

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

April 11 , 2024 Minutes

The Perry Public Library Board of Trustees met in regular session on Thursday, April 11, 2024 at 8:00 a.m. Note: This meeting was held in-person at the Perry Public Library.

Board members Kendall Rathje, Margaret Ruggle, Rosa Gonzalez, Mark Miller, and Heather Karolus were present. Friends' of the Library President Kathy Miller, Friends' of the Library Vice President Becky Reuter, and Library Director Misty VonBehren were also present.

Library Board President Mark Miller called the meeting to order.

Agenda – Heather Karolus moved to approve the agenda with Margaret Ruggle seconding the motion. MCU.

Minutes – Kendall Rathje moved to approve the minutes from the March 14, 2024 meeting and Rosa Gonzalez seconded the motion. MCU.

Financial Statements – Gift Fund receipts and payments were presented with receipts totaling \$3410.25 and checks #6564 - #6581, totaling \$4741.63. The City of Perry Library Fund Status Report and the March City of Perry Library Claims Report were reviewed. The board questioned the increase in the insurance line item. Director VonBehren will follow up with the City Finance Officer to clarify the increase and report back to the board. Heather Karolus moved to approve the financial reports with Kendall Rathje seconding the motion. MCU.

Unfinished Business:

- a. FY25 Capitals Budget – Director Misty VonBehren informed the board that city finance and administration have approved the capital requests for FY25 which includes \$40,000 Library Collections, \$12,000 Technology Updates, \$20,000 Building Repair and Maintenance. The requested outreach vehicle was not approved. However, Director VonBehren discussed alternative options with City Administrator, Sven Peterson. It is a possibility to use an existing city owned vehicle and modify the vehicle for a library outreach vehicle.
- b. FY25 General Budget – Director Misty VonBehren presented the proposed budget with the appropriate allocations based on City administration and finance input. Union contracts have been negotiated to reflect a 5% increase in wages per year for the next 3 years. Other line items remained constant. Heather Karolus moved to approve the FY25 General Budget with Margaret Ruggle seconding the motion. MCU.

New Business:

- a. Director VonBehren presented a proposed change in the Meeting Room Policy which removed the following section:
 - g. Events must not be of a commercial nature, including transacting business or charging admittance fees except for author / book talk programs.Kendall Rathje moved to approve the Meeting Room Policy as presented with Heather Karolus seconding the motion. MCU.

Meeting Room Policy

1. The Perry Public Library welcomes the use of its meeting rooms and study room for civic, cultural, educational, and public information meetings of groups based in Perry, or groups which have a significant number of Perry residents. Permission to use the meeting rooms or study room does not imply endorsement of any organization or the organization's viewpoint using the room.
2. It is the policy of the Perry Public Library Board of Trustees, and in accordance with the Director's goals, to allow non-profits organizations and groups to use the Library meeting rooms when the facilities are not needed for administrative use, activities, or programs sponsored in whole or in part by the Library, and when such use does not disrupt the public's use and enjoyment of the Library. Such permissions are revocable and does not constitute a lease.
3. The Library does not discriminate in making rooms available for use based on viewpoints expressed by users or the race, color, national origin, religion, sex, sexual orientation, marital status, gender identity, creed, ancestry, political affiliations, physical limitations of its user, or presence of any sensory or mental disability. The Library Board delegates to the Library Director or his/her designee, the authority to develop and implement procedures and practices which carry out the provisions of this policy.
4. Guidelines:
 - a. Library programs and library meetings will receive first consideration in the scheduling of any room.
 - b. The meeting rooms and study room are available without a meeting room charge for meetings or programs of nonprofit organizations of civic, cultural, service, educational, and governmental agency programs and meetings. All other events including recitals, family gatherings, and class reunions, will be charged a \$50 meeting room rental fee that is payable to the Perry Public Library prior to the use of the meeting room or the study room. **Events must not be of a commercial nature that charges fees except for author/book talk programs.**
 - c. All meetings will be held during regular library hours, Monday through Friday. On Saturdays, the meeting room and the study room may only be rented for private parties from 11 a.m. to 3 p.m. No rentals for private parties will be made on Sundays. Any meetings

requiring the use of the meeting room outside of normal library hours must receive the approval of the Director. All bookings shall be made in advance by a responsible person (over age 18). No standing reservations will be accepted.

