

Gibson Memorial Library
Library Board of Trustees: Meeting Minutes
Monday December 06, 2021

I. Call to Order

Meeting was called to order by President Ann Coulter at 5:17 PM

II. Roll Call

Board members present: Steve Chamberlain, Ann Coulter, Connie Maxson, Cindy Gomis, Angel Sorden, Mark Williams and Vidette Borgman

Library Staff: Director Aric Bishop.

The Capital Campaign Committee members- present.

Public attendees: Nichole Rinehart and Terri Freeman

III. Adoption of Agenda

Motion to approve the agenda: Connie Maxson. Seconded by Vidette. Motioned carried.

IV. Public Forum

No public comment.

V. Approval of Minutes

Motion to approve the minutes from Monday, November 1st 2021 meeting by Steve Chamberlan Seconded by Connie Maxson. Motioned carried.

VI. Finances

a. Bills

Quite a few I.T. bills this month. Motion to approve and pay the bills by Mark Williams, seconded by Connie Maxson. Motion carried.

b. Director's Report

Aric Bishop: Last month there were 820 visits on the website.

They are waiting to hear back on a few things before they can extend the current job opening to chosen candidate.

Aric met with Jeremy Rounds to let him know where we are on the capital campaign and he may be willing to write some grants for us. As discussed last month, the County Supervisors will be getting back to Aric with some follow up information.

Director's Evaluation: Everyone completed the Director's Evaluation. Evaluation results discussed. Possible staff meeting and training changes discussed. Possible in-service day for staff trainings discussed as well. Overall evaluation responses were very positive.

Long Range Plan: Misty Gray is coming on January 3rd 2022 to help update their long range plan which is currently outdated. A plan is needed for technology upgrade and a plan to keep it updated in the future. An advantage of Misty coming is she knows what other libraries are doing so she can give us better ideas.

Please review the updated board member contact information.

The board members introduced themselves to the Capital Campaign Committee members.

VII. Capital Campaign

Short Presentation from the Capital Campaign Committee:

Capital Campaign Members Are Present Today. Their last meeting they discussed communication and making sure everyone was on the same page between committee members and board members. The presentation began with the history of the Capital Campaign and how the committee came about. They discussed funds: they have approximately 900,000 dollars to put towards the campaign.

Coming Up: They are getting ready to host a murder mystery dinner theatre fundraiser.

Budget: Ann Went through the projected budget page by page and discussed each item and asked the board if they had any questions regarding the breakdown. AC and Furnace was added along with a new laptop to replace the director's computer that is not running efficiently.

Terri Freeman- Tonight is the last meeting with him as the board/city liaison.

VIII. Adjournment

A motion was made by Mark Williams to adjourn and seconded by Cindy Gomis at 6:23 PM and motion was carried.

IX. Next meeting: Gibson Memorial Library – Monday, January 7th, 2022.

X. Attest:

a. Ross Rinehart, Board Secretary

b. _____, Board President

nr

Gibson Memorial Library
Library Board of Trustees: Meeting Minutes
Monday, November 01, 2021

I. **Call to Order**

Meeting was called to order by Connie Maxson at 5:16 PM

II. **Roll Call**

Board members present: Ann Coulter, Connie Maxson, Ross Rinehart, Steve Chamberlain, Vidette Borgmann, Angel Sorden and Cindy Gomis.

Library Staff: Director Aric Bishop

Public attendees: Nichole Rinehart and Terri Freeman

III. **Adoption of Agenda**

IV. **Steve- would like to each person to make an introduction of the board members so we know who everyone is since there are so many new members.**

Tonight will be a shortened meeting due to limited attendance. Motion to approve the agenda: Connie. Seconded by Vidette. Motioned carried.

V. **Public Forum**

No public comment.

VI. **Approval of Minutes**

Motion to approve the minutes from Monday, October 4th 2021 meeting by Vidette
Seconded by Connie. Motioned carried.

VII. **Finances**

a. **Bills**

New bills: Consultant and employment screening for Jordan the new hire. A bill for a couple new library keys. The sewer maintenance bill is new as well.
Motion to approve bills by Steve and seconded by Ross. Motion carried

b. **Director's Report**

There will be a staff meeting Thursday November 4th The staff will be partaking in a continuing education opportunity for a total of 3 credits working with children.

Annual report to the state. This is included in the board packet. A breakdown of usage from last year including digital books and computer usage and how many patrons came into the building. Aric put this information online for all to view. Sue's retirement letter is in the packet as well. Looking to having her position posting up the second or third week this month and to begin interviewing by the end of the month. Looking for an employee who has 2-3 years working with youth services and a high school diploma and an Associates degree.

Building Maintenance: The globe did not fit so need to find another globe to fit the vandalized light pole. The electrical sign was vandalized but we are still waiting on that order.

Calendar of Events: There are many new activities that Jordan has come up with.
The American Rescue Plan: We should be getting reimbursement for this soon. No questions regarding the employee survey.

Capital Campaign News: There will be another meeting Wednesday and a member will be coming to the December board meeting to update the board regarding some changes and obtaining feedback and new ideas.

Director's evaluation: Last meeting we discussed the rating scale so that has been updated. Steve likes the simpler rating scale, the EMB. Vidette thinks it would be more beneficial to use the 1-5 scale.

Vidette motions the 1-5 and seconded by Ross. Motion carried.
Agreement on questions included in the evaluation.

New Business: Chapter 6 Developing and Adopting New Policies. No questions from chapter 6 reading. The old policies that have been updated are kept in a file folder and scanned in electronically. No questions. Next month will be regarding strategic plan.

