

Public Meeting Notice and Agenda

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a meeting on

Thursday, July 11, 2019 at 8 a.m.

in the Perry Public Library Small Meeting Room

1101 Willis Avenue, Perry, IA 50220

Please enter library by east door by the 24-hour book drop.

1. Roll Call
2. Approval of Agenda
3. Approval of June Meeting Minutes
4. Approval of July Gift Fund Claims and City Budget: Library Fund Status FY19
5. Unfinished Business:
 - a. Building Project
6. New Business:
7. Librarian's Report and Statistics – Report at meeting
8. Board Education – Trustee's Handbook - Chapter 3 and 4
9. Open Forum
10. Next Meeting on August 8, 2019 at 8 a.m.
11. Adjourn

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

June 13, 2019

The Perry Public Library Board of Trustees met in regular session on Thursday, June 13, 2019.

Board members Rosa Gonzalez, Mark Miller, Margaret Ruggle, Jeremy Winter, and Heather Karolus were present. Library Director Mary Murphy and Deputy Director Misty VonBehren were also present.

President Mark Miller called the meeting to order.

Heather Karolus moved to approve the agenda with Rosa Gonzalez seconding the motion. MCU.

Maggie Ruggle moved and Jeremy Ruggle seconded a motion to approve the minutes of the May 9, 2019 meeting. MCU.

Gift Fund bills were presented with deposits and expenses explained. Rosa Gonzalez moved and Jeremy Winter seconded a motion to approve checks #5782 - #5793 in the amount of \$4,228.75 from the Gift Fund. MCU. The Board reviewed the Library line items from the FY19 City of Perry Budget. Director Murphy explained how the General Fund will have a negative balance at the end of the fiscal year due to higher than expected Utility Bills crowding out the other lines items. The entire budget (General Fund, Benefit Find, LOST Fund, and Gift Fund) will have a positive balance at the end of the fiscal year.

Unfinished Business:

Building Project

HR Green is the company that bought the architecture firm that designed and built the library. Director Murphy contacted the firm and they located multiple copies of the library blueprints (14) in their computer files. HR Green asked for a \$100 fee for each set of blue prints. In the last conversation, Director Murphy asked for the final set of prints along with all the change orders. The HR GREEN representative said they will try to determine which set of prints would satisfy that request.

New Business:

Librarian's Report:

On Saturday, June 1, Perry Public Library launched the 2019 *Universe of Stories* Summer Reading Programs with Kidsfest, an indoor-outdoor celebration for the whole family. From 10:00 a.m. to 1:00 p.m., at the library, Carnegie Library Museum, and outside on Railroad Street, for kid-friendly games and activities, face painting, balloon twisting, dump trucks, fire engines, police cars, and more! \$1 lunches will be available from Perry Fire Volunteer Fire Dept.- hot dog or pork sandwich, chips, water, and cookie.

Adult Summer Reading Program: *Naked Eye Stargazing* - June 4 – 9 p.m. As part of the Perry Public Library *Universe of Stories* adult summer reading program, all interested adults were invited to meet at Voas Conservation area at 9:00 p.m., Tuesday, June 4, for some naked eye stargazing with Dallas County Conservation Environmental Education Coordinator/Naturalist Chris Adkins.

Medicare Basics Seminars - June 4, 18 at 10 a.m. and 6:30 p.m. Perry Public Library will host Medicare education seminars this June, conducted by Licensed Insurance Agents Aaron Thacker and Ali Chambers. Morning sessions, at 10:00 a.m., and evening sessions, at 6:00 p.m., was offered on Tuesday, June 4, and again, on Tuesday, June 18. All four sessions are free and open to the public and provide an overview of Medicare and what it does/does not cover, information on supplements and Advantage plans, as well as advice on how to protect your savings from out-of-pocket expenses

Star Lab - June 14 at 10:30 a.m. Children in Third through Fifth Grade are invited to attend a Perry Public Library Summer Reading program, Friday, June 14, from 10:30 a.m. to 12:30 p.m., in the library large meeting room. Dallas County Conservation staff will present *Star Lab*, a summer reading program in keeping with the 2019 theme: *A Universe of Stories*.

The Friends of the Perry Public Library will be selling cookies as a fundraiser during the 2019 BACoon Ride, Saturday, June 15, at 9:00 a.m., in front of the library (while they last!)

Summer Reading Program: *Blank Park Zoo: Otherworldly Animal Adaptations*- June 18 at 10:30 a.m. Blank Park Zoo will present *Otherworldly Animal Adaptations* in the library large meeting room.

