

**POLK CITY LIBRARY BOARD MEETING NOTES**  
**Polk City Community Library Meeting Room, 1500 W. Broadway**  
**Monday, June 7, 2021 at 6:30 pm**

I. Call to order –Lisa Mart called meeting to order at 6:31 pm.

II. Approval of the Agenda

MOTION: A motion was made by Corey Hoodjer and seconded by Sara Olson to approve Meeting Agenda.  
MOTION PASSED unanimously.

<u>Board Members Present:</u>	Sara Olson, Rod Bergren, Corey Hoodjer, Lisa Mart, Angie Conley
<u>Board Members Absent:</u>	None
<u>Library Director Present:</u>	Jamie Noack
<u>City Council Liaison Present:</u>	Ron Anderson
<u>Guests Present:</u>	None

III. Consent Items

MOTION: A motion was made by Corey Hoodjer to accept the agenda with the change that he was unable to provide board education tonight and would do it next time, motion seconded by Rod Bergren to approve Consent Items.

MOTION PASSED unanimously

1. Approve the [April 2021 Board Minutes](#)
2. Approve March 2021 financial statements
  - a. [March 2021 History](#)
  - b. [March 2021 Budget](#)
  - c. [March 2021 Revenue & Expenses](#)

IV. Communication from the Public – None

V. Director's report

**Library Director's Report**  
**June 2021**

**Library Statistics:**

- Circulation and library usage.
  - May 2021 circulation increased by 263 checkouts compared to April 2021 and by 1,064 compared to May 2020.
  - Library Patrons saved \$36,093 in May by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
  - 1,471 individuals visited the library in May.
  - 23 passport applications were processed.
  - 2 Notary appointments
  - 7 Adventure Passes were used saving patrons \$288.

**What's New:**

- CARES money has purchased storage cabinets, an event tent and table coverings for the pop-up library, Ancestry.com, book carts, staff desks and new staff computers, scanners and receipt printers.

- The new website launched on May 19.
- We have 15 volunteers for our summer reading program
- We had close to 200 people sign up for summer reading kick-off at the May 27 farmer's market.
- As of 11:00 today, we had 531 individuals registered for summer reading.
- Our summer reading program for youth includes:
  - Mondays: Food, Culture & Literacy with ISU Extension
  - Tuesdays: Story time
  - Wednesday: STEAM activities
  - Thursday: Performers
- We are taking our Tuesday and Wednesday programs on the road to both Halley's Academy and Tender Years.
- Rich Taylor is stepping down from doing our IT support effective July 1. He will be available for consultation and to help with some things but will not be doing our routine maintenance.
- Our new VOIP phone system will be installed sometime in July which will result in all of the city departments being on the same system.

#### **Upcoming Programs**

June 7	Summer Reading Programs begin
June 10	BubbleFest
June 10	How to Live your Healthiest Life
June 11	Outdoor Family Movie Night
June 14	Teen Expressive Painting
June 14	Adult DIY Stepping Stones
June 17	Marika Daniels Circus Performer
June 17	Animal Photography
June 24	Magician Mikayla Oz
June 28	Beginning Genealogy

#### **VI. Liaison report** – Ron Anderson –

1. Looked at facility needs – proposed new library/community center on the 3<sup>rd</sup> street. Looked at other buildings and planning for future development.
2. Chelsea has been working hard at securing grant money.
3. HyVee is coming but at their gas station location across from Casey's.
4. Mexican Restaurant in old P&M is being worked on.

#### **VII. Board Education** – None -Tabled to next meeting.

#### **VIII. Agenda Items**

1. Review Tier Standards Section 6: Physical Spaces.
2. Election of Officers.
  - a. Vote for Lisa Mart for President. Unanimous nomination for Lisa Mart as Present.
  - b. Vote for Angie Conley for Secretary. Unanimous nomination for Angie Conley as Secretary.
3. Review [Electronic Access Policy](#) – reviewed; no changes.
4. Review [Sex Offender Policy](#) – reviewed; no changes.
5. Approve [Resolution 2021-04L](#) authorizing pay increases for library staff effective July 1, 2021.
 

MOTION: A motion was made by Rod Bergren and seconded by Corey Hoodjer to approve Resolution 2021-04L.

MOTION PASSED unanimously.
6. Determine whether to postpone or cancel July 5, 2021 Library Board Meeting due to it being the staff holiday.

MOTION: A motion was made by Corey Hoodjer and seconded by Angie Conley to canceling July 5, 2021 Library Board Meeting due to it being a staff holiday.

MOTION PASSED unanimously.

7. Determine date for September Library Board Meeting due to Labor Day conflict.

MOTION: A motion was made by Sara Olson and seconded by Rod Bergren to move September Library Board Meeting to September 7, 2021 due to Labor Day.

MOTION PASSED unanimously.

8. Determine next Board Education topic and presenter – Corey Hoodjer will present in August.

IX. Adjourn – Meeting adjourned at 6:56 pm.

MOTION: A motion was made by Sara Olson and seconded by Angie Conley to adjourn meeting.

MOTION PASSED unanimously.

Next Meeting August 2, 2021 at 6:30 PM

*Mission Statement: The Polk City Community Library provides a place where all can meet, learn, and grow.*