Policy 2: Electronic Access: Changes that have been made is: the three policies and merging them into all one document. Many other libraries have these policies all in one so updating these three policies which were previously six pages condensing it down into one policy containing four pages.
Motion to approve changes by Ross seconded by Cindy. Motion carried.

Review and possible changes to long term plans: This policy needs updated. Many of the dates are outdated. Time needs spent updating this so there is a future-goal for this library regarding the next three to five years. Time needs to be spent discussing what has been done and accomplished in the last several

years. Spend some time in January to see if Misty Gray (who is the state library consultant who specializes in strategic planning- the last time she was here was in 2015) to see if she can come and discuss some future planning strategies with the board. The board can review this at the December meeting and then she can come and help plan at the January meeting. Dates are still in the works.

SICOG: Aric reached out to them regarding the grant writing process. Caleb said that he would be willing to help write a grant for the library. Aric will provide him with proof that this was discussed by the board and a letter from the board would be needed to begin this. Connie motioned to approve this and was seconded by Angel. Motion carried.

VIII. Adjournment

A motion was made by Ann to adjourn at 6:12 PM. Seconded by Steve. Motion carried.

IX. Next meeting: Gibson Memorial Library – Monday, December 6th, 2021

X. Attest:

a. _____, Board Secretary

b. _____, Board President

nr

Gibson Memorial Library
Library Board of Trustees: Meeting Minutes
Monday October 04, 2021

I. Call to Order

Meeting was called to order by President Ann Coulter at 5:15 PM

II. Roll Call

Board members present: Steve Chamberlain, Ann Coulter, Connie Maxson, Ross Rinehart, and Angel Sorden, Mark Williams. Cindy

Library Staff: Director Aric Bishop.

Public attendees: Nichole Rinehart

III. Adoption of Agenda

Motion to approve the agenda: Mark . Seconded by Steve. Motioned carried.

IV. Public Forum

No public comment.

V. Approval of Minutes

Motion to approve the minutes from Monday, September 13th 2021 meeting by Mark
Seconded by Steve . Motioned carried.

VI. Finances

a. Bills

Access \$420 for putting the printers online and Ebsco was a larger bill with \$989.

Motion approved by Connie then seconded by Angel Sorden. Motion Carried

b. Finance Report

No comment on finance report

c. Director's Report

Aric Bishop: Gave the board Septembers information.

Jessica Peter from Xion training facility will be coming Thursday to train the staff.

Waiting on additional bids for new AC. Met with County Supervisors last week to discuss digitize all Union County newspapers. This will take 6 months.

\$62,000 is what we are looking at for funding with this. Also looking at funding for hosting more Parent Cafés.

VII. Unfinished Business

No tech sub committee business as they did not have a meeting last month

VIII. Capital Campaign

When the capital campaign met they discussed changing the name of the campaign fundraising to help encourage more fundraising. The meeting next week was discussing changing some aspects of the campaign. They were going to do some brainstorming and bring it back to the board for some fresh perspectives and new ideas.

IX. New Business

Chapters 5 and 6 Approving and Monitoring the Budget.

No questions from any of the board members from the reading.

No questions on decision making and how bill handling is done. But there are some suggestions on changing the meeting dates or times so that no bills are being paid late thus incurring late fees.

Employee Evaluation: In the past they surveyed the staff and the board then looks over their answers so the staff can have input on how they feel things are going. This is given via Survey Monkey and anonymous. The board looked over and discussed how to evaluate the answers to the questions possibly changing it to a scaled answer of 1-5 then looking at the overall averages to the answers.

Policy 20: Current Policy with employee feedback and notes attached.

The new policy is read and addressed and discussed by the board members and explained in detail by Aric. No questions from board. The new policy is more concise than the previous. Ann would like the list of reprimands to be more clear and detailed. Connie would like more clear definitions of what bereavement ...if the 3 days are per occurrence or per calendar year. Aric will clarify this detail and then let the board know what the details are and then add it to the policy.

Motion to approve amendment by Connie and seconded by Mark. Motion carried.

X. Adjournment

A motion was made by Mark to adjourn and seconded by Connie at 6:07 PM and motion was carried.

XI. Next meeting: Gibson Memorial Library – Monday, November 1st, 2021

XII. Attest:

a. _____, Board Secretary

b. _____, Board President

nr

Gibson Memorial Library
Library Board of Trustees: Meeting Minutes
Monday, September 02, 2021

I. Call to Order

Meeting was called to order by Connie Maxson at 5:15 PM

II. Roll Call

Board members present: Ann Coulter (virtually), Connie Maxson, Ross Rinehart (virtually), Mark Williams and Vidette Borgmann.

Library Staff: Director Aric Bishop

Public attendees: Nichole Rinehart

Staff Member: Jordan Foote

City Council Rep: Jocelyn Blazek

III. Adoption of Agenda

Tonight will be a shortened meeting due to limited attendance. Motion to approve the agenda: Mark Williams. Seconded by Ross Rinehart. Motioned carried.

IV. Public Forum

No public comment.

V. Approval of Minutes

Motion to approve the minutes from Monday, August 2nd 2021 meeting by Mark Williams Seconded by Vidette Borgmann. Motioned carried.

VI. Finances

a. Bills

Misc. craft supplies for story time, new bar codes are a big one and light bulbs are also on there as well.

Motion to approve bills by Vidette Borgmann seconded by Aric Bishop and Ross Rinehart. Motion carried.

b. Director's Report

Aric has an estimate to replace 3 of the 4 air conditioning units. The quote was \$5,000 but he will be obtaining another estimate as well just to be sure he's getting the best price.

