Swisher Community Library

Board of Directors meeting

November 2, 2022

The Swisher Community Library Board of Directors met on November 2, 2022 at 6 p.m.

Board Members present were Tera Kringle, Monica Cox, Caiti Rowe, Ben Winborn and Library Director Laura Hoover.  Cindy Shelangoski was absent. Len Riker was present to record meeting minutes.

Minutes:

Minutes from the October 2022 meeting were reviewed. A motion was made to approve the minutes with a correction to the inventory count. MSC Winborn / Cox, all ayes. Motion passed.

Citizen’s Comments:

No citizen’s comments.

Director’s Report:

Financial Report:

Currently at 31% of annual budgeted spending through October and on target to meet annual budget.

Bills to Pay:

The new printer has been received but not all functions are fully operational so the bill for the printer is on hold until all functions are working.

It was motioned to pay the current bills.  MSC Winborn / Cox, all ayes. Motion passed.

Monthly stats:

Check outs are running over 25% above last year.

Reports and Announcements:

We have hired a new Kirkwood student, Hallee Hamilton. She started 10/31 just in time for Halloween Warm-up.

Librarian presented a session at the Iowa Library Association on Legislative Receptions. It was well received with a group of about 25 attending.

Librarian attended a workshop on Disaster Planning for Librarians. It was a very informative session: there were several templates and outlines provided for writing plan, discussion on what and who should be included. Librarian will start working on a plan for the library; this is part of our new five-year plan.

We had our first meeting of the kids book club, it seemed to go well. Five kids with the book Ghosts, crafts, and treats. Second meeting will be November 17 with the book, Long Walk to Water.

We helped host a virtual author visit with Ann Patchett on Thursday, Oct 27. We had an in-library viewing party with no attendees, but we are still waiting on the report of virtual attendees from Iowa City Library. Ann Patchett is an American author who received the 2002 PEN/Faulkner Award and the Orange Prize for Fiction in the same year, for her novel Bel Canto. Patchett’s other novels include The Patron Saint of Liars, Taft, The Magician’s Assistant, Run, State of Wonder, Commonwealth, and The Dutch House.

“Halloween Warm-up” for kids to drop-in during trick or treat went well. We had a photo station, crafts, warm cider, and popcorn from 5 to 7:30. Five students from the Prairie Key Club were here to help, along with Monica Cox and it all went well.

Have started discussions with Shueyville on renewing their contract for library services. Will meet the Shueyville City Council on November 8 to discuss a new contract. They are currently averaging (over a three-year period) about 9% of circulation and are covering on average about 7.3% of our annual budget. By comparison the county currently averages about 33% of our circulation and they cover about 33% of our annual budget.

Job Descriptions Review:

The Director presented current job descriptions for the Part Time Student Intern, the Library Clerk, and the Library Director to the Board Members. The Director will update the job descriptions based on Board input from the review session, for the next Board meeting.

The Director presented the current job description for the Part Time Library Assistant/ City Hall Clerk position to the Board Members. Rather than update this job description the Director will create a new job description for a Library Assistant only position, reflecting current and anticipated future needs of the Library.

Behavior Policy Review:

The Director presented the Library’s current Behavior Policy to the Board Members. The Board reviewed the current policy and considered the need for any changes.

It was motioned to retain the current Behavior Policy as presented by the Director. MSC Rowe / Winborn, all ayes. Motion passed.

Other business:

No other business.

Next meeting will be Wednesday December 7, 2022 at 6 PM

Motion to adjourn at 7:10 p.m. MSC Cox / Rowe, all ayes. Motion passed.