The June meeting of the Perry Public Library Monthly Book Club is at 1:00 p.m., Tuesday, June 18, in the Clarion Room of the Security Bank Building, 1102 Willis Avenue. The selected title is *Homegoing* by Yaa Gyasi.

Adult Summer Reading Program, Storytelling with Jane Traver - Monday, June 24, at 6:30 p.m., in the large meeting room. We are pleased to host veteran storyteller Jane Traver for an evening of entertainment in keeping with our summer reading theme, *A Universe of Stories*.

Director Murphy submitted the Grant Letter of Interest to Telligen on May 28, 2019. Health and Wellness of Perry Partnership includes the Perry Public Library, Iowa State University Extension and Outreach, Perry Parks and Recreation Department, Dallas County Hospital, Dallas County Health Department, and Hispanics United for Perry. The Library has prioritized health information, education, and programming for the Perry community. In a recent *Stand Up for Health* workshop, an assignment on the social determinants of health revealed many deficiencies in the Perry community.

The Kids' Activities of Sesquicentennial Celebration event were discussed. Promotional flyers are posted and promotion will start soon. Please see attached flyer.

Board Education:

Library Board Trustee Training on May 22, 2019 – 6:30-8:00

5 Most Important Things to Know

- 1) The Library is a City Department. The Library Director should be attending all Department Head meetings. Library Employees should be offered the same benefits as all other employees.
- 2) Library Boards are Administrative Boards. Most Boards in a city are Advisory Boards. The Library Board is established by ordinance. The mayor appoints trustees to the Library Board and then the City Council approves the appointment.
- 3) The Library's ordinance is unique! To change the Library Ordinance, it needs to be voted on by the general electorate.

- 4) Library budgetary control is overseen by the Library Board. The City sets the total bottom line. The Board allocates line items. Iowa Code 392.5 establishes that the Board has control of all bequests and gifts to the library.
- 5) The Library provides a powerful community impact and contributes to economic development.

State Library of Iowa – sets accreditation criteria – seen as Best Practices in Library Community.

Open Meeting Laws are important. State Library has Trustee Training videos on the important aspects of the responsibilities of a Library Trustee.

Iowa had 544 libraries. 47% of 544 are in towns of <1,000. 67% of 544 are accredited by the State library of Iowa.

One of the accreditation criteria is that Trustees have 3.5 hours of training each year.

--Should start with the Trustees Handbook.

Board's Five Primary Responsibilities

- 1) Planning for the future
 - a. Strategic Planning
 - b. Community Survey
 - c. Planning for Results – An ALA recommended procedure used for strategic planning.
- 2) Monitor and Evaluate the Library
 - a. Annual Evaluation of the Director
 - b. Monitor the Library Statistics
 - i. Evaluate the Director's report
 - ii. Visit the Library
 - iii. Budget
 - iv. Talk to community members
 - v. Attend Library Board meetings prepared
- 3) Adopt Policy for the Library and review regularly
- 4) Hire and Evaluate the Director
 - a. Evaluate based on job description
- 5) Advocate for the Library
 - a. Advocate to the city to have the library well-funded.

Open Forum: None

The next meeting is scheduled on Thursday, July 11, 2019 at 8 a.m. in the library's small meeting room. Please enter by the east door. It will be open. The public is always welcome.

Meeting adjourned.