Capital Campaign News:

Connie Maxson: Thinking that perhaps the capital campaign might be more successful if they did fundraising in smaller segments like a phased approach rather than all at once. Mark wanting to know if someone from the capital campaign could come speak with the board regarding that. It will cost money but will increase the chances of getting the ball rolling.

VII. Adjournment

A motion was made by Connie Maxson to adjourn at 5:25 PM. Seconded by Mark Williams. Motion carried.

VIII. Next meeting: Gibson Memorial Library – Monday, October 4th, 2020

IX. Attest:

a. _____, **Board Secretary**

b. _____, **Board President**

nr

Gibson Memorial Library
Library Board of Trustees: Meeting Minutes
Monday, August 02, 2021

I. Call to Order

Meeting was called to order by President Ann Coulter at 5:17 PM

II. Roll Call

Board members present: Steve Chamberlain, Ann Coulter, Connie Maxson, Ross Rinehart, and Angel Sorden, Mark Williams.

Library Staff: Director Aric Bishop.

Public attendees: Terri Freeman and Nichole Rinehart

III. Adoption of Agenda

Motion to approve the agenda: Connie Maxson. Seconded by Ross Rinehart.
Motioned carried.

IV. Public Forum

No public comment.

V. Approval of Minutes

Motion to approve the minutes from Monday, July 12th 2021 meeting by Mark Williams
Seconded by Connie Maxson. Motioned carried.

VI. Finances

a. Bills

LED Lights: Motion approved by Connie Maxson then seconded by Mark Williams

b. Finance Report

None toay

c. Director's Report

Aric Bishop: There are currently two openings for board members: one for a female and one for a male. Luke Edwards has resigned from the board since he will be moving to Red Oak.

Thursday August 5th will be the next staff meeting.

Staff Hiring- interviews for the programming specialist are this Wednesday and Thursday.

Today there is work for the parking lot Wifi going on at the library. Wednesday they are installing a new tower and other components to finish the parking lot wifi.

There is currently a quote for outdoor cameras that is currently in process because of the vandalism that happened.

VII. Unfinished Business

- a. Nothing for tech sub committee today

VIII. Capital Campaign

Wine Walk- Friday: Only 29 tickets for the walk are remaining

Volunteers- Ross Nichoole and Steve would like to volunteer so they can meet here at 5pm to volunteer during the wine walk Friday.

There is a new activity for the wine walk this year- they will be hiding 3 gold wine bottles and if all 3 are found and taken a picture of, the participant will receive a prize. They have added 4 beer stops + 1 seltzer stop within the wine stops this year.

If you hear any feedback or what the community says about the wine walk and what they think please let them know at the next meeting.

IX. New Business

- a. Read Page 17: what is the role of the needs in the community. Note how the community has changed and what are their needs are now.
- b. Director evaluations- The board needs to begin to review information on what is involved in director evaluation This will be happening by the end of the year and the evaluations are based on the strategic planning goals. The board has done it by survey monkey in the past and might do it again this year. This will all be done by the end of 2021.
- c. Chapter 5 will be discussed next time: approving and monitoring the budget.
- d. The value of the library in the community: Ann Coulter wants to know what we think the role of the library is. Ross feels like the library is a place for books and community activities. Nichole said she feels this is a great community resource where you can go without the expectation of spending money. She also loves the free audiobook app Libby. There are not a lot of places you can go to within the community that is completely free. She also thinks that social media promotion is a great way to get word out about activities and events. Terri Freeman feels like the library is a great place that offers so much more than just books and he has been happy to learn that there are many more activities and events that are offered free to the community.

e. The final numbers for the summer reading Program: 151 children + 42 teens and 31 adults= 223 total participants for the summer reading program.

X. Adjournment

A motion was made by President Coulter to adjourn at 5:45 PM. Seconded by Mark Williams and motion carried.

XI. Next meeting: Gibson Memorial Library – Monday, September 6th, 2020

XII. Attest:

a. _____, Board Secretary

b. _____, Board President

nr

Gibson Memorial Library

Library Board of Trustees: Meeting Minutes

Monday, July 12, 2021

I. Call to Order

Meeting was called to order by President Ann Coulter at 5:15 PM

II. Roll Call

Board members present: Vidette Borgmann, Steve Chamberlain, Ann Coulter, Connie Maxson, Ross Rinehart, and Mark Williams.

Library Staff: Director Aric Bishop.

III. Adoption of Agenda

No agenda change but Steve Chamberlain needs to leave by 5:55 pm. Motion to approve the agenda: Vidette Borgman. Seconded by Connie Maxson and Ann Coulter. Motioned carried.

IV. Public Forum

No public comment.

V. Approval of Minutes

Motion to approve the minutes from Monday, June 7th 2021 meeting by Steve Chamberlain. Seconded by Connie Maxson. Motioned carried.

VI. Finances

a. Bills

Repair for the main and sewer line for \$200

Motion to pay bills: Mark Williams motion and Steve Chamberlain second. Motion carried.

b. Finance Report

May and June 30th Report. (Last 2 pages on ipad) \$12,625.00 money that was given back that was not used at the end of the fiscal year. Discussion of how fiscal money can be spent and on what items. Discussion that in the future efforts to spend the remaining money should be pursued.

