

Library Board Minutes

May 16, 2022

The Carroll Board of Trustees met in the Community Meeting Room. Trustees Present: Thomas Parrish, Julie Perkins, Dale Schmidt, Marcie Hircock, and Ralph von Qualen. Trustees Summer Parrott and Brenda Hogue attended after 8:00 pm. Trustees absent: Kyle Ulveling and Lisa Auen. Also present: Director Rachel Van Erdewyk and Assistant Director Parveen Karim.

Parrish called the meeting to order at 7:22 pm. It was moved by Schmidt and seconded by von Qualen to approve the agenda. All voted aye. Absent: Parrott, Hogue, Ulveling, and Auen. It was moved by Perkins and seconded by Hircock to approve the April 18, 2022 meeting minutes. All voted aye. Absent: Parrott, Hogue, Ulveling, and Auen. Correspondence: none. It was moved by Perkins and seconded by von Qualen to approve the bills. All voted aye. Absent: Parrott, Hogue, Ulveling, and Auen.

Director's Report: Miss Diane has been busy with story time programs and field trip visits from the schools. Dr. Whoot visited Kuemper preschool. Authors Maggie Rivers and Richard Longbow presented and were well-received. Jeff Stein, speaker from the Humanities of Iowa, spoke as well and there was great feedback from his program. Maker Space Days are still going strong.

Board Education: Regarding discussion on going fine free, Van Erdewyk informed the Board of how and what the library tracks for overdue fines and lost items. It was Van Erdewyk's recommendation that the Board review the length of time between an item being overdue and when it is marked as lost.

Old Business: The timeline presented by Liz Hansen of Midwest Municipal Consulting indicated that June and July would be dedicated to gathering a pool of qualified candidates with most of July going toward screening those candidates. August is earmarked for in-person panel interviews with September being the earliest an offer is made or the Board's choice of candidate is hired to start. The job will be advertised locally and online with ALA, the State Library of Iowa, and NLA among other sources. A list of potential stakeholders for the panel interviews was compiled prior to the meeting and will be sent to Parrott for further review. Van Erdewyk presented a copy of the Operations & Circulation policy with several comments and corrections she made. She advised the Board that more discussion and changes would need to be made, especially in regard to food and drink policies and study room expectations. Parrott made a motion to approve the updated Assistant Director's job description as presented with City Manager approval and the motion was seconded by Perkins. All voted aye. Absent: Ulveling and Auen.

It was moved by Parrott and seconded by Perkins to adjourn. All voted aye. Absent: Ulveling and Auen. Meeting adjourned at 8:40 pm. The next regular meeting will be June 20, 2022.

Thomas Parrish—Vice President

Parveen Karim—Recording Stand-In