- d. There is a \$50.00 custodial deposit *regardless of the classification of the entity*, in addition to any rental fee, required for any serving of food or drink in the meeting room. Library kitchenette facilities are available for light refreshments in connection with meeting room. Food is prohibited in the study room. Patrons may have non-alcoholic beverages in the study room if the containers have lids. The \$50.00 custodial deposit will be returned once the room has been inspected by a library staff member and has been deemed to be in its original condition.
- e. All rooms are set in a standard room set-up and groups are responsible for returning the room to the standard set-up. Groups will be charged for labor and materials to cover the cost of resetting the room, damage to the room or library equipment, or extraordinary room clean up that result from use.
- f. The library will not care for, nor store any material for groups using the room. The Library will not be responsible for theft or damage of equipment or material supplied by users. This includes personal items.
- ~~g. Events must not be of a commercial nature, including transacting business or charging admittance fees except for author / book talk programs.~~
- h. Attendance is limited to the posted room capacity, which can vary depending on the room arrangement. The Library will terminate meetings, programs, or events with attendance that exceeds room capacity.
- i. The Library's Conduct Policy, the Vulnerable Adult and Child Policy along with all other relevant policies apply to use of the meeting rooms.
- j. The library shall be notified if a cancellation becomes necessary. Failure to cancel in advance of the meeting will cause forfeiture of any fees and may result in denial of future reservations. No group may transfer use of the room to another group.
- k. Upon arrival, all groups must check in at the Circulation Desk. The reserving adult must remain in the room throughout the reservation. The room will be inspected by Library staff and person reserving the room for condition at the end of the reservation time.

- I. All entities using the meeting rooms must have the room cleaned, returned to standard set-up pattern, and staff checked at the end of the reservation time or the entity will forfeit their \$50 deposit.

- m. All Library audio-visual equipment used by the renters must be inspected by Library Staff at the end of the reservation time to check its condition.

Reviewed and Revised April 2024

Board Education:

- a. Chapter 6 of the Library Trustee's Handbook: Developing and Adopting Policies was reviewed and discussed.

Librarian Report:

The monthly statistics were shared during the meeting.

Crisis Intervention and Advocacy is utilizing the library study room in the upcoming weeks as a local site to offer services for those in need. The organization has office hours Monday through Friday 10:00M-4:30PM. The library serves as a good location because of its comfortable and safe atmosphere.

Library Staff are focusing on finalizing plans for the summer program Adventure Begins at Your Library and KidsFest which will be held on Saturday June 1st. We will be using a new online tracking system beginning with the summer program. The new system is called Beanstack which is used in many libraries. It is patron friendly, has both desktop and app capabilities and can be used for additional programs, such as 1000 Books Before Kindergarten, Reading Challenges, Winter Program, and many new and innovative programs.

With the announcement of the Tyson plant closing, additional meetings have taken place to collaborate with other entities to offer employment-related services beginning in the next month and closer to the close date. The library is partnering with the Chamber of Commerce and DMACC to offer space, resume workshops, computer access, and other services.

On Wednesday, April 3, Director VonBehren attended a training session for Mental Health First Aid. This was very informative. There is a possibility of collaborating with Dallas County Public Health to bring a similar program locally that concentrates on training teens in mental health first aid.

It is National Library Week and the Friends of the Perry Public Library purchased treats to hand out daily to patrons.

On Wednesday, April 17, Director VonBehren will be attending the Hometown Heritage biannual meeting. Museum librarian, Candi Coffin will also be attending.

April Programming and Events:

April Grab and Go Adult Craft Kit – Free DIY Floating Tea Cup

This month, try a little DIY magic with our delightful floral Floating Tea Cups! Our DIY optical illusion may look complicated, but it's actually quite simple and fun to create. Adult patrons can bring home one Free April Grab and Go Adult Craft Kit from the Perry Public Library. This craft kit includes materials and instructions for one DIY Floating Tea Cup. This April Grab and Go Craft is free, courtesy of the Perry Public Library, and available while supplies last. For questions, visit www.perry.lib.ia.us or call 515-465-3569.