July is now beginning a new fiscal year.

c. Director's Report

Aric Bishop: No formal staff meeting was held, they met informally to regroup and discuss what is coming up in August. Eight families were served during the Parent Cafés that was partnered with Southwestern Community College's Parents As Teachers program. This was the first year running Parent Café and there was a total of 7 children. The library provided the childcare while the eight parents attended the meetings. Parents As Teachers was content

and would like to invite the parents back for this once or twice a year in the fall or spring depending on when they do STEM.

The library received a donation of books from a generous benefactor who used to live here in Creston and they purchased them from the Soul Book Nook and they all have cool little stickers that they placed inside of each book. They gave Aric a list of books to select and he went through and selected them. The grant for this has already been applied for, they are just waiting for things to ship.

ADA compliance grant update for outdoor area: To apply for a grant Aric spoke with Troy Balfazaar, he is with the Great Plains ADA Center and he said that he is unaware of any special types of financial funding for this type of project other than traditional avenues of funding. Suggested trying an independent living center to see if they have funds set aside or know who might have some for this region.

Lastly, there is lots of programming going on at the library right now and they are finishing the summer reading program.

VII. Unfinished Business

The tech sub committee report: No meeting minutes this month but will need to schedule a meeting coming up. They had previously discussed the proposal from Access Systems about their assessment and came to the conclusion that it was really more of a sales pitch than anything else and it was not really what is needed at this time. The grant that Aric had applied for was also a part of some of the discussions they had as well.

VIII. Capital Campaign

Ann Coulter is wanting to check with the new board members to see if they are on board with the capital campaign since this is the group that controls this. A couple of people are missing but Luke's response was recorded last meeting. The capital campaign is sponsoring the wine walk. The wine walk has sold 79 tickets that is on August 6th 2021. The tickets are \$30 and will sell up to 250 tickets before they are sold out. The city approved their part of the wine walk. Now it is a matter of the city and the insurance company approving it and they will send them a liquor license when approved. Fareway is working with us for the wine and the beer, we are doing 5 beer stops along with the others. This is a major fundraiser. The insurance company requires employee training, so there is training for the businesses that are participating in the wine walk on Wednesday at 6pm here at the library and each business must send one person to the training and they will train them and have them sign a form stating they have completed the training. This is one of the major aspects of the capital campaign. The goal is to raise \$10,000 after expenses.

One of the challenges of doing the campaign is that we have been doing it a long time and have not been recognizing the donors on the donor wall downstairs because we are planning on creating a new wall but the committee needs to decide if they should just add the names to the current wall or

wait for a new one. The new building is taking longer and costing more the longer the wait so the committee needs to decide if they should go ahead and recognize their donors on the current wall now rather than wait so the donors get the recognition then move the wall later. Vidette feels the need to recognize these donors immediately in attempts to gain more PR for their campaign.

In the spring they made a newsletter regarding donors and keeping them updated on where they are in the capital campaign.

There is a consensus to get those donors immediately recognized on the current wall downstairs rather than waiting.

IX. New Business

New board secretary- Ross Rinehart volunteered and is now the new board secretary.

Board Continuing Education: The “primary rules and responsibilities” was the reading for this month. There were no questions regarding this but Connie thought everyone did a great job with the first three but was wondering if the future strategic planning discussions could be better during meetings. She thinks the board should also evaluate some of the library user data to use this for future planning. Mark suggests it be a separate meeting so it can be more focused. Will probably need to wait for the new board members and discuss this at that time.

X. Adjournment

A motion was made by Mark Williams to adjourn at 5:48 PM. Seconded by everyone. Motion carried.

XI. Next meeting

Gibson Memorial Library – Monday, August 2, 2021

XII. Attest

_____, Board Secretary

_____, Board President

nr

Gibson Memorial Library
Library Board of Trustees Minutes

Monday, June 7, 2021

Call to Order

to order by President Ann Coulter at 5:15 PM.

Meeting was called

Roll Call

members present: Vidette Dixon-Borgmann, Steve Chamberlain, Ann Coulter, Luke Edwards, Ross Rinehart, and Susan Weight. Director: Aric Bishop. Zoom attendee: Connie Maxson. Abs: Mark Williams, Bethany Beyette. City Council Rep: Jocelyn Blazek. Public: Steve Hunt.

Board

Adoption of Agenda

approve agenda as written was made by Dixon-Borgmann and seconded by Edwards. Motion carried.

Motion to

Public Forum

public comment.

No

Approval of Minutes - Monday April 5, 2021

made a motion to approve the minutes as written and was seconded by Dixon-Borgmann. Motion carried.

Chamberlain

Finances

Bills

Bishop noted that the bills included new chairs, carts, staff name badges, and craft supplies. All postage monies were used, and \$165.00 was spent for bread-making dvd's for programming purposes.

End-of-year financial reports from the city were not received in time for the board meeting so the Board does not have full information on where we stand at year end. April financial reports accepted with no objections.

Director's Report

Operations: Staff meeting to be held Thursday, June 10, 2021, at 9:00 AM. Director Bishop included the contracts/invoices for the contracting cities in Union County. Only one township has not paid for services this last year.

Director Bishop will be attending a training session for Youth Bridges Selector Training on June 8th or 10th to be a Youth Bridges Selector (selecting ebooks and audiobooks) for July-August 21, for Iowa Libraries that participate in this program. Bishop and Teutsch will attend STEM grant training in August. Bishop will also participate in training for the Light and Shadow STEM grant in Avoca, IA, beginning on August 17th.

Final statistics were presented for the hourly traffic counts.

Building and Maintenance: Bishop has an inquiry out to ADA National Network to see if the patio project would qualify for funding.