Respectfully submitted, Mary K. Murphy, Library Director

Register Report

6/13/2019 through 6/26/2019

6/26/2019

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Date	Account	Num	Description	Memo	Category	Amount
BALANCE 6/12/2019						18,852.80
6/14/2019	Checking	5794	Dallas County Conserva...	Children's Program - Star...	Children's SRP 2019	-50.00
6/16/2019	Checking	DEP	S Deposit	Galligan for Sackett	Gifts And Memorials	20.00
6/24/2019	Checking	DEP	S Deposit		Gifts And Memorials	15.00
					Room Maintenance	25.00
6/26/2019	Checking	5795	S Wells Fargo	Many for Lillian Hand	Gifts And Memorials	780.00
				Galligan for B Sackett	Gifts And Memorials	20.00
6/26/2019	Checking	5796	S Gale	Inv # 67216307 Inv# 67291123	Gifts And Memorials	13.00
					Marketing	-954.14
6/26/2019	Checking	5797	Penworthy	Inv. 0553429-IN	Materials:Large Print	-214.11
6/26/2019	Checking	5798	Barefoot Books	inv # 000501	Materials:Large Print	-196.22
6/26/2019	Checking	5799	Graphics2U	Staff TShirts	Materials:Children's Books	-50.98
6/26/2019	Checking	5800	S Fareway	Water & Chips	Materials:Children's Books	-117.45
6/26/2019	Checking	5801	Access Systems	Ice & Condiments	Staff TShirts	-13.59
				Snacks	KidsFest 2019 Expense	-160.00
6/26/2019	Checking	5802	Kristine Jimenez	Adult SRP 2019	KidsFest 2019 Expense	-201.60
				Teen SRP 2019	Adult SRP 2019	-43.85
6/26/2019	Checking	5803	Lisa Mawdsley	Face Painters	Adult SRP 2019	-12.00
6/26/2019	Checking	5804	Toby The Balloon Dude	Face Painter	Childrens' SRP 2019	-20.64
6/26/2019	Checking	5805	Shane Kiesner Photogra...	Balloon Twister	Afterschool Snack Expenses	-53.19
6/26/2019	Checking	5806	Tiffany Winey	Photo Booth	Teen SRP 2019	-15.78
6/26/2019	Checking	5807	Absolute Science	Buzz & Woody	Staff Copier	-398.62
6/26/2019	Checking	5808	Ken Keffer	Children's Program	Sesquicentennial Celebration Exp ...	-355.00
6/26/2019	Checking	5809	Perry Chamber Of Com...	Children's Program	Sesquicentennial Celebration Exp ...	-225.00
6/26/2019	Checking	5810	Perry Chamber Of Com...	Commerative Coins	Sesquicentennial Celebration Exp ...	-135.00
6/26/2019	Checking	5811	S Misty VonBehren	Prize - Perry Bucks	Sesquicentennial Celebration Exp ...	-221.00
6/26/2019	Checking	5811	S Misty VonBehren	Snacks	Sesquicentennial Celebration Exp ...	-300.00
				Snacks	Children's SRP 2019	-350.00
6/26/2019	Checking	5811	S Misty VonBehren	Movie Tix Prize, Popcorn	Children's SRP 2019	-100.00
				Frames & Stapler	Adult SRP 2019	-50.00
6/26/2019	Checking	5811	S Misty VonBehren	Prize - Perry Bucks	Adult SRP 2019	-50.00
				Movie Tix Prize, Popcorn	Teen SRP 2019	-7.99
6/13/2019 - 6/26/2019				Snacks	Teen SRP 2019	-15.92
				Snacks	Teen SRP 2019	-16.00
6/13/2019 - 6/26/2019						-3,487.08
BALANCE 6/26/2019						15,365.72

TOTAL INFLOWS	873.00
TOTAL OUTFLOWS	-4,360.08
NET TOTAL	-3,487.08

6/26/2019

Banking Summary
6/13/2019 through 6/26/2019

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Category	6/13/2019- 6/26/2019
INCOME	
Gifts And Memorials	848.00
Room Maintenance	25.00
TOTAL INCOME	873.00
EXPENSES	
Adult SRP 2019	112.00
Afterschool Snack Expenses	53.19
Children's SRP 2019	500.00
Childrens' SRP 2019	20.64
KidsFest 2019 Expense	245.45
Marketing	214.11
Materials	
Children's Books	131.04
Large Print	247.20
TOTAL Materials	378.24
Office Supplies	12.00
Programming	954.14
Sesquicentennial Celebration Exp 2019	1,236.00
Staff Copier	398.62
Staff TShirts	160.00
Teen SRP 2019	75.69
TOTAL EXPENSES	4,360.08
OVERALL TOTAL	-3,487.08

City of Perry Budget
Perry Public Library Line Items
Fund Status Report
June 24, 2019