April Grab and Go Teen Craft Kit – Free DIY Dragonfly Whisk

Teens, 12 to 18, are invited to come into the library during the month of April to pick up a Free Grab and Go Teen Craft Kit! This month's kit includes supplies to make your own decorative dragonfly whisk. Teen patrons can bring home one Free April Grab and Go Teen Craft Kit from the Perry Public Library. This craft kit includes materials and instructions for one DIY Dragonfly Whisk. This April Grab and Go Craft is free, courtesy of the Perry Public Library, and available while supplies last. For questions, visit www.perry.lib.ia.us or call 515-465-3569.

April Fool's Scavenger Hunt – April 1 to April 7

This is no April Fool's joke! The Easter Bunny lost his baskets when he stopped at the library on his way home! Can you find all of his baskets and unscramble the letters inside of those baskets to reveal why the Easter Bunny came to the library? Children ages 5-10 (and younger with help from an adult) can search the Children's Section during the week of April 1-7 during this fun Scavenger Hunt. Solve the Easter Bunny's riddle and earn a treat! Families are welcome to attend this event for free and no registration is required. For more information, go to www.perry.lib.ia.us, visit the library, or call 515-465-3569.

Solar Eclipse Glasses – April 1 to April 7

The Perry Public Library will have a limited amount of eclipse glasses available to pick up on a first-come, first served basis before the April 8 solar eclipse. Perry will see an 81.9% totality at 1:58 p.m. that day. No more than 5 glasses per family, please. Glasses will be available beginning April 1, barring shipping delays. Glasses will also be handed out to youth who participate in library storytimes and WOW! Wednesday programming prior to the eclipse. For more information, call the library at (515) 465-3569 and ask for Laura.

We Have Issues (YA Book Club for Everyone): *Anatomy: A Love Story* by Dana Schwartz – April 1

Who can resist this month's pick, hailed as a gothic tale full of mystery and romance about a willful female surgeon, a resurrection man who sells bodies for a living, and the buried secrets they must uncover together? The We Have Issues Book Club meets the first Monday of each month from 6:00 pm to 7:00 pm in the Library Board Room and you don't have to be a teen/young adult to come. Join discussion leader Jessica on April 1 to discuss this unique and exciting YA love story. Interested adults and teens may join

the group for free at any time and no registration is required. Books may be purchased in advance for a small fee from the library or borrowed with your Perry Public Library card. For more information, go to www.perry.lib.ia.us, visit the library, or call 515-465-3569.

Fresh Conversations with Aging Resources of Central Iowa: Whole Food in a Processed World – April 3

Fresh Conversations is a free nutrition and physical education program for ages 60+. The program offers practical tips and sensible solutions to everyday problems that get in the way of doing what most people want to do: eat well and live well! Fresh Conversations is also an opportunity to connect with other adults for a friendly group discussion. We will meet to discuss processed foods, plus try a tasty recipe on Wednesday, April 3, from 12:30 pm to 1:30 pm in the Perry Public Library Community Room. This is a monthly, free event held the first Wednesday of each month for adults ages 60+, and no registration is required. For more information, call the library at 515-465-3569 or visit www.perry.lib.ia.us.

WOW! Wednesday ALL AGES (K-5th Grades): Solar Eclipse Activity and Experiment – April 3

Get ready for the April 8 solar eclipse with fun experiments, activities, and crafts related to eclipses. Miss Laura will also share her family's unique relationship with NASA's space program. Plus, every child who comes will get a pair of eclipse glasses! This WOW! Wednesday program is for all elementary children in kindergarten through 5th grade. Please note the time change. WOW! Wednesdays are STEM-related activity times for elementary students at the Library! Children in Kindergarten through fifth grades are invited to attend this combined WOW! Wednesday from 4:00 pm to 5:00 pm on April 3. This is a free activity and no registration is required. For more information, visit www.perry.lib.ia.us, call 515-465.3569, or visit the library.

