

**Board of Trustees Meeting
June 9, 2025**

The Knoxville Public Library Board of Trustees met at the library on Monday, June 9, 2025 at 5:00 p.m. Members present were Lindsey Carlson, Jan Evans, Elly Shaw, John Mertz, Erin McBride and Laura Kendrick. Dave Garcia was absent. Staff present were Ashley Miller and Holly Shelford.

The meeting was called to order by Lindsey Carlson. John Mertz moved; Jan Evans seconded to approve the minutes of the May 12, 2025 meeting as mailed. Motion passed unanimously. There were no public comments.

Ashley gave the librarian's report for May 2025. Total circulation for the month was 5,860. Physical material checkouts totaled 2,791 and the downloadable material checkouts totaled 2,014. There were 411 uses of public access computers, 141 meeting room checkouts, and 1,245 Wi-Fi access. There were 2,132 visits averaging 82 people each day. This is the last month to have visits counted by the old door counter. The new counter went up on June 2nd and the numbers have been exponentially higher.

The library had 18 programs throughout the month of May with 753 participants. Out of the 18 events, 4 of them were public outreach with staff visiting the local elementary school, Marion County Park Day, and Helmets & Hotdogs on May 22 which reached out to 325 children. There were 2 story times in the month of May; these promote early literacy and had a total of 21 children and 12 adults in attendance. Storytime took a break so the library and staff could prepare for summer reading. Trivia remains high in attendance with 28 participants. The artist reception for Ellie Harder had a good turnout with 19 attendees and Summer Reading is officially off and running. The first make and take craft kick-off program had 92 children in attendance and 37 adults. This year the library is offering both children and adult summer reading logs this year. Some of the major upcoming programming for summer reading are Fab Foam (6/11), Family Game Night (6/16), Twisted BoKay (6/17), Game Show (6/23), Murder Mystery for adults (6/23), Magic Show (7/1), and Cecelia Sing-a-Long (7/7). With many others occurring in between these standouts.

The library started a Geri-Fit program that will happen weekly on Tuesdays at 4 p.m. in the Weiler Room. A Classic Movie Club will begin on July 1st at 6p.m. All films will be under two hours in duration, covered by the library's movie license and rated between G to PG13.

The Adventure Pass Program has officially been reinstated. Patrons who live in Knoxville or Rural Marion County have the option to get a free pass for two adults and two children to any of the three attractions: The Blank Park Zoo, the Science Center, and the Greater Des Moines Botanical Garden.

Under Media Strategy Plan, the staff will continue to promote events in June through local news sources and social media with the publications of press releases to promote upcoming programming. The staff and board members plan on doing outreach at the Knoxville Farmer's Market throughout the summer as a way of promotion.

McBride moved; Shaw seconded that the financial report for May be approved. Motion was unanimous. Shaw moved; McBride seconded the city trust financial report for May be accepted. Motion was unanimous. McBride moved; Mertz seconded the approval for payment of bills for June. Motion passed unanimously and a copy is attached to the minutes.

Under New Business, the director presented the proposed salaries for full-time and part-time hourly staff to the board. Shaw moved; McBride seconded the recommendations provided by the director for staff hourly rates. A committee was formed to carry out the performance evaluation of the new director. The director also informed the board about the ongoing issues with the roof on the new addition of the library and the possible steps to get the issues resolved.

There being no further business, the meeting was adjourned at 5:50 p.m. The next regular meeting will be held Monday, July 14, 2025 at 5:00 PM at the Knoxville Public Library.

Ashley Miller,
Secretary