

**Marshalltown Public Library
Board of Trustees
October 25, 2016**

PRESENT: Leah Mattox, Maureen Lyons, Robert Untiedt, Allan Thoreson, Ronnie Manis, Sarah Rosenblum, Sandy Gowdy **Absent:** Judy Lindhom, Megan Bell

President Leah Mattox called the meeting to order at 4:32pm.

SEPTEMBER 27, 2016 MINUTES: The minutes of the September 27, 2016 meeting were unanimously approved as written.

OPERATING BILLS: It was moved and seconded (Untiedt/Lyons) to approve the bills. The motion was unanimously approved. Notes: The FOL is reimbursing the library for the purchase of a stage and the TV purchase was paid with levy money earmarked for technology.

OLD BUSINESS:

--Part-time Staff: Stacie Holmes, Lisa Shafer and Carol Sealine have been hired as part-time library pages and all have started working. The position of building monitor is not going to be filled at this time.

--The new Sunday hours have been well received and attendance has been good.

--Jenelle Klavenga has returned to work after a medical leave.

--The library was a satellite voting site on October 15.

NEW BUSINESS:

--Jessica Kinser, the city's new city administrator, was in town and met department heads.

--New city software..the city is introducing software for the finance department. Reports have not been generated yet, but we appear to be on budget. Hopefully, with the new system, we will be able to monitor and print our own budget.

--Draft for 2017 Calendar..Sarah will speak to HR about making Christmas Eve and New Year's Eve floating holidays in 2017. November and December 2017 Board meeting will be November 28 (4th Tuesday) and December 19 (3rd Tuesday). The 2017 calendar will be approved at the next meeting after conversation with Jill Petermeir.

--Upcoming Board meetings in 2016—The Board will meet Tuesday, November 15 and Tuesday, December 20.

--The city's annual in-service day will be Friday, November 11. City employees will meet at the library in the morning and library staff will continue with meetings and projects in the afternoon.

The next meeting will be Tuesday, November 15.

The meeting was adjourned at 5:20pm.