

POLK CITY LIBRARY BOARD MEETING NOTES
Polk City Community Library Meeting Room, 1500 W. Broadway
Monday, March 1, 2021 at 6:30 pm
Meeting held via Zoom
<https://us02web.zoom.us/j/85160415404>
[Live Participation Link](#)

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

II. Approval of the Agenda

MOTION: A motion was made by Corey Hoodjer and seconded by Angie Conley to approve Meeting Agenda.

MOTION PASSED UNANIMOUSLY.

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

III. Consent Items

MOTION: A motion was made by Sara Olson and seconded by Angie Conley to approve Consent Items.
MOTION PASSED UNANIMOUSLY.

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

IV. Communication from the Public – Chelsea

V. Director's report

Library Statistics:

- Circulation and library usage.
 - February 2021 circulation decreased by 234 checkouts compared to January 2021.
 - **3 Adventure Passes were used in February for a value of \$112.**
 - Library Patrons saved \$23,436 in February by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
 - 16 puzzles were borrowed from the puzzle exchange
 - 12 passport applications were processed
 - 4 Notary appointments

What's New:

- The interior painting of the library is complete.
- Patrons have been excited to come back into the library.
- The pergola structure has been ordered. It should arrive between March 10-17. Public works will build it for us.
- The Friends of the Library and Polk City Nutrition are having a fundraiser this Sunday, March 7 from 8:00-1:00 with proceeds going toward purchasing furniture for the pergola.
- We are getting very excited about our summer reading program. We are meeting weekly to discuss activities.
- A joint fundraising letter for the library and parks & recreation department was mailed to local businesses last week. A social media fundraising campaign targeting residents will be coming shortly.

- We have training on our new website tomorrow, Tuesday March 2. The website is slated to go live on Monday, March 15.
- Director Noack will be on vacation March 19-28.
- Of the 40 responses to the survey about library hours:
 - 24 prefer we open at 9:00, 16 prefer 10:00
 - 22 prefer we close at 6:00 on Fridays, 18 prefer 5:00
 - 34 prefer we close at 4:00 on Saturday, 6 prefer :00
 - 40% prefer the hours of 10-8
 - 45% prefer the hours of 9-7
 - 15% preferred the Saturday 10-3 hours

Upcoming Programs

March	Catch a Leprechaun STEM kits (Ages K-5)
March	Shamrock Window Clings (Ages PK-5)
March	Untangled Headphone kits (Tween/Teen)
March 3	Book Club
March 4	Adult DIY No-Sew T-shirt Tote
March 11	Adult DIY Washcloth Bunnies/Chicks
March 16	K-2 Book Club
March 23	3-5 Book Club
March 25	Booby-Trapped: The Brain America

February 2020 Stats

LIBRARY -FEBRUARY 2021 STATS SNAPSHOT	February 2020	February 2021 (COVID-19)	January 2021 (COVID-19)
Total Visitors	2,031	66	0
People Checking Out	387	205	209
Polk City Cardholders	345	175	183
Polk City Checkouts	3,103	1,357	1,421
Open Access Cardholders	18	13	11
Open Access Checkouts	161	62	164
Rural Cardholders	24	17	15
Rural Checkouts	218	198	124
Bridges E-book/Audiobook Checkouts	633	631	759
Outgoing ILL Books	34	19	22
Total Checkouts (incl. Bridges & Outgoing ILL)	4,149	2,321	2,490
Auto Renewals (began in September 2018)	700	338	273
Total Checkouts (adjusted for auto-renewal)	3,449	1,983	2,217
Incoming ILL Books	42	24	19
Reserves Placed	197	1,214	1,461
Materials Added	142	78	104
Materials Withdrawn	10	4	10
New Cards Issued	20	9	4
Computer Users	59	2	0

WiFi Users (on site)-Whofi counter started end of 10/19	325	172	146
Reference Questions	20	0	0
AWE Station Usage	68	0	0
AWE Games Played	182	0	0
Adult Programs	39	20	22
Adult Program Attendance	248	168	163
Youth Programs	15	15	14
Youth Program Attendance	305	482	261
Tutoring	22	0	0
No. of Meeting Room Uses by Outside Groups	6	0	0
Patron Savings (physical materials only)	\$42,936	\$23,436	\$24,018
Blank Park Zoo Adventure Pass (\$44)	1		1
Science Center of Iowa Adventure Pass (\$44)	2		0
Living History Farms Adventure Pass (\$51)	NA		NA
Botanical Gardens Adventure Pass (\$34)	1		2
Brenton Skating Plaza (\$46.50)	1		NA
Des Moines Children's Museum (\$36)	0		NA
TOTAL ADVENTURE PASS SAVINGS	\$212.50		\$112.00
Summer Reading Signups (0-11) as of 7/31			
Summer Reading Signups (12-18) as of 7/31			
Adult Reading Participation as of 7/31			
Facebook Page Views (Feb. 1-28)	218	235	199
Facebook Post Reach (Feb. 1-28)	3,455	2,395	8,417
New Facebook Page Followers (Feb. 1-28)	14	12	21
New Facebook Page Likes (Feb. 1-28)	13	10	18
Website Views	1,939	2,956	3,183

VI. Liaison report – Not present

VII. Board Education – Jamie Noack 6:42pm – 6:52pm – 10 minutes – Chapters 1& 2 of Trustee Handbook

VIII. Agenda Items

1. Review Tier Standards Section 3: Library Personnel – Reviewed;
2. Review [Public Comment Policy](#) – Reviewed; no changes suggested
3. Approve changes to [Meeting Room Policy](#)
MOTION: A motion was made by Corey Hoodjer and seconded by Rod Bergren to approve amended to the Meeting Room Policy with changes discussed.
MOTION PASSED UNANIMOUSLY.
4. Approve changes to [Circulation Policy](#)
MOTION: A motion was made by Angie Conley and seconded by Sara Olson to approve changes to the Circulation Policy with proposed amended changes.
MOTION PASSED UNANIMOUSLY.

5. Approve [Electronic Devices Policy](#) (formerly Hotspot Policy)
MOTION: A motion was made by Sara Olson and seconded by Angie Conley to approve Electronic Devices Policy with amendments discussed.
MOTION PASSED UNANYMOSLY.
6. Approve salary increase to \$19.45 for Melissa Ulbrich upon completion of one-year of service.
MOTION: A motion was made by Rod Bergren and seconded by Corey Hoodjer to approve increasing salary for Melissa Ulbrich upon completion of one-year of service.
MOTION PASSED UNANYMOSLY.
7. Determine next Board Education topic and presenter – Lisa Mart will go over Chapters 3 & 6 of the 2021 Trustee Handbook.

IX. Adjourn – meeting adjourned at 7:22pm.

MOTION: A motion was made by Rod Bergren and seconded by Sara Olson to approve adjourning meeting.
MOTION PASSED UNANYMOSLY.

Next Meeting April 5, 2021 at 6:30 PM

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