The library experienced interruption of Internet services on June 3, 2021, for one hour and again on June 4th. Problem was determined to be library-owned equipment and connectivity with ICM. More access points are needed.

A clogged toilet caused a back-up in the furnace room. Willets and Woosley recommended having Trent Holliday check pipes with camera for problem clogs. Holliday recommended using Roto-Rooter services every four years and either get new toilets or double flush to use more water to prevent the back-ups.

Programming: What is on Your Nightstand?, ZOOM, Thursday, June 4, on Zoom and at the Library at 5PM.

Ready, Set, Spring STEM Connection Survey Results submitted for board review.

Parent Cafes will be held Wednesday's June 2nd, 16th, and 23rd.

Summer Reading Program-Monday's through July 30, 2021, with activities for children, teens and adults. Storytimes - Monday's and Wednesday's through July 23rd.

Adult Crafts - June 9th and 13th at 5:30PM.

Take and Makes - June 14th, 21st, and 28th.

Social Justice Book Club - Monday, June 28th at 5PM on ZOOM and at the Library. Discussion book - *March Book One* by John Lewis, Andrew Aydin and Nate Powell.

Adult Book Club - Tuesday, June 29th at 5PM on ZOOM and at the Library. Discussion Book - *American Dirt* by Jeanine Cummins.

Grants: 2021 American Rescue Plan Act (ARPA) Grant Submitted on May 28, 2021. Grant will enhance community access to technology and technology-based resources at the library. The \$5,000.00 grant was approved and will be used to enhance firewall support, expand wireless access points/WIFI, and additional cabling.

Unfinished Business

Borgmann moved to accept the language for the Library Ordinance as proposed; Edwards seconded. Motion carried.

Dixon-

Phase II Reopening - Plastic barriers will stay up at the circulation desk. Social distancing will continue with programs. Some storytimes will be held outside. Chamberlain moved the revised Phase II Plan be accepted; Dixon-Borgmann seconded. Motion carried.

No report from the Technology Sub-Committee.

New Business :

Budget was accepted with all requests including a sump pump for building maintenance and a FT Programming staff member. Bishop and Teutsch will serve as the hiring committee for the new staff person.

Bishop led a discussion with Board members on chapter 2 of the *Iowa Library Trustee's Handbook*, dealing with the culture of learning and goals for staff and trustees. Chapter 3 will be discussed at the July meeting.

The July meeting will include a discussion on the Capital Campaign and the consensus of the Board on the planned addition.

Adjournment

adjourned the meeting at 5:40 PM.

Coulter

Next Meeting: Gibson Memorial Library - Monday, July 12, 2021.

Attest:

_____, Board Secretary

Gibson Memorial Library
Library Board of Trustees Minutes

Monday, May 3, 2021

Call to Order

to order by President Ann Coulter at 5:15 PM.

Meeting was called

Roll Call

Bethany Beyyette, Vidette Dixon-Borgmann, Steve Chamberlain, Ann Coulter, Luke Edwards, Connie Maxson, Ross Rinehart, and Susan Weight, Director: Aric Bishop. Abs: Mark Williams City Council Rep: Jocelyn Blazek. Public: Brandon Robertson, representative from TRT, Steve Hunt. CNA: Jason O'Day.

Board members present:

Adoption of Agenda

approve agenda as written was made by Beyyette and seconded by Dixon-Borgmann. Motion carried.

Motion to

Public Forum

public comment.

No

Approval of Minutes - Monday April 5, 2021

Borgmann made a motion to approve the minutes with a correction on a name spelling. Seconded by Chamberlain. Motion carried.

Dixon-

Finances

Bills

Bills were noted to be as usual. Chamberlain made a motion to pay bills, seconded by Rinehart. Motion carried.

March financial reports accepted

with no objections.

Director's Report

Operations: Staff trainings on Nurturing Healthy Sexual Development will be held on Thursday, May 6, 2021, at 9AM; Thursday, May 13, 2021, at 9AM; and Thursday, May 20, 2021, at 9AM. Board members were invited to attend any session.

Bishop presented the results of the traffic counts. The last week of the traffic count will be the week of May 2, 2021.

Building and Maintenance: Clara from J&A Flooring will be at the library on Tuesday, May 4, 2021, to begin tearing up the carpet and replacing it. Bobby Wintermute will then install the spine labels to the risers on Wednesday, May 5, 2021.

Programming: What is on Your Nightstand?, ZOOM, Thursday, May 6, 5PM; Community Poet-tree, Book Week; Social Justice Book Club, ZOOM/Hybrid, Monday, May 24, 5PM; and Adult Book Club, ZOOM/Hybrid, Tuesday, May 25, 5PM.

Grants: CPPC Mini-Grant to host Parent Cafes at the Library in partnership with SWCC's Parents as Teachers - approved. Will begin maketing Parent Cafes at the Library for June 2021.

Other grants and training: Story Stem Grant with 2.5 hours of professional training in July; Dex 10 robots coding; and Light and Shadow grant training.

Unfinished Business

proposed sample language for the Library Ordinance was approved by the city attorney. Chamberlain questioned whether it is appropriate for the county members of the Board to be appointed by the mayor rather than by the Board of Supervisors as the Supervisors would be more knowledgeable about the qualifications of persons wishing to serve on the Library Board. It was suggested that the mayor should take recommendations for the Library Board nonresident seats from the Union County Board of Supervisors.

The

Beyyette made a motion to accept the language of the Library Ordinance as approved by the city attorney. Dixon-Borgmann seconded. Motion carried with one dissenting vote.

