



## LIBRARY BOARD OF TRUSTEES

---

### GENERAL RESPONSIBILITIES

The Board of Trustees of the Public Library is a semi-autonomous body of nine persons empowered by state law and city ordinance to act as the governing body of the library. The Board's specific list of legal responsibilities includes:

- determining the goals and objectives of the Library in order to plan and carry out library services
- determining and adopting written policies to govern all aspects of the operation of the Library
- preparing an annual budget and having exclusive control of all monies appropriated by the City Council, earned income, service contracts with Johnson County, University Heights, Hills, Lone Tree, or given to the library through gifts, bequests, grants or awards
- employing a competent staff to administer its policies and carry out its programs

The Board is also an arm of City Government with members appointed by the City Council and its principal operating funds approved by the City Council. The Board therefore seeks at all times to work in harmony with City policies in all areas that do not conflict with its statutory powers.

### ACCOMPLISHMENTS FOR FISCAL YEAR 2020

#### *General Accomplishments*

1. Worked closely with Iowa City and partners to implement programs and services related to outcomes of equity toolkit work
2. Participated in discussions about City-wide services for tweens and teens with other public and youth-serving agencies; will continue this discussion moving forward
3. Evaluated and responded to changing purchasing and lending restrictions on ebooks and audiobooks; maintained availability of popular titles by shifting collections budgets and carefully monitoring use patterns
4. Planned and initiated a Diversity Audit of the YA fiction collection
5. Researched and installed upgraded building-wide intercom system
6. Reviewed and updated the following policies:
  - 101 Bylaws
  - 601 Collection Development
  - 702 Library Programming Policy
  - 703 Recording and Streaming (formerly Cable TV Channel)
  - 705 Naming and Recognition

- 801 Circulation/Library Card
- 812 Hours of Service
- 815 Internet Use

*Accomplishments related to COVID-19*

7. Facilitated closure of library building.
8. Created and implemented (including building remote technology solutions) work-from-home practices allowing uninterrupted phone and chat public services.
9. Transitioned from building-based, in-person service model to virtual service model, including production and promotion of programming for all ages and a focus on digital media formats.
10. Crafted, communicated, and implemented a phased re-opening plan; currently in Phase 2 of 6.
11. Crafted new strategic plan representing community and staff aspirations and that reflects COVID-19 challenges and impacts.

**GOALS FOR FISCAL YEAR 2021**

1. Plan and implement a Board training curriculum in cooperation with the State Library of Iowa and other educational partners.
2. Prioritize public health and safety in designing and delivering library services.
3. Identify and address human resources and employment-related barriers to establishing a workplace that reflects the community.
4. Establish new ways for the community and library to communicate, including web-based, in-person, and postal mail options.
5. Review select policies, procedures, and practices with community representatives with a focus on restorative justice.
6. Ensure all ICPL employees, volunteers, and donors are ready to champion the changing work of librarianship; seek and allocate resources to build and maintain readiness and resiliency for staff and volunteers.
7. Complete RFP process and select vendor for second floor reflooring project.

**Board Members:**

Wesley Beary, President  
John Beasley, Secretary  
Kellee Forkenbrock  
Derek Johnk  
Carol Kirsch, Vice-President

Robin Paetzold  
Tom Rocklin  
Hannah Shultz  
Monique Washington