



Norwalk Easter Public Library Board of Trustees Minutes of the Regular Board Meeting on July 11, 2016

Roll Call

- The meeting was called to order at 6:34 p.m. Steve Clarke, Andrea Johnson, Dyann Vilez, and Cindy Gavin were present. Judy Corcoran, Tom Dunn and Elizabeth Thompson all had excused absences. Library Director Holly Sealine was also present.

Public Comments/Guests

- None

Review/Change of Agenda

- The agenda was reviewed and the board voted to add a discussion in regards to changing future meeting dates or times. The board also voted to remove from the agenda a discussion on the purchasing policy. A motion to make these changes was made by S. Clarke and seconded by C. Gavin.

Review of Last Meeting Minutes

- The board approved the minutes of the meeting on June 13, 2016 with a motion from A. Johnson and seconded by D. Vilez.

Director's Report

Monthly Statistics:

- Library Visitors during previous month: 11,042
 - **Percentage Change: 2% increase from June 2015**
- Circulation of items during previous month:
 - 13,116 (items within library)
 - 610 (Bridges items)
 - 44 (Zinio items)
 - **13,770 Total**
 - **Percentage Change: 10.56% increase from June 2015**
- New Accounts during previous month:
 - 92 adult accounts
 - 65 Juvenile accounts
- Meeting Room Rentals during previous month:

- 18 Rentals
- Reference Interactions during previous month:
 - 32 @ Circulation Desk
 - 72 @ Youth Services Desk
 - **104 Total**
- Library Volunteers during the previous month:
 - 95 participants
 - 526 number of hours volunteered
- Programming Statistics:

	# of Programs	# of Participants
Children's	31	1379
Teen	4	9
Adult	5	72
Adult Outreach	6	34
Technology Help Sessions	1	1
Exam Proctoring	1	1

Youth Services:

During the month of June, 1,471 people signed up for the summer reading program! We also hosted several special events including our big summer kickoff party, the Blank Park Zoo, and the Hanson Family juggling and unicycle show. We have been having weekly art projects, LEGO building, story-times, movie showings, and more! For teens, we hosted weekly drop-in Wii games and had a teen and adult craft night where we made bags, scarves and more out of t-shirts. Thanks so much to all of our summer volunteers and sponsors for helping us make it happen!

Adult Services:

There were 5 shared youth/adult programs and one adult fundraiser. Please let the board know that the summer read programming had more intergenerational participation

because our adults in the summer are involved with the youth much more (parents & grandparents).

- 1) Summer Movies: "Cool Runnings" & "Miracle" were advertised as both a youth and adult program.
- 2) Craft Night – T-shirt refashioning had 16 participants, with mainly adults and about 3 teens.
- 3) Mixed Martial Arts Sport Coach and former fighter, Ryan Clark had 3 participants (2 teens and 1 adult)
- 4) Caddy Stacks "Adults Only" Fundraiser on Friday July 1st had 58 adults. The Norwalk Easter Public Library Foundation was able to raise around \$3,000 that will be used to upgrade the AV equipment in the community room. In addition to the fundraiser, many families participated and enjoyed the opportunity to play the mini-golf course throughout open play hours on Saturday and Sunday July 2nd and 3rd.

Next Month:

- 1) 2 more movies for general audience 6/7 & 7/21
- 2) Novel Year Book Club – The Kite Runner 6/12 & 6/26
- 3) Craft Night – Brick Books 6/18
- 4) Humanities Iowa Speaker, Dan Kaercher "Iowa Treasures" 6/19 – Dan was first editor of Midwest Living Magazine and starred in IPTV's show "Iowa Pleasures"

Assistant Director:

This month I added 295 new items to the collection. I weeded the Biography collection, and removed 166 titles during that project. I provided assistance in preparation of our Caddy Stacks event and assisted in set-up. We have been working to update & improve our Automatically Yours system within Apollo and have now been able to implement a more efficient & less time consuming system. I have been continuing to work on a rebuilding of our Adult Nonfiction section and am very pleased with the progress that has been made. There has been a steady flow of new (and replacement) items added to the

collection with more to come. I feel that we now have a more useful, current and well-rounded adult non-fiction collection.

Other things I work on every month:

- Purchase requests (from patrons and staff)
- Ordering (we order from a variety of vendors and they vary depending on which collection I am ordering for) I place orders every week at the very least – more often I place orders daily.
- Weed items
- Every week we get damaged materials back to the library and I go through each of those items to determine if we will replace or weed them.
- Replacement items are processed
- Work on memorial donations (anyone donating money for materials in memory/in honor of someone)

Next up... I will be weeding the Juvenile Nonfiction section in August.

