

**Marshalltown Public Library
Board of Trustees
January 28, 2014**

PRESENT: Maureen Lyons, Sue Fink, Ronnie Manis, Barbara Burt, Allan Thoreson, Sarah Rosenblum, Sandy Gowdy. **Absent:** Tom Colbert, Leah Mattox

President Maureen Lyons called the meeting to order at 4:33pm.

DECEMBER 17, 2013 MINUTES: The minutes of the December 17, 2013 minutes were approved as printed.

OPERATING BILLS: It was moved by Ronnie Manis and seconded by Sue Fink to approve the operating bills. The motion was unanimously approved.

BUSINESS:

- a. *Chromebooks:* Twenty Chromebooks have been purchased by the Friends of the Library from a gift designated for adult computers. Within two to three weeks, the Chromebooks will be available for circulation as well as in-house use. Check-out policies and guidelines have been finalized.
- b. *FOL Update:* The Friends will hold their annual meeting following this Trustees meeting. The new slate of officers includes: President, David Geise; Vice President, Barbara Sloan; Secretary, Nancy Steveson and Treasurer, Debra Tharp. The 2014 budget includes \$25,000 toward public art that will include a piece of art in the library's prairie.

DIRECTOR'S REPORT:

- a. *New security measures* are being taken on two internal doors. Touch-pad locks will be placed on the youth work room and on the door to leading from the Heritage Room to the staff work area.
- b. Department heads have been working with the city manager on budget reduction projections. They have been directed to look for places that could be reduced. The commercial property tax reduction will have an impact on city budgets. Pass along any cost-saving measures to Sarah.
- c. The library has already instituted numerous cost-saving measures.
 - a. As of January 24, overdue notices are no longer sent through the mail. Patrons are encouraged to sign up for email notifications.
 - b. As of January 1, \$2.00 is being charged for interlibrary loan requests. This seems to have cut down the number of unnecessary ILL requests.
 - c. Pay-as-you-go printing has been in place and has resulted in a noticeable reduction of wasted printing and paper.

The next meeting will be Tuesday, February 25.

The meeting was adjourned at 5:14pm.

