

BOARD OF TRUSTEES
NOVEMBER 21, 2023 at 4:00 P.M.
AGENDA

ROLL CALL:

PUBLIC COMMENT:

APPROVAL OF THE MINUTES OF OCTOBER 17, 2023 (as mailed):

APPROVAL OF MINUTES FOR KICK-OFF MEETING NOV. 3, 2023 (as mailed):

CORRESPONDENCE:

LIBRARIAN'S REPORT:

MEDIA STRATEGY PLAN:

REVENUE & BUDGET REPORT FOR OCTOBER FOR ACCEPTANCE:

BALANCE SHEET (CITY TRUST REPORT) FOR OCTOBER FOR ACCEPTANCE:

EXPENSES FOR NOVEMBER FOR APPROVAL:

UNFINISHED BUSINESS:

NEW BUSINESS:

- Additional proposal for electrical services -FEH, KCL
- Budget Planning Committee FY25
- First reading art display policy

MISCELLANEOUS BUSINESS:

ADJOURNMENT:

Please call 828-0585 or email knoxlib@knoxville.lib.ia.us if you are unable to attend this meeting. The next regular Board Meeting will be held Tues. December 19, 2023 at 4:00 P.M. at the library.

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

The Knoxville Public Library Board of Trustees met at the library on Tuesday, October 17, 2023 at 4:00 p.m. Members present were John Mertz, Elly Shaw, Dave Johnson, Lindsey Carlson, Laura Kendrick, and Erin McBride. Jan Evans was absent.

The meeting was called to order by Lindsey Carlson. John Mertz moved, Elly Shaw seconded to approve the minutes of the September 19, 2023 meeting as mailed. Motion passed unanimously.

There was no correspondence.

Roslin gave the librarian's report for September 2023. Total circulation was 2,902 printed materials, 1,367 downloadable items. Computer usage was 347 downstairs, 137 uses on the AWE computers, and 1,080 wireless usage. Total door count was 937 visits (average 37 visitors a day). There were 13 programs with an attendance of 165. The Friends of the Library made \$380 in the 2 day book-sale. The Junior Duck Stamp traveling exhibit will be at the library until Nov. 2. Staff will be at Auld Park for "Treats in the Park" organized by the Optimist Club. Several board members volunteered to set up the display for the Merry-n County Christmas at Marion Park. Marion County librarians will meet at Bussey on the 27th. As part of professional development and continued education, staff attended the ILA conference at Dubuque.

Under Media Strategy, the November calendar will be out soon and put through media channels.

Elly Shaw moved, Dave Johnson seconded that the financial report for September be approved. Motion was unanimous. Laura Kendrick moved, John Mertz seconded the city trust report for September be accepted. Motion was unanimous. Dave Johnson moved, Erin McBride seconded the approval for payment of bills for October. Motion passed unanimously, and a copy is attached to the minutes.

Under Unfinished Business, Shaw moved, seconded by McBride to approve the sponsorship and partnership policy. Motion passed. After a review of job descriptions, Mertz moved, seconded by Johnson to approve them as presented. Motion passed.

FEH and Snyder & Associates submitted a proposal for professional services for the library park project for the amount of \$35,133. McBride moved, seconded by Mertz to accept the proposal. Motion passed. Kendrick moved, seconded by Shaw to accept and approve the Annual Report FY2023 as presented. Motion passed.

Under Miscellaneous Business, Johnson asked on the status of the art project. Staff will look into the possibility of starting another round of competition for the next year.

There being no further business, the meeting was adjourned. The next regular meeting will be held Tuesday, November 21, 2023 at 4:00 PM at the Knoxville Public Library.

Roslin Thompson,
Secretary

Board of Trustees Special Meeting
November 3, 2023

The Knoxville Public Library Board of Trustees met on Friday, Nov. 3, 2023 at 9:00 A.M. for a special meeting. Members present were Lindsey Carlson, Elly Shaw, John Mertz, and Laura Kendrick (on Zoom). Jason Cooper and Chris Martin from FEH and Justin Strom from Snyder & Associates were also present.

The architects reviewed the schematic design drawn by Dennis Reynolds dated January 22, 2023 and discussed elements of the design listed alphabetically A to T. For more details, refer to notes from Jason Cooper (FEH).

There being no further business, the meeting was adjourned at 10:30 a.m. The next regular meeting will be held on November 21, 2023 at 4:00 p.m. at the library.

Roslin Thompson
Secretary