:38 PM.

Next Meeting – Tuesday, October 17, 2023, 5:30 PM at Epworth Branch.