Evening Family Storytime – April 1, 15, 22, 29

Families are invited to join us for our new evening storytime on Monday evenings from 6:30 pm to 7:15 pm. We welcome families with toddlers, preschool, and young elementary-age children to our evening storytimes. Feel free to wear your pajamas and bring your favorite stuffed animal! Miss Laura will read fun books, sing silly songs with scarves, and offer a simple craft. This is a great way to bond with your child and share some literacy activities. Evening Family Storytime will meet on April 1, 15, 22, 29. There will be no Family Evening Storytime on April 8. Families are welcome to attend this event for free and no registration is required. For more information, go to www.perry.lib.ia.us, visit the library, or call 515-465-3569.

Toddler Time Tuesday Storytime (2 and 3-Year-Olds): Way Up in the Sky – April 2, 16, 23, 30

What is that up in the sky? With the solar eclipse approaching, we are turning our focus to the sun, moon, planets, and those who explore the skies. Our Toddler storytime incorporates fun books, songs, activities, and crafts that stimulate early literacy skills and gross and fine motor skills. This storytime is geared toward toddlers ages 2 to 3. Toddler Time meets on Tuesdays from 10:30 am to 11:15 am. The group meets on April 2, 16, 23, 30. There will be no Toddler Time Storytime on April 9. This is a free program,

but registration is required. To register, visit the library, go online at www.perry.lib.ia.us, call 515-465-3569, or email lpieper@perry.lib.ia.us.

Fun with Fours and Fives Wednesday Storytime (4 and 5-Year-Olds): Way Up in the Sky – April 3, 10, 17, 24

What is that up in the sky? With the solar eclipse approaching, we are turning our focus to the sun, moon, planets, and those who explore the skies. Our Fun with Fours & Fives storytime helps prepare children for school by incorporating the early literacy practices of reading, talking, singing, playing, and writing through fun books, songs, activities, and crafts. This storytime is for preschool-age children, ages 4 and 5. Fun with Fours and Fives meets on Wednesdays from 10:30 am to 11:15 am. The group meets on April 3, 10, 17, 24. This is a free program, but registration is required. To register, visit the library, go online at www.perry.lib.ia.us, call 515-465-3569, or email lpieper@perry.lib.ia.us.

Wee Wonders Storytime Thursday (Birth to 24 Months): Way Up in the Sky – April 4, 11, 18, 25

Our Wee Wonders program for babies birth to 24 months will meet from 10:30 am to 11:15 am on Thursdays. Wee Wonders is an early literacy lapsit program for babies from birth through 24 months. We sing songs and rhymes, read simple books, do fingerplays, bounces, and incorporate motor skills with shakers and scarves. There is a period of social play at the end of each program. Each participating baby also gets a free board book every time they come to the program. The group meets on April 4, 11, 18, 25. This is a free program, but registration is required. To register, visit the library, go online at www.perry.lib.ia.us, call 515-465-3569, or email lpieper@perry.lib.ia.us.

Chess Club at the Library – April 4, 11, 18, 25

Are you interested in learning how to play chess? Do you already know how to play, but are looking for some local players to challenge? Could you use some tips and practice to improve your skill level? Local Chess Instructor David Oliveira is partnering with the Perry Public Library to teach, mentor, and play chess with players of all ages and experience levels. Whether you are new to chess or looking for a challenging game, mark your Thursday evenings in April for chess instruction and walk-in play at the Library. Students, grades K-12, will meet from 4:30 pm to 5:30 pm, in the library Board Room. Chess players of all ages are then welcome to meet from 5:30 pm to 7:30 pm, also in the Board Room, for instruction or competition. David Oliveira leads the group meetings and also offers chess instruction by individual appointments as part of the library program. Call the library for more information or to arrange a time at 515-465-3569. This is a free program and no registration is required. For more information, visit www.perry.lib.us, call 515-465-3569, or come to the library.

Quarterly Classics Book Club – *The Hunchback of Notre Dame* by Victor Hugo – April 9

Explore literary classics from a variety of authors with our Quarterly Classics Book Club. Join the club in April as they discuss Victor Hugo's famous French Gothic novel, *The Hunchback of Notre Dame*. Hugo's work is considered a classic of French literature and has been adapted for film, stage, and television. The Quarterly Classics Book Club will meet on Tuesday, April 9, from 7:00 pm to 8:30 pm in the Carnegie Library Museum.

