

Gibson Memorial Library Board of Trustees
Meeting Minutes
Monday, April 1, 2024

- I. **Call to order:** President Ann Coulter called the meeting to order at 5:15 pm
- II. **Roll Call:** *Present:* Steve Chamberlain, Ann Coulter, Cindy Gomis, Steve Lane, Melissa Levine, Connie Maxon, Rebecca Slick, Angel Sorden.
Absent: Bonnie Castillo

Library Director: Danielle Dickinson Thaden

Assistant Director: Jordan Foote

City Council Liaison: Josh Thompson

CNA Representative: Erin Henze

- III. **Adoption of Agenda:**
Motion to approve the agenda by Maxon with the second by Sorden. Motion carried.

- IV. **Public Forum:** No public comment

- V. **Approval of Minutes:**
Gomis made motion to approve the minutes of March 4, 2024. Second by Lane.
Minutes carried.

- VI. **Finance Report:**
\$1500 was spent purchasing books. There was nothing of note in bills. There were some statements from Akins Building Center for items for cupboards that were gotten from Grimes. Motion to approve finance report was made by Gomis with second by Sorden.
Motion carried.

- VII. **Director/Circulation Report:**
Danielle visited the Creston ECC and Delta Kappa Gamma during the month. Jordan had an ACT preparation class with 20 participants. Heather and Jordan went to several business meetings.

Jordan will be getting a notary license so that there will be a full time employee of the library who has the ability to notarize documents for the public.

Danielle will be attending the City meeting about revitalization.

On April 15, author James Kenyon will be at the library speaking about the book he has written about closed high schools in the state.

The door count at the library was up but all other statistics were down. There has been an increase in online checkouts.

- VIII. **Unfinished Business:**

a) *Pavilion updates:* The pavilion kit is to arrive on Friday April 6. Work is supposed to commence the following week. They are getting a no cost building permit.

b) *E-Rate/server updates:* ACCESS has the best price. Lane made the motion to approve a contract with ACCESS. Sorden made the motion. Motion passed. The server is not as old as first thought, so nothing needs to be done with it at this time.

c) *Market on Maple:* The city does not want to include the library in Market on Maple due to its distance from the main area. However, the library will be hosting a Zoo to You by

Blank Park Zoo in the genealogy room that day for people to attend while they are at the Maple Street activities.

c) *2024-25 budget*: Josh Thompson said there will be a city public meeting about the budget in May, but the date has not been set as of yet.

IX. New Business:

a) *E-Rate Managed Service approval*: This was approved in item B of old business above.

b) *Access printer contract*: Maxon made the motion to approve the contract with ACCESS at a rate of \$200 per month. Gomis made the second. Motion passed.

c) *Review Policy #1: Customer Rules and Regulations*: After some wording was changed, Levine made the motion to approve the policy with Sorden making the second. Motion passed.

X. Adjournment:

Meeting adjourned at 5:50 pm by President Ann Coulter

XI. Next meeting:

Monday, May 6, 2024 at 5:15 pm

Respectfully submitted,

Steve Chamberlain
Gibson Memorial Library Board Secretary