June Stats:	
Total # of Items Added	295
Total # of Items Withdrawn	166

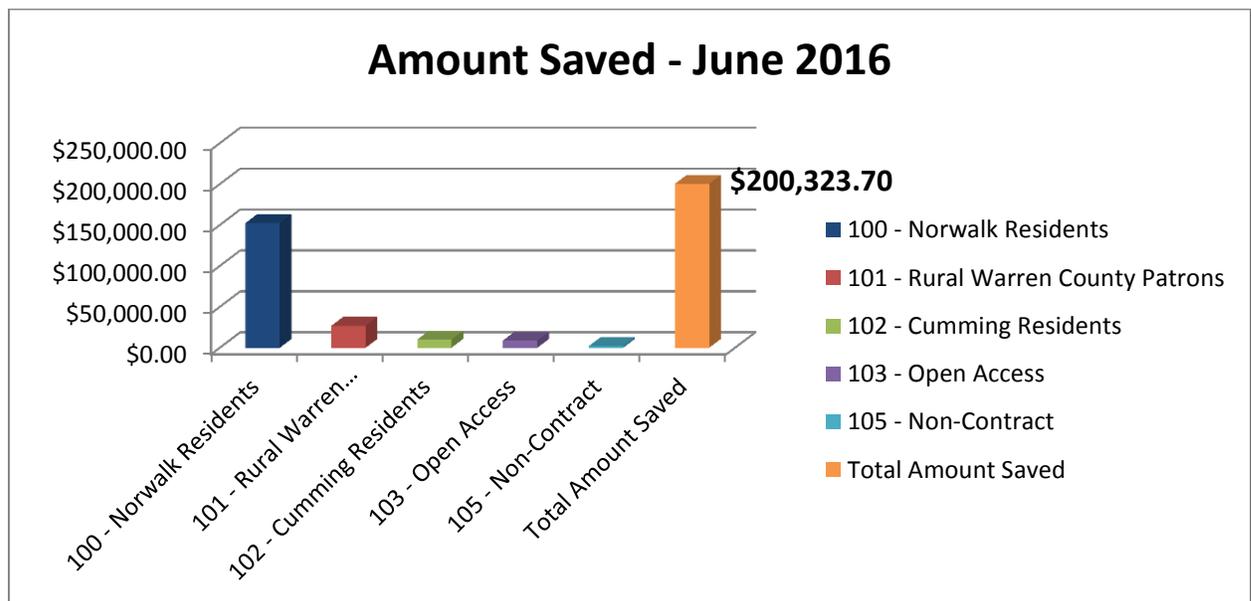
General Library / Director's Activities:

Director Sealine spend a portion of June assisting with Summer Reading activities including Summer Read Kick-Off on June 4th, attending City Council meetings, as well as weekly department head meetings. Director Sealine also participated in city manager interviews, and helped the Norwalk Easter Public Library Foundation with the Caddy Stacks

Fundraiser and Mini-Golf event. In addition to these tasks, Director Sealine a completed annual staff evaluations and reviewing, planning and goal-set for the new fiscal year.

Goals for the month of July will be to complete an annual report to submit to Library Trustees and City Council, as well as the Annual State Report and our Open Access report for the Iowa Library Services. Director Sealine will also be attending a leadership development institution through the Iowa Library Association the last week of July. I am sure there are more items that will be on the July to-do list, but these items and the usual assistance necessary during Summer Reading.

Below is a graph of money that library patrons have saved during the month of June by using Norwalk Easter Public Library for their book/print materials checkout. This does not include the amount patrons have saved by using our online digital resources, programming, facilities, or computer/internet access.



Unfinished Business

- The new kiosk stations have arrived and will hopefully be up and functional in mid-August. The Digital Bulletin Board is ordered and should be installed by early fall.
- The board agreed to have a vote next meeting to change the Trustee By-laws to include future Library Board of Trustee Meetings to begin at 7pm, rather than 6:30pm.

New Business

- The board agreed to disconnect the ICN equipment that is no longer in use. A motion was made by A. Johnson and seconded by D. Vilez.
- Discussion of City of Martensdale and Library Services for Fiscal Year 2017.
- Quarterly Library Trustee Training: Board members will read chapters 4 and 5 for the October meeting.

Next Meeting Agenda Items

- Identify prices for various fencing options around the garbage area.
- Vote on the Library Trustee By-laws change of meeting time

Adjournment

S. Clarke requested a motion for adjournment: seconded by D. Vilez. Motion passed. Adjourned at 7:25pm.

Meeting Activity Record

- A motion to make Agenda changes was made by S. Clarke and seconded by C. Gavin
- The board approved the minutes of the meeting on June 13, 2016 with a motion from A. Johnson and seconded by D. Vilez.
- The board agreed to disconnect the ICN equipment that is no longer in use. A motion was made by A. Johnson and seconded by D. Vilez.
- S. Clarke requested a motion for adjournment: seconded by D. Vilez. Motion passed.

Respectfully submitted by: Cindy Gavin, Secretary