

Gibson Memorial Library Board of Trustees
Meeting Minutes
Monday, April 3rd, 2023

I. Call to order: President Ann Coulter called the meeting to order at 5:15pm

II. Roll call:

Board members present: Steve Chamberlain, Ann Coulter, Connie Maxson, Cindy Gomis, & Angel Sorden.

City Council Liaison: Josh Thompson

Library Director: Gabriel Chrisman

CNA Representative: Erin Henze

III. Adoption of Agenda:

Motion to approve the agenda with the addition by Connie Maxson, seconded by Angel Sorden. Motion carried.

IV. Public Forum- No public comment

V. Approval of Minutes

Motion to approve the minutes from March 6th, 2023 meeting with amendments Connie Maxson, seconded by Steve Chamberlain. Motion carried.

VI. Finance Report:

A. Finances/Bills- Plumbing charges. Willets and Woosley as well as Trent Holiday did the work and provided supplies. The cost was low also to all the help the City provided. Continued purchasing of books from memorial funds. Angel Sorden moved to pay bills, second by Connie Maxson.

VII. Director and Circulation Report:

Rise in circulation in the YA as well as children's books. There were several kids during Spring break who visited the library. Computer usage has doubled. The time of usage has increased as well to about 45 minutes. There was an increase of visits as well as new cards. That is due in some part to the meeting room reservations up. Using the genealogical room as well as small meeting areas. Outreach has increased such as a local coffee group to promote the library. The library page is no longer available due to using up

all her hours. Looking to have a few other volunteers to see if they will increase their days. Hoping to do this to help cover a staff member being out with health issues. Working on making it possible for her to work remotely. Ancestry database usage has increased. The renewal has been received and is due in July with an increase in cost. The cost is substantial to \$1700 a year.

VIII. Unfinished Business:

Open Board Positions:

Gabriel delivered paperwork to a woman who was interested in the position.

Policy #20 (Personnel Handout): The policy has been revised to fit better with the library and to be more in line with the city. Motion to approve by Connie Maxson. Second by Angel Sorden motion carried

Letter to Donors: Sample letter that Connie created was shared. It is a letter to donors letting them know we are still committed to having the best library we can and what the plans are now. Connie suggests this could be in the paper and sent to donors. The CNA representative is going to check to see if it would be posted on the newspaper's Facebook page. It needs to be a letter to the editor signed by the board of trustees. It will also go onto the Library Website. Letter was approved as amended.

IX. New Business:

Authorization of E-Rate Form 471: Gabriel had meetings with the State Library about E-Rate and has learned a lot. E*Rate is closing tomorrow. Gabriel can act on our behalf tomorrow to select providers. Proposals received on internet service and network management with Access IT. Network management only from Access IT. Internet service ICN and Kinetic Business. Request of information from others but have not received anything. Questions were how does this all work and what is covered and what isn't. Internet is covered to 80% of set up cost and monthly costs. Network management has less covered. On the Access IT network support is 80% covered. Advanced cyber security is not covered. Microsoft license fees are not covered. Domain renewal is 80% covered. Backup and multi-factor services not covered. The number from Access IT with E-Rate is less than what we are paying now. The budget covers 5 years from E-Rate that you either use it or lose it. 80% of up to \$35,000. All the quotes from providers for 5 years then we are under as long as this budget continues the same for each additional 5 years. Not a lot of libraries are using it for network management. It wasn't covered before. If we go this route it will

save us money and give better computer services to the patrons. ICN contracts for double the speed of what we currently have. Costs would be \$100 for the connection fee where 80% would be covered. This is double what we have at half the cost. This contract would cost us drastically less than what we currently have. Kinetic's bid would replace ICN for \$12,000 to run fiber plus monthly recurring fee and it gets lower with a 5 year contract. Access' contract ends in May but our year is through June so the next contract we are wanting is a 13 month contract. Motion to give Gabriel authority to sign contracts for E-Rate on behalf of the board by Angel Sorden, second by Cindy Gomis. Motion carried.

Expenditure for Pavilion Plans: Gabriel has been in a stand still to move forward with the city as he needs a draft of the plans. We will need to ask the supervisors for county funding for the plans also. Greiner Building is the company Gabriel has been working with to create the building plan. A contract to draft plans was presented. The library board can approve it but it has to be signed by the City Council. The builders actually have a lull in their building schedule and could complete the project this summer. We have steps to take to ensure all proper procedures are followed in this process. Motion to approve expenditure for pavilion design contract from Grainer by Cindy Gomis. Seconded by Connie Maxson. Motion carried. The funds would come out of our building funds and the engineer would come out of city funds.

X. Adjournment

Meeting adjourned by President Ann Coulter.

XI. Next meeting: Monday, May 1, 2023 at 5:15 pm

Submitted by:

Tessa Hull- Gibson Memorial Library Board Secretary