

The Perry Public Library Board of Trustees met in regular session on Thursday, August 8, 2019.

Board members Mark Miller, Margaret Ruggle, Rosa Gonzalez, Heather Karolus, and Jeremy Winter 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 Heather Karolus seconded a motion to approve the minutes of the July 11, 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 #5812 - #5823 in the amount of \$2,577.99 from the Gift Fund. MCU. The Board reviewed the Library line items from the FY19 City of Perry Budget. The Utility bill from June 21 to July 23 was \$5,420.77 which was significantly higher than the previous month's bill, \$3,517.65. It is also significantly greater than the same time for the past three years (\$3,922, \$4,232, and \$3,496).

Unfinished Business:

Building Project – The focus of the building project will be updating the existing public bathrooms, adding the family/gender neutral bathroom, adding an east entrance, creating a business center/updating the front desk, and updating the Quiet Lab. Director Murphy will research how our insurance carrier will view these changes.

New Business:

Weise Foundation Funding – Heather Karolus moved to continue with the \$2,100 monthly disbursements and set aside \$10,000 for potential renovations and updates in the building. Rosa Gonzalez seconded the motion. MCU.

Memorials –The library has received several generous memorial donations. Director Murphy proposed a "Memorial Fund" be set up to accumulate memorials that will be spent on desired equipment, furniture, or art for the library. A policy and procedural statement will be brought forth next month for the Board to review.

Librarian's Report:

Statistics- Reviewed. Please find attached.

The Library has introduced a new tool, Niche Academy, which can be used by library website users. It presents short plain language tutorials introducing many of the library's online resources. For example, if you wanted to learn what *Instagram* or *Snapchat* is, you would click on the box and a short tutorial (usually less than one minute) would explain what it is. You would also have the opportunity to know more with more extensive tutorials. Niche Academy is not only for the patron side but they also offer tutorials for staff. We can make up our own tutorials for staff training or use premade canned tutorials. Niche has made it easy to drag and drop our own power point presentations or videos to create our tutorials.

*RBdigital* Tutorial Offered at Perry Public Library - August 12 at 6:30 p.m., Monday, in the library meeting room. Library Director Mary Murphy will introduce us to the variety of options offered through the *rb digital* AP: audiobooks, streaming television and movie services: Acorn TV, IndieFlix, and Pongalo (Spanish Language), Stingray Qello concerts and music documentaries, as well as online learning options from Transparent Language, The Great Courses Library Collection, LearnItLive wellness and personal development, and Method Test Prep (ACT/SAT preparedness).

The August meeting of the Perry Public Library Monthly Book Club is at 1:00 p.m., Tuesday, August 20, in the Clarion Room of the Security Bank Building, 1101 Willis Avenue. The selected title for discussion is *Manhattan Beach* by Jennifer Egan

Perry Public Library will live-stream a program on Consumer Protection from the Iowa State Bar Association's *People's Law School*, Tuesday, August 20, at 5:30 p.m., in the library meeting room. The program is possible through a partnership between the State Library of Iowa and the Iowa State Bar Association, seeking to bring free information to public libraries across the state on a variety of legal topics, including the basics of wills and revocable trusts, buying and selling a home, mortgages, foreclosures, establishing guardianships and conservatorships, modifying divorce decrees, and more. On August 20, Al Perales, Consumer Protection Investigator for the Iowa Attorney General's Office, will provide an overview of current imposter scams that target older Iowans, as well as tips for consumers on protecting themselves from scammers.

Perry Public Library will participate in the Perry Latino Festival, Saturday, August 24, from 10 a.m. to 5 p.m.

Lifelong Learners @ the Library Coffee: *Needle Felting with Kay Weishaar - August 26* at 9 a.m., at the Carnegie Library Museum. Our guest is fiber artist, Kay Weishaar. Kay will demonstrate needle felting, using wool roving, curls, and batting, talk about equipment and techniques, and share some of her creations with us. We will have the opportunity to experiment with wool and felting needles on a simple project at this "hands on" event.

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

The Alliant Energy bill for June 21 to July 23 for the Library was \$5,420.77 which was significantly higher than the previous month's bill, \$3,517.65. The bills for the same time period (June-July) for the past 3 years were: 8-6-2018: \$3,922 / 8-3-2017: \$4,232 / 8-1-2016: \$3,496.

This year's utility bill is 38% higher than the same time period last year.

Director Murphy reported that during April, May, and June, the temp in the library was 80+ degrees or higher (April 17, May 13, 2019, June 29&30, 2019). Maintenance Manager Barry Chayet worked with Chris French (Wolin) and Tyler (Drees) to get our controls system set at the correct heating and cooling set points.

During this last trouble period in July 2019, the system was keeping the large meeting room at 66 degrees.

According to my texting history:

- Problem of chilly large meeting room (66°F) reported on July 10, 2019.
- He scheduled a Drees tech to come look at it.
- Heat was on in the large meeting room on July 15, 2019. Notified Barry of this.

-Dress came on July 16, 2019 to diagnose the problem – bad vav box.

-Vav box had to be ordered.

-On July 22, 2019 Dress came and changed out the vav box.

The entire library is now set to be between 68.0° and 73.9° F. The large meeting room is 70.

This is especially concerning since the Utility bill has used up a lot of the Utility budget. We are waiting to see what the next month's utility bill brings. Barry Chayet reported that Drees will calibrate the HVAC controls system once the new boilers are put in place.

**Board Education: Iowa Library Trustee's Handbook : Chapter 4 – Learning the Job**

The next meeting is scheduled on Thursday, September 12, 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