

## Gibson Memorial Library Board Minutes

Monday, January 5, 2026, 5:15 PM

- I. Call to Order
- II. Roll Call: Steve Chamberlain, Ann Coulter, Steve Guthrie, Steve Lane, Connie Maxson, Sue Rusk, Becca Slick, Angel Sorden, and Melissa Levine  
Library Director: Danielle Dickinson Thaden  
Assistant Library Director: Jordan Foote  
City Council Liaison: Josh Thompson  
Creston News Advertiser: Erin Henze
- III. Adoption of Agenda: Motion made by Connie Maxson, second by: Becca Slick, Motion carried.
- IV. Public Forum:
- V. Approval of December Minutes Motion made by Steve Guthrie to table the December minutes until February, seconded by: Connie Maxson, and the motion carried.
- VI. Finance Report
  - a) Bills and Finances: The use of city-approved Walmart cards for order pickup at Walmart streamlines staff workflow and is reflected on monthly bills as Multi-service Technology. The Des Moines Register and EBSCO Subscription Service annual renewal were both paid for in December. An incorrect invoice for Robert Wintermute, that is a Parks and Recreation expense, was corrected by Mandy Parsons. Pre-employment screening at GRH for Cassidy came from the consulting budget, and payment to Innovative Industries for cleaning services all came out as well. Donations for a giving tree type fundraiser to purchase items on the list, and cash gifts around the holidays. Motion made to pay the bills by: Steve Chamberlain, second by: Steve Lane, and the motion carried.
- VII. Director's / Circulation Report
  - a) In the middle of December, the carpet was able to be installed, and Cassidy is repairing and painting the walls in the genealogy room with little disruption due to the holiday schedule. Terry Madison has downsized file boxes other paper documents that were stored within reorganizing the shelving. The microfilm will go to the back of the room, staff will evaluate what goes back up on the walls, and possibly update the window shades in the future.
  - b) Circulation report: Programming slightly down, with the Early Childhood Center visits on pause, even with that numbers were strong. Last year's numbers were up for print circulation, higher than 2023. Weeding Christmas

books did boost circulation by about eighty. Demonstrating again that when everything looks more attractive patrons are more likely to grab several titles. DVDs continue to be up. Solid month digitally and in print. Magazines were up as well, they were on the rise in November but continue to see improvement in the number with the reorganization of the area.

VIII. Unfinished Business

- a) FY 27 Budget considerations: Working with Mandy Parsons on how to meet our budget constraints in the next fiscal year. The server cannot be put off for another year. Danielle suggests to drop the office equipment line to \$20,000 quote from Access. Putting off the furniture request. Telephone cost has dropped with use of E-rate and will now budget for \$3700. Prioritize safety and maintenance of building was the suggestion. Deciding to leave in the system replacement cost for the building in place would still lower our budget request amount by \$20,000. Leaning on outside sources and our gift account we could drop that number by even more. Motion to approve with changes by: Steve Guthrie, second by: Becca Slick, and the motion carried.
- b) Invest 411 funds into CDs: Investing \$400,000 would lead to \$15,000 ROI annually. Total to be placed in a 12-month CD is: 400,000 of principal into best CD rate Mike Taylor can find. With interest going back into the 411 Revenue account not the CD balance. Motion made by: Steve Guthrie, seconded by: Steve Lane, and the motion carried.

IX. New Business

- a) Board education discussion: The Top Five: Self Evaluation of the Library Board's Core Functions Reviewed self-assessment for board members, and Full Library Board Assessment. Conversation around the use of subcommittees in the future, no action taken at this time.
- b) Collection Development Policy Review: This policy is reviewed annually as part of the library certification. Motion to adopt Collection Development Policy as amended with Policy number and update review date by: Connie Maxson, second: Steve Guthrie, and the motion Carried.
- c) Proposed Reconsideration Policy and existing Reconsideration Request Form: Motion to table the Reconsideration Policy and Request Form until next meeting for Director to make suggested changes by: Connie Maxson, seconded by: Becca Slick, and the motion carried.

X. Adjournment 6:25 PM – Next Meeting: Monday, February 2, 2026, at 5:15 PM