The Library Board of Trustees meeting was called to order by President, Wes Graham on Tuesday, May 21, 2019, at 4:17 PM at Central Library. Board members present were Jennifer Fiihr, Bob Mahaffey, and Isobel Osius. Jule Thorsen was absent. Staff present included Director Sue Woody, Linda Roe, Tim Paluch, Sarah Scholten, Nikki Hayter, Carolyn Greufe, Ashley Molzen, Jennifer Tormey, Becky Preston, and Bekki Kirkland. Also present were Dory Briles, Library Foundation and patron Jim Donaghue.

Introductions were made.

MINUTES

Board members reviewed the minutes of the April Board meeting. Osius moved to approve the minutes of the April 16, 2019 meeting. Mahaffey seconded the motion. All voted in favor.

OLD BUSINESS

Osius read Library Board Resolution Number 19-173 Accepting Completed Construction and Approving Final Payment of Forest Avenue Library Plaza Repairs, Minturn, Inc. Fiihr moved to approve Resolution 19-173. Mahaffey seconded. Woody stated that all work was complete. Graham, Fiihr, Mahaffey, and Osius, voted in favor in a roll call vote. Thorsen was absent. Motion carried.

The Windsor Heights agreement is final. Woody explained how we will contract with the City of Windsor Heights beginning July 1, 2020 and ending June 30, 2023. We were granted a three-year contract with a 3% increase each year. Fiihr asked that a thank you letter from the Board be drafted and sent with the contract to the City of Windsor Heights. Mahaffey moved to approve the City of Windsor Heights agreement for library services. Osius seconded the motion. All voted in favor.

NEW BUSINESS

Board Education – Tim Paluch presented slides pertaining to Savanah, our new email system that markets our collections, tracks customer behavior, and analyzes the patron data. The software offers one platform for all of our vendors, Acorn TV, RBDigital, etc. The current campaign sends four emails over a nine-week period to see what our patrons are interested in. The initial survey generated 2,898 responses within a two-week period, which is larger than expected. This showed that 49% of our patrons would like more emails and that they would visit the library regularly when reminded of services. Paluch explained how the marketing team is targeting our “inactive” patrons to bring them back into the library. Osius asked about the security of our patron’s information. Tormey explained that no titles are given, and we utilize bar codes rather than personal patron data.
Building Projects - Woody discussed the Central manifold replacement proposal and the concrete proposal for the East Side Library. Woody explained that the dollar amounts need board approval but will only be completed if Operating Funds are available. Osius motioned to approve the manifold replacement at $12,921.00. Fiihr seconded. All voted in favor. Fiihr motioned to approve the Forrest & Associates bid for $17,619.00 in concrete work at East. Mahaffey seconded. All voted in favor.

Curatescape Software License Agreement – Woody and Tormey detailed how this new software will allow the DMPL to focus on expanding local history archives. This has the potential to create digital tours and narratives for local business, history and more. There was discussion of partnering with other archival institutions in the surrounding areas and enlisting local volunteers. Fiihr and Osius expressed skepticism yet agreed the project should be undertaken. Osius moved to accept the Curatescape Agreement. Fiihr seconded the motion. All voted in favor.

FINANCIAL REPORT

Woody reviewed the Foundation gifts for the month and asked the Board members to accept the Foundation gifts in the total amount of $34,358.36. Osius moved to accept the Foundation gifts. Fiihr seconded the motion. All voted in favor and thanked the Foundation.

Board members reviewed the Check Register and Financial Report. Woody presented that we have used approximately 83% of our Operating Budget which is right where we should be. Osius moved to receive and file the financial reports as presented. Fiihr seconded the motion. All voted in favor.

DIRECTOR’S REPORT

Woody summed up a few key items from her director’s report. She detailed out the numerous new services we offer, staff transitions, staff retirements, building force completed projects and generally, how busy we are right now. Special mention was given to AViD Programs, MyDMPL Con event, and Carolyn Greufe’s retirement, July 1, 2019. Woody welcomed Nikki Hayter as the new Supervising Librarian at Franklin Ave library.

FOUNDATION REPORT

Briles reviewed incoming donations to the Foundation, stating that they are 50% ahead of donations this time last year. The search for the Iowa Author Awards Dinner author is underway.

ADJOURNMENT

The meeting was adjourned by declaration at 5:18 PM.

The next regular Board meeting will be held at 4:15 PM, June 19, 2019 at South Side Library.