

**Marshalltown Public Library
Board of Trustees
May 23, 2017**

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

President Leah Mattox called the meeting to order at 4:30pm.

APRIL 25, 2017 MINUTES: The minutes of the March 2017 meeting were unanimously approved as written.

OPERATING BILLS: It was moved and seconded (Thoreson/Untiedt) to approve the bills. The motion was unanimously approved.

There was no old business.

NEW BUSINESS:

--*Trustee Handbook:* Board members have had a chance to look over the handbook and had several comments and questions:

- New trustee orientation might be helpful
- Post the library's mission statement on the new website
- Review the city ordinances concerning the Library
- A self-assessment will be put on the June agenda
- Application for board membership
- Levels of accreditation
 - part of the accreditation process includes 3-5 hours of training for trustees
 - Both ILA and ALA offer training sessions for trustees
- Strategic planning
- Staff recognition

--*Budget Update:* The end of the fiscal year is June 30. Supplies and books are being purchased, as well as some painting touchups and carpet cleaning. The HVAC update is covered by capital expenses.

--*Community Coalition Support:* The Library has been asked to partner with the Coalition in support of immigrant families. The library's role would be an extension of what it does now—to provide service and information to any person who asks. This is an informal group and includes many city groups: MICA, YMCA, CAPS, Immigrant Allies, MCC, St. Mary's Hispanic Ministry, EMBARK and others. It was moved/seconded (Thoreson/Lindholm) to give positive support to the invitation that the Marshalltown Library be a part of the Community Coalition. The motion passed with a unanimous vote.

DIRECTOR'S REPORT:

--*New staff members:* Kelsey Sawtelle, Julie Kettler and Catherine Noble recently were hired to fill staff vacancies.

--There has been conversation with the new *website designers*

--*Summer hours* begin Tuesday, May 30 and run through Labor Day. Summer hours are:

Monday-Thursday 9am-7pm

Friday 9am-6pm

Saturday 9am-4pm

Sunday 1-4pm

--*"Build a Better World"* is the summer reading theme for both children and adults. Special activities are being planned for all age groups.

--*Upcoming special events:*

October 3 Juvenile fiction author, Sarah Prineas

October 12 Illustrator, Judy Thompson

October 13 Best-selling author, William Kent Krueger

The next meeting will be Tuesday, June 27.

The meeting was adjourned at 5:45pm.