GL Budget Report: CULTURE & RECREATION - LIBRARY					
Account Number	Account Title	Total Budget	YTD EXPD	YTD	
				Balance	Pct Expended
General Fund					
001-410-6010	WAGES	\$170,741.00	\$170,198.47	\$542.53	100%
001-410-6020	WAGES - PT	\$49,100.00	\$48,817.11	\$282.89	99%
001-410-6240	TRAVEL AND CONFERENCE	\$500.00	\$489.89	\$10.11	98%
001-410-6310	REPAIR & MAINTENANCE BLDG	\$1,000.00	\$929.67	\$70.33	93%
001-410-6371	UTILITIES	\$37,000.00	\$38,820.90	(\$1,820.90)	105%
001-410-6373	TELEPHONE	\$3,000.00	\$4,376.65	(\$1,376.65)	146%
001-410-6408	INSURANCE TORT/GENERAL	\$7,000.00	\$6,142.25	\$857.75	88%
001-410-6413	CONTRACT SERVICES	\$28,000.00	\$28,574.20	(\$574.20)	102%
001-410-6490	CONSULTANT & PROFESSIONAL	\$9,500.00	\$7,930.33	\$1,569.67	83%
001-410-6506	OFFICE SUPPLY	\$5,000.00	\$5,031.96	(\$31.96)	101%
001-410-6508	POSTAGE & SHIPPING	\$2,500.00	\$2,062.46	\$437.54	82%
001-410-6514	INVENTORY & SUPPLIES	\$1,000.00	\$1,328.24	(\$328.24)	133%
Benefit Fund					
112-410-6110	SOCIAL SECURITY	\$16,818.00	\$15,820.18	\$997.82	94%
112-410-6130	IPERS	\$20,753.00	\$19,462.20	\$1,290.80	94%
112-410-6150	PREMIUMS HEALTH INSURANCE	\$57,067.00	\$49,639.73	\$7,427.27	87%
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,060.00	\$1,036.68	\$23.32	98%
LOST Fund					
121-410-6725	CAP OUTLAY-OFFICE EQUIP	\$10,222.00	\$11,963.00	(\$1,741.00)	117%
121-410-6770	CAP OUTLAY - LIBRARY	\$30,000.00	\$29,494.68	\$505.32	98%
122-410-6750	CAPITAL/BUILDING	\$23,432.00	\$19,442.69	\$3,989.31	83%
GIFT Fund					
167-410-6520	MISCELLANEOUS	\$45,000.00	\$22,111.34	\$22,888.66	49%
167-410-6770	CAPITAL/BOOKS	\$25,200.00	\$11,313.05	\$13,886.95	45%
LIBRARY TOTAL		\$544,269.00	\$495,239.18	\$49,029.82	91%

Handwritten notes:
 - Bathroom Handicap Signage
 - No Lawn Left Behind
 - Spring CleanUp

Handwritten notes:
 -321.00
 -292.11

Handwritten notes:
 \$542.53
 \$282.89
 \$10.11
 \$70.33
 (\$1,820.90)
 (\$1,376.65)
 \$857.75
 (\$574.20)
 \$1,569.67
 (\$31.96)
 \$437.54
 (\$328.24)

Chapter 3: Code of Ethics

As a board member of a public library, you are a public servant. The public expects that your conduct will always be above question and for the public good, not for your own interest or another special interest. United for Libraries: Association of Library Trustees, Advocates, Friends and Foundations (previously the Association for Library Trustees and Advocates), has adopted the following statement on ethics which you may want to adopt as a board.

It will also help your library function effectively if you:

Public Library Trustee Ethics Statement Official Statement from United for Libraries

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Approved by the United for Libraries Board in January 2012

- Recognize that all authority is vested in the board when it meets in legal session and not with individual board members
- Represent the whole community to the library and not just a particular area or group
- Are objective in hiring the library director
- Don't promise prior to a meeting how you will vote on a particular issue

Chapter 4: Learning the Job

To carry out their duties effectively, trustees need information about the library's services, needs, and plans. They also need an understanding of the legal responsibilities of the library board and the relationship of the board to the city, and to the library director and other library staff.

Find out where to go for answers to your questions. Know the people and resources that will give you quick answers to tough questions. The director and other board members are the best sources for learning about the library. This handbook is designed to be a guide to the basics of good board membership and will also answer many of your questions.

Get to know the other people who serve on the board with you—not just their names, but who they are. What are their interests and concerns? What motivates them to serve on the library board? Team building begins by knowing your teammates.

Get to know the director, the other part of the board team. There must be a very high level of trust between those who govern the library and the person they have chosen to manage the library. Board members and the director form the board team.

A good orientation will provide trustees with the answers they need to perform their duties confidently. The orientation program should be planned step by step by the library board, with the assistance of the library director. Orientation should start as soon as possible after a board member is appointed—before the first meeting, if possible. A sample trustee orientation follows:

Sample Trustee Orientation Outline

The board president (or library director or other board designee) should contact the new trustee to welcome him/her to the board and schedule the orientation session or sessions.