Books may be purchased in advance for a small fee from the library or borrowed with your Perry Public Library card. For more information, go to www.perry.lib.ia.us, visit the library, or call 515-465-3569.

National Library Week – *Ready, Set, Library* - April 7 to April 13

Join us as we celebrate National Library Week and this year's theme, "Ready, Set, Library" April 7 through April 13! The American Library Association chose this theme to illustrate that "in our always-online world, libraries give us a green light to something truly special: a place to connect with others, learn new skills, and focus on what matters most." Help us celebrate our Perry community library by opening a new library card, checking out our new book selections, and enjoying the many programs we have to offer.

WOW! Wednesday (3rd-5th Grades): Hazardous Waste – April 10

The final WOW! Wednesday of the school year will be jam-packed with activities! There will be two challenges incorporating our Maker Space: can you create a tool to clean a hazardous waste spill and can you figure out how to complete a water pump with the mystery pieces given to you? And Miss Laura has one last fun experiment involving... fish? But she says she won't use any real or fake fish in the experiment. Can you figure it out? Children in third through fifth grades are invited to attend this combined WOW! Wednesday from 4:00 pm to 5:00 pm on April 10. This is a free activity and no registration is required. Please note the new time. For more information, visit www.perry.lib.ia.us, call 515-465.3569, or visit the library.

Salvation Army Services – April 15

The Salvation Army Support Services will come to the Perry Public Library on the third Monday of the month from 10:00 am to 3:00 pm, with a break for lunch. The Mobile Service Center is currently out of commission, but a Salvation Army representative will continue to come to the library to meet with community members. This free service, provided by the Salvation Army, will be available in the Library Study Room. The Salvation Army helps with rent, utilities, gas, personal care items, food, and other information. For more specific information about services offered, contact the Salvation Army directly at 515-282-3599. This is a free service and no registration is required

Monthly Book Club: *The Seed Keeper* by Diane Wilson – April 16

In April, the Monthly Book Club will read and discuss the 2024 All Iowa Reads Selection for Adults: *The Seed Keeper* by Diane Wilson. Join us as we explore "a haunting novel spanning several generations, [that] follows a Dakota family's struggle to preserve their way of life, and their sacrifices to protect what matters most." We will meet on Tuesday, April 16, from 1:00 pm to 2:00 pm in the Library Community Room to discuss this month's book selection. Everyone interested is invited to join the discussion and participation is free. Books may be purchased in advance for a small fee from the library or borrowed with your Perry Public Library card. For more information, visit www.perry.lib.us, call 515-465-3569, or come to the library.

Wonders of Nature: STEM Library Program with ISU Extension and Outreach in Dallas County (K – 5th) – April 17

This month's ISU STEM program will feature Wonders of Nature. Youth will learn about the environment around us and how we can create a better way of living and enjoy our

environment. The Perry Public Library is partnering with ISU Extension and Outreach in Dallas County for an exciting, monthly STEM program that will meet on Wednesday, April 17, at a new time, from 4:00 pm to 5:00 pm. There will be no program in May. The ISU Extension Library STEM program is for Kindergartners through fifth graders. The program will include a snack, literacy activity, and hands-on STEM experiments. Registration is required for this program by April 15. Register online at www.perry.lib.ia.us, in person, or call the library for more information at 515-465-3569.

Swiftie Party: What Era are You In? - April 19

What Era are you in? Kids, ages 6 to 11, are invited to our Taylor Swift party, in honor of her new album release. We'll do karaoke, make friendship bracelets, and create Era bookmarks. You can even try your hand at making Blackout poetry by using old book pages to black out words and phrases to create your own Swiftie song lyric! Join us on Friday, April 19, from 4:00 pm to 5:00 pm. This is a free activity and no registration is required. For more information, visit www.perry.lib.ia.us, call 515-465.3569, or visit the library.

Friends of the Perry Public Library Crafting with Friends FUNdraiser– April 20

The Friends of the Perry Public Library will be holding their Crafting with Friends Event on Saturday, April 20, from 8:00 am to 8:00 pm at the McCreary Community Building. This semi-annual Friend's fundraiser is a fun gathering that offers crafters a 6-foot workspace, meals, snacks, door prizes, and vendors. To register and reserve your spot, visit <https://tinyurl.com/craftingwfriends>, mail a registration form to 1101 Willis Ave, Perry, IA 50220, or visit the library. Registration deadline and payment are due by April 13.