The Technology Sub-Committee met during the past month, and Brandon Robertson presented information on the tech services provided by TRT. TRT provides 24/7 network monitoring and keeps servers and other devices up-to-date with anti-virus programs. Robertson stated that TRT is located in Creston, and the office will be open as soon as pandemic regulations allow. The service has a 90% rate of fixing problems in 15 minutes or less, and its goal is keeping all hardware/software up-to-date.

The Technology Committee is also looking at new computers for patron use. Dixon-Borgmann, committee member, noted that the current computers used by patrons were very slow and invited other trustee members to try a search and check the speed of information access.

New Business

Director Bishop presented Policy 1: Customer Rules and Regulations Update. The policy wording was changed to combine statements on all new and existing tobacco products, Added to the policy was a statement holding library staff to the same standards as patrons. Rinehart made a motion to accept the Customer Rules and Regulations Policy as amended. Beyyette seconded. Motion carried.

Bishop received a bid from Berry Brothers to replace the patio and to stop the grout and cement from popping out on the

wall leading from the west side of the building toward the parking lot. The total cost of the bid is \$16,620.00. There is no grant available to help defray this expense as we have no matching funds. Beyette suggested checking to see if there are any ADA accessibility grants.

A discussion was held on the need for a sump pump in next year's budget, as well as having an assessment by the city of drainage issues. Bishop requested Board members bring suggestions to the June meeting.

Bishop led a discussion with Board members on the first chapter of the *Iowa Library Trustee's Handbook*, dealing with issues of knowing the library's impact in the community and understanding the role of trustees. Chapter 2 will be discussed at the June 1, 2021, meeting.

Adjournment

Coulter

adjourned the meeting at 6:00 PM.

Next Meeting: Gibson Memorial Library - Monday, June 1, 2021.

Attest:

_____, Board Secretary

Gibson Memorial Library
Library Board of Trustees Minutes

Monday, April 5, 2021

Call to Order

Meeting was called to order by President Ann Coulter at 5:15 PM.

Roll Call

Board members present: Bethany Beyyette, Vidette Dixon-Borgmann, Steve Chamberlain, Ann Coulter, Luke Edwards, Connie Maxson, Susan Weight, Mark Williams, Director: Aric Bishop. City Council Rep: Jocelyn Blazek. Public: Bailey Fry-Schnormeier, Steve Hunt.

Adoption of Agenda

Motion to approve agenda as written was made by Maxon, seconded by Dixon-Borgmann. Motion carried.

Public Forum

No public comment.

Approval of Minutes - Monday March 1, 2021

Mark Williams made a motion to approve the minutes as written. Seconded by Chamberlain. Motion carried.

Finances

Bills

Bills were noted to be as usual. Williams made a motion to pay bills, seconded by Dixon-Borgmann. Motion carried.

February financial reports accepted with no objections.

Director's Report

Operations: Staff meeting will be Thursday, April 8, 2021. Agenda will include CPR and AED training led by a paramedic. Monthly board report included traffic count for March. Library traffic will be counted again for the month of April.

Building and Maintenance: Stairs were re-measured for proper fit of adhesive spine labels. The grant to cover the expense of the stairs was extended for two more months. Work will begin on April 12, 2021. The patio area was checked for repairs needed by Berry Brother's Masonry and a bid for the cement work will be submitted to the city.

Programming: Library Week runs from April 4 - 8, 2021, with various hand-outs being given to patrons.

Ready, Set, Spring! STEM bags can be picked up beginning Monday, April 5, 2021.

Sixty family units and 109 kids are registered for this event.

National Library Worker's Day is Tuesday, April 6, 2021.

Open Coffee, ZOOM, Wednesday, April 7, 10AM; 90th Anniversary Celebration, April 7; What is on Your Nightstand?, ZOOM, Thursday, April 8, 5PM; Community Poet-tree, Book Week; Social Justice Book Club, ZOOM, Monday, April 26, 5PM; and Adult Book Discussion, ZOOM, Tuesday, April 27, 5PM.

Grants: CPPC Mini-Grant to host Parent Cafes at the Library in partnership with SWCC's Parents as Teachers. Library will provide space and provide activities for the children.

Unfinished Business

Maxson presented sample wording for the city-wide ballot, after conferring with Misty at the State Library. Her sample was for a library board of seven members. Discussion was held concerning the number of members to be on the library board. Williams made a motion to have a nine-member board with seven city representatives and two county representatives. Dixon-Borgmann seconded, and the motion carried.

Bishop presented a revised version of the Recording and Acknowledgement of Gifts Policy #28. The new version deletes having the Board President contact the donors. Chamberlain made a motion to accept this revised version of the Gifts policy, and Beyette seconded. Motion carried.

New Business

Director Bishop and Creston Schools Art Teacher, Bailey Fry-Schnormeier explained the proposal to install a mural in the children's area of the library. Fry-Schnormeier said there would be grants to cover the expense, and the artist directing the project with students would be Zet Gold. Maxson made a motion that the mural be installed in the children's area with Gold, Fry-Schnormeier and students doing the work. Beyette seconded the motion. Motion carried.

Bishop presented Healthy Body Healthy Mind Betterment Kit Policy #32. The policy will be put in place to provide liability protection and waiver for the possibility of patron injury and loss of materials in any of the kits. Williams questioned if the City Attorney had reviewed the wording of the new policy. Bishop will reach out to the City Attorney for approval of the policy. Williams made a motion to accept the policy pending approval of the City Attorney. Seconded by Dixon-Borgmann. Motion carried.