Immediately send the new trustee a packet that includes:

- bylaws of the board
- a list of board members, indicating terms of office and board officers
- board committee membership lists
- calendar of upcoming meetings
- a copy of this handbook

The orientation should include a tour of the library, with the director, to introduce staff and discuss library programs and services. Schedule a meeting/discussion with the library director and at least one other board member to become familiar with:

- the library ordinance including the board's duties and powers and how board members are appointed
- sources of library funding
- how the library is operated day to day
- the library's website
- how the library serves the needs of the community including the library's mission statement
- how the library could better serve the community
- the board's relationship to the library director, the library staff, and the city

- how the library is linked to other resources, other libraries, and Iowa Library Services
- recent library accomplishments
- any immediate problems the library faces

Later, share the following information with the new trustee:

- latest annual report
- long-range/strategic plan and progress to date
- technology plan
- library policies
- current and previous year's budgets
- board meeting minutes for the previous six months
- director's reports for the previous six months
- director's job description and the process used to evaluate the library director
- latest monthly statistical report and financial report
- organizational chart of the library staff with names and titles
- library board's annual calendar, including deadlines
- copy of public library standards, *In Service to Iowa, Public Library Measures of Quality*
- brochure or other concise information about your library

Continue to learn. As you gain experience on the board, you will continue to learn about library philosophy, services statistics, history, policies and much more. Ongoing development activities should be part of the plan for every board and every board member.

To keep learning:

- Read the *Iowa Library Trustee's Handbook*
- Listen to and discuss the library director's report at board meetings
- Look for websites and blogs for library trustees including Iowa Library Service's web page, <http://www.statelibraryofiowa.org/ld/Trustees>
- Visit libraries in person or through their websites to see what they are doing.
- Take part in board development workshops offered by the Iowa Library Services and/or state and national associations.
- Join library associations such as Iowa Library Association, American Library Association, and Public Library Association; read their publications; attend their conferences.

Statistics – Discuss at meeting.

As part of the 2019 *Universe of Stories* Teen Summer Reading Program, free MOONday Movie Matinees will be offered at Perry Public Library on Monday, July 1, 8, and 15, at 3:00 p.m., in the library meeting room.

The library is closed Thursday, July 4, to observe the Independence Day holiday.

The Friends of the Perry Public Library have organized a Sesquicentennial Scavenger Hunt for adults and children for July 1-6, highlighting points of interest around Perry. Participants may pick up an information sheet at Perry Public Library - and return it to the library during open hours for a sesquicentennial *temporary tattoo* when completed!

Teens participating in the *Universe of Stories* Summer Reading Program at Perry Public Library are invited to attend *Final Frontier Fridays*, at 3:00 p.m., in the library large meeting room. The July programs, on Friday, July 5, 12, and 19, are: Make an Alien (*Registration required for this event only!*), Mystery Program, and Rocket Car Races, respectively.

Perry Public Library will sponsor free Kids Activities from 11:00-2:00, Saturday, July 6, as part of our community Sesquicentennial celebration. Face-painting, *Toby the Balloon Dude*, *Absolute Science*, Bubbles, Lost in Space Water Table, Giant *Jenga*, Giant *Connect 4*, Thumbprint Craft, Photo Booth, *Buzz* and *Woody* movie characters, and more will entertain the whole family! Please note: the library will close early, at 2:00 p.m., to accommodate street and stage activities on Railroad Street.

The July meeting of the Quarterly Classics Book Club is at 7:00 p.m., Tuesday, July 9, at the Carnegie Library Museum. The selected title for discussion is *Three Men in a Boat, to Say Nothing of the Dog* by Jerome K. Jerome.

Children in Kindergarten through Fifth Grade who are registered for the Perry Public Library *Universe of Stories* summer reading program are invited to attend the *Absolute Science* program, at 10:30 a.m., Thursday, July 11, in the Perry Public Library large meeting room.

Brian Eiteman will be our guest for an adult summer program: *All About Drones*, Thursday, July 11, at 6:30 p.m. We will meet in the Perry Public Library large meeting room, and Brian will share his expertise on drone mechanics and operations. Weather permitting, we may spend time outdoors, observing and flying a drone with Brian's assistance.

The Perry Public Library *Monthly Book Club* will meet at 1:00 p.m., Tuesday, July 16, in the Clarion Room of the Security Bank Building, 1102 Willis Avenue, to discuss *Behold the Dreamers* by Imbolo Mbue.

Don't miss the Teen Summer Reading *Shoot for the Moon* after hours finale, at 5:00 p.m., Saturday, July 20, at Perry Public Library.

Bring lawn chairs and blankets, and join us for the children's *Universe of Stories* summer reading finale, at 6:30 p.m., Thursday, July 25, at Pattee Park. Ken Keffer, Outreach Coordinator from Dallas County Conservation, will be with us to share stories of outdoor adventures, and we will blow bubbles, enjoy S'mores, and hold our grand prize drawings at this event.

The adult summer reading program will conclude Monday, July 29, with the finale *Game Night* event, at 6:30 p.m., in the Perry Public Library large meeting room. We will play games, enjoy refreshments, and hold our grand prize drawings at this event.

The changeout of the boilers is scheduled for the end of August/beginning of September time frame.