



Newton Public Library Board Meeting Minutes

Thursday, August 25th, 4 p.m.
Library Meeting Room

Americans with Disabilities Act Compliance: Is there anyone present that may require special assistance in being able to participate in this public meeting?

President Soules called the meeting to order at 4:01pm. Board members present: Rita Baker, Noreen Otto, Darcy Soule

Also present: Library Director Nicole Terry

Agenda Approval: Otto moved, Soule 2nds.

Minutes Approval: Baker moves, Otto 2nds.

Public Comment/Concerns: None.

Approval of Bills: Baker moves. Otto 2nds.

Library Financial Report: Director reported that library is on track for the year and made note of the reserve account.

Long-Range Plan: Personnel policies delayed until September.

Building Project: Studio Melee provided a mockup of sign for front lawn. Members discussed the maintenance required for each design, deciding on the “weathering steel” design for lower maintenance and coordination with rest of the library exterior. Soule moved to adopt the steel design. Otto seconded.

Library Director Report:

- some graffiti on shelves and Sir Rustolot but was able to be cleaned; dealt with wasp infestation.
- Summer Reading program a huge success with high numbers of engagement.

Old Business

- Open Library Board positions- Discussed a number of applicants. Otto moved on two applications and Soule 2nds. Terry will submit names to Mayor for approval by City Council.

- Credit/Debit Tie-in with City- Training continues with staff, doing trial run. Established \$2 minimum swipe.
- ILS Project- Director meeting with Polaris on 9/7 on site for training, still high cost.

New Business

- Close library on Wed., October 5th for Staff Training – New training subjects, continued training on freedom of information, and customer service. Baker moves. Otto 2nds.
- Holiday Library Closings Approval- Otto moves calendar. Baker 2nds.
- Review Library Board By-Laws- No edits.
- Review Trustee Application & Job Description- Review additional communities; free access to info and understanding of library use. Will be on agenda for September approval.
- Free Card Replacement for September- National Library Card Sign Up month; Soule moves. Otto 2nds.
- Chapter 11 Trustee Manual Review- Effective Board Meetings, Collaborative & legal meeting, Open meeting requirements; Policy on Public Comment; Public Agendas; By-Laws; Election of Officers and Duties

Agenda items for next meeting: Thursday, September 22nd, Meeting Room

- a. County Survey Letter
- b. Alcohol on Library Property
- c. ILS Project review
- d. Personnel Policies
- e. Council Feedback on appointment
- f. Part time pay scale review

Adjourn- Baker moves, Otto 2nds. Board adjourned at 4:54pm.