A technology sub-committee was established by the board. Members will be Mark Williams, Ann Coulter and Vidette Dixon-Borgmann. Director Bishop will be an ad hoc member of the committee. The new committee will consider the Total Care Assessment question as its first project.

Members of the Board will read Chapter 1 of the *New Trustee Handbook* for the next

board meeting.

Adjournment

Coulter adjourned the meeting at 5:57 PM.

Next Meeting: Gibson Memorial Library - Monday, May 3, 2021.

Attest:

Secretary _____, **Board**

Gibson Memorial Library
Library Board of Trustees Minutes
Monday, March 1, 2021

Call to Order

Meeting was called to order by President Ann Coulter at 5:15 PM

Roll Call

Board members present: Bethany Beyette, Vidette Dixon-Borgmann, Steve Chamberlain, Ann Coulter, Luke Edwards, Connie Maxson, Susan Weight, Mark Williams, Director: Aric Bishop, CNA: Dusty Davis, Public: Steve Hunt.

Adoption of Agenda

Motion to approve agenda as written was made by Williams, seconded by Beyette. Motion carried.

Public Forum

No public comment.

Approval of Minutes - Monday, February 1, 2020

Steve Chamberlain made a motion to approve the minutes as written. Seconded by Maxson. Motion carried.

Finances

Bills

Director Bishop noted that most of the month's expenses was for new books. Williams made a motion to pay bills. Dixon-Borgmann seconded. Motion carried.

Coulter updated new board members on the process of the disinfecting charge of \$135.00 due to Covid-19 exposure.

Director's Report

Operations: Bishop reported that there had been no staff meeting the past month due to the closure, but the staff would be continuing with the Keeping Score worksheets and programming ideas.

Building and Maintenance: Samples for the staircase will be available by the end of the week. J&A Flooring has done an inspection and walk through for the recarpeting of steps and area by the elevator.

Programming: Adult Reading Program ends March 5, 2021. Read Across Iowa event on March 1, 2021, and celebrated throughout the month with stories read on ZOOM. Open Coffee, Wednesday, March 3, on ZOOM; What is on Your Nightstand?, Thursday, March 11, 5 PM on ZOOM; Social Justice Book Club, Monday, March 29, 5 PM on ZOOM; Adult Book Club, Tuesday, March 30, 5 PM on Zoom; and Make and Take Crafts, Friday, March 26, from 10 AM to 5:30 PM.

Problems, Issues and Grants: Dollar General Grant for \$3,000.00 submitted for SRP 2021. STEM Grants submitted for Storytime STEM Packs, VEX IQ Challenge, and Light and Shadow. In a partnership with SIRF, Lamoni, Leon, and Gibson Library, a grant was approved for \$4,000.00 from UCEDD, DEKKO funding submitted for \$8,910.00 for iPad and Wi-Fi. Grants to Union County Community Foundation for reading room carpet and the library sculpture and patio enhancement will be submitted by April 1, 2021.

Unfinished Business

Ross Rinehart's name has been submitted to the City Council as the final member for the library Board. He will have a 1 year appointment.

Maxson proposed that the Board discuss the wording for the proposal to change the number of Board members and make-up of the Board to be on the April agenda. The

Board would discuss having a seven member Board with one or two members appointed by the Union County Board of Supervisors.

Maxson opened the discussion that the Library initiate the Phase II reopening plan for regular hours to begin March 8, 2021, with restrooms open. Beyette made a motion that the Library fully reopen, seconded by Maxson. Motion carried.

Bishop presented information on pricing for Internet carriers, comparing Mediacom and ICN. After a discussion, the Board decided to revisit the issue in May after the library has full hours to see if the need for a higher data speed and more reliability is still a problem.

New Business

Bishop presented the hours and schedule of various public libraries in the area. Opening the library to the public at 9:00AM was discussed. Dixon-Borggmann addressed the problem with only opening for a specific group, but excluding other members of the public. Members of the Coffee Guys have donated a significant amount to the Library, but may not continue to do so without a 9AM opening for them. Various possible schedules were considered with Director Bishop expressing a preference for consistent hours.

Coulter suggested that attendance at the library be tracked with a door counter for the next two months and then have the schedule on the agenda again. Williams made a motion to wait until a traffic count is completed to make any decision on hours. Dixon-Borggmann seconded. Motion carried.

After reviewing proposed changes to the Recording and Acknowledgement of Gifts Policy #28, Bishop will revise the policy and present it to the Board for a vote at the April Board Meeting.

Director Bishop distributed the new Trustee Handbook and Board CE.

Before the next Board meeting, members will need to look at appropriate verbiage for the proposal for the seven member board. Verbiage will have to be presented to the City Council for approval. Maxson will research appropriate wording for the November ballot.

Williams proposed creating a Tech Subcommittee to develop a plan to replace computers and develop a road map for technology needs for the library.

Adjournment

Coulter adjourned the meeting at 6:20 PM.

Next meeting: Gibson Memorial Library - Monday, April 5, 2021.

Attest:

_____, **Board Secretary**

Gibson Memorial Library
Library Board of Trustees Minutes
Monday, February 1, 2021

• **Call to Order**

Meeting was called to order by President Ann Coulter at 5:15 PM

• **Roll Call**

Board members present: Bethany Beyette, Vidette Dixon-Borgmann, Steve Chamberlain, Ann Coulter, Connie Maxson, Susan Weight, Mark Williams, Director: Aric Bishop, Asst. Director: Sue Teutsch.

Adoption of Agenda

Motion to approve agenda as written was made by Maxson, seconded by Dixon-Borgmann.
Motion carried.

