

**Library Board of Trustees Meeting  
January 17, 2023**

The Knoxville Public Library Board of Trustees met on Tuesday, January 17, 2023 at 4:00 p.m. Members present were Jan Evans, John Mertz, Dave Johnson, Elly Shaw, Laura Kendrick, Lindsey Carlson, and Erin McBride. Staff present: Roslin Thompson, Holly Shelford, Shannon Proctor, Heather Libby, and Connie Davids. The board welcomed Elly Shaw, the representative trustee from rural Marion County.

The meeting was called to order by Lindsey Carlson. Dave Johnson moved, Jan Evans seconded to approve the minutes of the December 22, 2022 meeting as mailed. Motion passed unanimously. Laura Kendrick moved, seconded by John Mertz to approve the minutes of the work session on December 21, 2022 as mailed. Motion passed.

Under Correspondence, Roslin read a “Thank you” card from the Merry-N County Christmas Steering Committee for the display the library had at the event.

Roslin gave the librarian’s report for December 2022. Total circulation was 2,374 printed materials, 633 downloadable items, and 916 other items. Computer usage was 305 with 116 uses on the AWE computers and 582 wifi usage. Total number of visits was 1,478, an average of 64 a day.

Roslin shared the calendar of events. The “Frosty” interactive movie had 24 attendees. 55 grab-n-go craft bags went out during the school break. 35 people attended the art reception. Author Charles Holdefer will have a program on Feb. 9. Chess Club will meet on Wednesdays after school in February. DIY and Story Times continue to be well attended. The IFFC will meet to enjoy monthly international film viewings.

The Innovative Libraries Online Conference (ILOC) is on Jan. 26 with sessions related to productive partnerships. Central College volunteer students will host their volunteer income tax assistance (VITA) workshops at the library on Feb. 25 and March 4.

The Marion County Libraries will present a budget request to the Board of Supervisors on Jan. 24 with Pleasantville being separate from the usual formula using rural circulation numbers. The library’s proposed budget for FY2024 will be presented to the city council on Feb. 6.

Under Media Strategy Plan, Roslin reported that the February calendar will be published next week and circulated through media channels.

Mertz moved, McBride seconded that the revenue and expense report for December be approved. Motion passed. Evans moved, Johnson seconded the city trust report for December be accepted. Motion was unanimous. Mertz moved, McBride seconded the approval for payment of bills for January. Motion passed unanimously, and a copy is attached to the minutes.

Under New Business, the board discussed the revised circulation policy. It is one of 4 required policies for accreditation due on Feb. 28. Johnson moved, Mertz seconded to approve it with a minor change. Motion passed. A work session on writing the Strategic Plan FY2023 – 2026 will meet on Jan. 31 at 4:30 p.m.

There being no other business, the meeting was adjourned. The next regular meeting will be held on February 21, 2023 at 4:00 P.M. at the library.

Roslin Thompson  
Secretary

**Library Board of Trustees  
Special Meeting  
February 15, 2023**

The Knoxville Public Library Board of Trustees met on Wednesday, February 15, 2023 at 4:30 P.M. for a special meeting. Members present were Lindsey Carlson, Elly Shaw, Jan Evans, Laura Kendrick, and Erin McBride.

The meeting was called to order by Lindsey Carlson. Two bids were received for asbestos abatement from Mid-Iowa Environmental Services and August Enterprises, LLC. Elly Shaw moved, seconded by Erin McBride to award the lower bid of \$10,654 to August Enterprises, LLC. Motion passed unanimously.

There were two bids for demolition of the property on 217 S. Second St. Elly Shaw moved, seconded by Jan Evans to award the lower bid to Cushman Excavation for \$24,700. Motion passed unanimously.

The board reviewed the concept plans drawn by Reynolds Urban Design and thought it useful to have another meeting with Dennis Reynolds.

There being no further business, the meeting was adjourned at 5:20 p.m. The next regular meeting will be held on February 21, 2023 at 4:00 p.m. at the library.

Roslin Thompson  
Secretary