Hometown Heritage at the Carnegie Library Museum Presents: Scottish Afternoon Tea – April 22

Join the Carnegie Library Museum and host Trista as we explore Scotland this April! Our Scottish tea will feature Scottish delights, including traditional Scottish shortbread, scones, Scottish fern cakes, and tea sandwiches. The tea will be held Monday, April 22, from 4:30 pm to 5:30 pm. Tickets are \$15 per person and are available at both the Perry Public Library and Carnegie Library Museum. For questions, call 515-465-7713 or visit www.perry.lib.ia.us.

Hometown Heritage at the Carnegie Library Museum Presents: Fashion Through the Ages Exhibit – April 23 – June 8

Step back in time into the world of fashion history at the Carnegie Library Museum from April 23 through June 8. Displays will feature antique clothing, vintage paper dolls, and more with fashion from the Renaissance, Victorian Times, Colonial Times, the French Revolutions, and beyond. Discover which years feature the most outrageous fashions and which countries held the most fashion influence during different periods. The Carnegie Library hours are as follows: Sunday and Monday – Closed. Tuesday and Wednesday – 10:00 am to 4:00 pm. Thursday – 10:00 am to 7:00 pm. Friday and Saturday – 10:00 am to 4:00 pm. For questions, call 515-465-7713 or visit www.perry.lib.ia.us.

Tween Zone (3rd – 6th): Emoji Magnets - April 26

Join us for our new Friday Tween Zone for youth in 3rd through 6th grades! In April, you can make your own emoji magnets! Plus, come hang out, color, make inventions using our Maker Space Cart, play board games, and play games with our BEAM projector (if space and time permit). This is a free activity and no registration is required. We'll meet on Friday, April 26, from 4:00 pm to 5:00 pm to hang out and make emoji magnets. This is a free activity and no registration is required. For more information, visit www.perry.lib.ia.us, call 515-465.3569, or visit the library.

Paper Crafting with Kathy: Cards for Grads - April 27

Prepare to celebrate the graduates in your life with a series of Cards for Grads, plus a new One-Page wonder! Kathy Miller leads this series of monthly how-to workshops featuring different paper crafting techniques and creative designs for making greeting cards. The craft series will be held one Saturday each month. We will meet on Saturday, April 27, in the Library Community Room from 10:30 am to 12:30 pm. The class is free, but space is limited and registration is required. Registration closes on April 20. All materials will be provided, but participants are welcome to bring their own supplies. For more information, visit www.perry.lib.ia.us, call 515-465-3569, or ask a librarian.

Saturday Crafternoons – April 27

Are you looking for a quiet, community space to craft? Then, we have the perfect Saturday event for you! The Perry Public Library welcomes crafters and do-it-yourselfers to our dedicated makerspace – now following Paper Crafting with Kathy. You bring your ideas and supplies and we'll supply the crafting space. Saturday Crafternoons last from 12:30 pm to 4:30 pm in the Library Community Room and offer a free community space to work on projects in a comfortable environment. Plan your next work session for Saturday, April 27, at the library. Tables are available on a first-come, first-served basis, and everyone is invited. No reservations and no charge! For more information, go to www.perry.lib.ia.us, visit the library, or call 515-465-3569.

April Craft Club – Metal Heart-Shaped Suncatchers - April 29

Get ready for sunny weather this April with our monthly craft club as we create metal heart-shaped suncatchers. We will wrap bendable wire and interlace rainbow glass beads to design unique suncatchers. Whether you are a beginner or an advanced crafter, you are invited to join us for our April class. We will meet on Monday, April 29, in the Library Community Room from 6:00 pm to 7:30 pm. The class is free, but space is limited and registration is required. Registration closes on April 22. For more information, visit www.perry.lib.ia.us, call 515-465-3569, or ask a librarian.

The next normally scheduled meeting is on Thursday, May 9, 2024, at 8 a.m. in the library's Community Room. The public is always welcome.

Meeting adjourned.

Respectfully submitted, Misty VonBehren, Library Director