• **Public Forum**

No public comment.

• **Approval of Minutes - Monday, January 4, 2020**

A correction to the minutes to remove Gary Shea's name as an attending board member was made by Weight. Chamberlain made a motion to approve the minutes as amended. Beyette seconded. Motion carried.

• **Finances**

• **Bills**

Director Bishop noted that bills were as usual, with the exception of postage which was higher due to mailing the donor letters and postage for books.
Maxson moved to approve the bills; Dixon-Borgmann seconded.
Motion carried.

• **Director's Report**

Operations: Bishop reported statistics that were not on the printed Director's Report: Social Justice Group had 9 attendees and the Adult Reading Group had 5 attendees, making a total of 93 participants in the programs for the month.

Building and Maintenance: Brett Street has taken care of getting the building sanitized after the Covid exposure.

Programming: Programs scheduled for February 2021 are: What is on Your Nightstand? (Thursday, February 11 at 5:00PM on Zoom); Open Coffee (Wednesday, February 3rd, 10:00AM on Zoom); Social Justice Book Club (Monday, February 22nd, 5:00PM on Zoom); Adult Book Club (Tuesday, February 23rd, at 5:00PM on Zoom); Take and Make Crafts - (Friday, February 26th, 5:00PM on Zoom).

Friends of the Library have received 12-13 orders for their valentine cookie bouquets.

Problems, Issues and Grants: The UCEDD Grant submitted by Director Bishop and Board Member Beyette has been approved. The check will be received within a week. Beyette and Bishop will also have a conversation with DEKKO on Wednesday on another grant they have submitted.

Old Business

- Book title information has been sent to Bobby Wintermute for the staircase project.
- The Board is still in need of 2 more board members, preferably male, to complete board membership. Bishop has reached out to several prospects
- Phase II Reopening: Due to Covid-19 exposure, the library has returned to the curbside services only until further notice. Phase II re-opening is tabled until the next meeting of the Board.

New Business

The Board reviewed Policy #15 - Equipment Use and Agreement. Coulter questioned the absence of an LCD projector on the inventory. Bishop stated that an LCD projector was not in the building when the inventory was being completed. Coulter requested that Bishop re-check this item as a projector was purchased by the city and housed at the library for all city departments to use. Bishop will check on the location of the projector. Beyette made a motion to approve Policy #15; seconded by Maxson. Motion carried.

A brief discussion was held on which members would attend the Finance Committee Meeting of the City Council. Coulter, Maxson, and Dixon-Borgmann will attend the meeting with Maxson and Dixon-Borgmann presenting remarks on behalf of the Board.

Maxson stated that she has purchased a book for the Mayor, City Council, and other Board members to read. The book is *Inspiring Library Stories*. Bishop has also purchased *Useful, Useable, and Desirable*, which the library staff is using as an assessment tool. He also purchased *All Ages Welcome* as a guide for the recruitment of board members.

The Board held a short discussion on Internet providers. Bishop will look at the cost of ending the contract with ICN to change to Mediacom.

- **Adjournment**

Coulter adjourned the meeting at 5:57 PM.

- **Next meeting:** Gibson Memorial Library - Monday, March 1, 2021.

- **Attest:**

_____, **Board Secretary**

Gibson Memorial Library
Library Board of Trustees Minutes
Monday, January 4, 2021

- **Call to Order**

Meeting was called to order by President Ann Coulter at 5:15 PM

- **Roll Call**

Board members present: Bethany Beyyette, Vidette Dixon-Borgmann, Steve Chamberlain, Ann Coulter, Connie Maxson, Gary Shea, Susan Weight, Director: Aric Bishop, City Representative: Jocelyn Blazek Member of public: Steve Hunt

Adoption of Agenda

One addition. Weight added an item to approve Policy 13, which was not done during the December 2020, meeting to old business Motion to approve the agenda as amended by Maxson. Seconded by Dixon-Borgmann. Motion carried.

- **Public Forum**

No public comment.

- **Approval of Minutes - Monday, December 7, 2020**

Maxson made a motion to approve minutes as written. Chamberlain seconded. Motion carried.

- **Finances**

- **Bills**

Director Bishop clarified payment of a bill for a craft activity. Weight made the motion that bills be paid. Beyyette seconded. Motion carried.

- **Finance Report**

The YTD figures will be available later in January. The November report showed that 45% of budget has been used, which is on target for library expenses.

- **Director's Report**

Operations: Bishop will hold a staff meeting on January 7, 2021. Phase II reopening will be discussed. A Keeping Score Sheet discussion and review were also on the agenda.

Building and Maintenance: New lights have been installed; Fire Exit sign has been replaced upstairs; dirt has been filled around the building; and a light has been installed in the parking lot.

Programming: Programs scheduled for January 2021 are: What is on Your Nightstand? (Thursday, January 14 at 5:00PM on Zoom); Open Coffee (Wednesdays, January 6th and 20th 10:00AM on Zoom); Social Justice Book

New Business

The Board reviewed Policy #14 - Exhibits and Public Notices Policy. Changes to the policy will be an itemized list of what is on site for a particular exhibit for insurance/damage purposed and a challenge form for objection(s) to any display. Coulter suggested that the form be formatted to fit on one page. Bishop will prepare the new forms. Beyette moved to accept the policy as amended and Dixon-Borgmann seconded. Motion carried.

- **Adjournment**

Coulter adjourned the meeting at 6:20 PM.

- **Next meeting:** Gibson Memorial Library - Monday, February 1, 2021.

- **Attest:**

- _____, Board Secretary