

**Marshalltown Public Library
Board of Trustees
November 28, 2017**

PRESENT: Allan Thoreson, Leah Mattox, Judy Lindholm, Bob Untiedt, Ronnie Manis, Sarah Rosenblum, Sandy Gowdy **Absent:** Megan Bell, Maureen Lyons **Guest:** Diana Steiner, City Finance Director

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

OCTOBER 24, 2017 MINUTES: The minutes of the October 24 meeting were approved as written.

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

OLD BUSINESS:

--*Four sharps containers* have been ordered from Hammer Medical Supply. They will be installed in all four public restrooms as soon as the brackets arrive.

--*A grant application* has been submitted for an AED for the library.

--*The library's new website* design is moving along and should be ready to view in December.

NEW BUSINESS:

--*City Purchasing Policy:* City Finance Director, Diana Steiner, was present to explain the city's purchasing policy. Diane has tried to standardize the existing 56-page policy. The library may create its own purchasing policy if it chooses. Currently the city's policy includes dollar thresholds of purchases, change orders, petty cash, etc.

Current dollar thresholds for purchases:

--under \$5000—no quotes are needed or 2 quotes if can purchase locally

\$5000—written quotes are required

\$10000--written quotes required/ finance director must approve

\$25000—written quotes required/city administrator approves

\$45000—written quotes required/council approves

Once the city council has approved the overall budget, departments may, with the approval of the finance director, move funds from line to line to better reflect actual spending.

--*Draft Library Dress Code:* It was moved/seconded (Thoreson/Untiedt) to approve the proposed library dress code. The motion was unanimously approved. A copy will be sent to the city's HR director for publication.

CLOSED SESSION: Pursuant to Section 21.5, Subsection (1) Paragraph (i) OF THE CODE OF IOWA, it was moved/seconded (Lindholm/Thoreson) at 5:05pm, that the Library Board of Trustees move into CLOSED SESSION. At 5:25pm, it was moved/seconded (Lindholm/Manis) to adjourn from CLOSED SESSION.

--*Corner House Update:* The two houses on the NW corner of the library block are owned by the Friends of the Library. They were purchased at the time of the building project to be used by the city for the Lead Grant program. That grant has now expired (with the possibility of renewal in the future) and the FOL has been given the responsibility of insuring the structures. There has been discussion about deeding the properties to the city.

--*Building Update:* Plans and talks continue about the proposed multi-purpose room to be added to the north side of the building. The Friends of the Library currently have \$510,000 that they would like to be used for that project.

The next meeting will be Tuesday, December 19.

The meeting was adjourned at 5:40pm.