

**Library Board of Trustees Meeting
May 21, 2024**

The Knoxville Public Library Board of Trustees met on Tuesday, May 21, 2024 at 4:00 p.m. Members present were Erin McBride, Jan Evans, Lindsey Carlson, Elly Shaw, and John Mertz. Dave Johnson and Laura Kendrick were absent. Staff present were Director Thompson, Shannon Proctor, Holly Shelford, and Connie Davids.

The meeting was called to order by Lindsey Carlson. There was no public comment. Shaw moved, seconded by McBride to approve the minutes of April 16, 2024 as mailed. Motion passed.

Under Correspondence, Roslin read a letter from Julie Cowden, the president of the library board at the Webb Shadle (Pleasantville) Library inviting directors and board trustees to a meeting June 25th at 7:00 p.m. to discuss options for funding requests from the Board of Supervisors. Some of us will attend.

An email was sent from the Iowa Economic Development Authority requesting a payback on the CAT grant for the amount of \$42,500 (10% of the \$425,000 grant award) due to a variation in cost to the Expansion and Renovation Project.

Roslin gave the librarian's report for April 2024. Total number of visits is 3,476 (av. of 133 people a day) and attendance has been great for all programs. The library will participate in the Helmets and Hotdogs event, as well as the Family Fun Fair in the community. Preparations are underway for the Summer Library Program "Read, Return, Repeat" which will start May 28 to July 10. Roslin highlighted some of the exciting activities offered. June and July calendars are printed and will go out to all the elementary schools before schools let out. Library staff has visited schools to publicize the programs. Cari Meissner has been hired as the new Adult Services Librarian.

Under Media Strategy Plan, the library will advertise upcoming events in the usual media channels, including social media and local radio. Hundreds of flyers will go out to the schools and community regarding the Summer Library Program.

Mertz moved, Evans seconded that the financial report for April be approved. Motion was unanimous. McBride moved, seconded by Mertz that the city trust report be approved. Motion passed unanimously. Shaw moved, McBride seconded the approval for payment of bills for May. Motion passed unanimously, and a copy is attached to the minutes.

Under Unfinished Business, Roslin gave a progress report on the library park. For details, see Jason Cooper's notes and pictures. The next meeting is scheduled for June 5 at 1:00 p.m.

Under New Business, the board reviewed the Interlibrary Loan policy. McBride moved, seconded by Shaw to approve the ILL policy. Motion passed.

Discussion was held regarding the pockmarked concrete on the east side of the building. City personnel had received 3 bids for repair with the lowest bid at \$6,120. There is \$700 left in the Grounds and Maintenance line item that can be used for repair. The rest will have to be city funded as the holes are a liability to the city.

Carlson, McBride, and Evans agreed to sit on a sub-committee to do a performance evaluation on the director. Due to inclement weather, the field trip to Creative Landscaping was postponed.

There being no further business, the meeting was adjourned. The next regular meeting will be held Tuesday, June 18, 2024 at 4:00 p.m. at the Knoxville Public Library.

Roslin Thompson
Secretary