



Gibson Memorial Library Board Agenda

Location: 200 W. Howard Street, Creston, IA 50801

Date: Monday, January 6, 2025 **Time:** 5:15 PM

I. Call to order

- II. Roll call:** Steve Chamberlain, Ann Coulter, Cindy Gomis, Steve Lane, Melissa Levine, Alyssa Love, Connie Maxson, Becca Slick and Angel Sorden.

City Council Liaison: Josh Thompson or Jocelyn Blazek

III. Adoption of Agenda

IV. Public Forum

V. Approval of Minutes (December 2, 2024)

VI. Finance Report

- a) Bills
- b) Finances

VII. Director's/Circulation Report

VIII. Old Business

- a) Final Review of Strategic Plan 2023-24
- b) ALA Accessibility Grant Application
- c) FY 26 Budget updates

IX. New Business

- a) Strategic Plan 2025-27 Draft
- b) Maternity leave updates
- c) Opportunities for Board Learning
 - i) ILOC Keynote (via Zoom) at 6pm on January 30
 - ii) Staff presentations at February and March board meetings

X. Adjournment - Next meeting: Monday, January 6, 2024 at 5:15 PM



Gibson Memorial Library Board Agenda

Location: 200 W. Howard Street, Creston, IA 50801

Date: Monday, February 3, 2025 **Time:** 5:15 PM

I. Call to order

- II. Roll call:** Steve Chamberlain, Ann Coulter, Cindy Gomis, Steve Lane, Melissa Levine, Alyssa Love, Connie Maxson, Becca Slick and Angel Sorden.

City Council Liaison: Josh Thompson or Jocelyn Blazek

III. Adoption of Agenda

IV. Public Forum

V. Approval of Minutes (January 6, 2025)

VI. Finance Report

- a) Bills
- b) Finances

VII. Director's/Circulation Report

VIII. Old Business

- a) Opportunities for Board Learning
 - i) Staff presentations
 - ii) ILOC Keynote
- b) FY 26 Budget updates

IX. New Business

- a) Workday Accounts for Trustees
- b) Policy #6 – Video & DVD Policy

X. Adjournment - Next meeting: Monday, March 3, 2025 at 5:15 PM



Gibson Memorial Library Board Agenda

Location: 200 W. Howard Street, Creston, IA 50801

Date: Monday, March 3, 2025 **Time:** 5:15 PM

I. Call to order

- II. Roll call:** Steve Chamberlain, Ann Coulter, Cindy Gomis, Steve Lane, Melissa Levine, Alyssa Love, Connie Maxson, Becca Slick and Angel Sorden.

City Council Liaison: Josh Thompson or Jocelyn Blazek

III. Adoption of Agenda

IV. Public Forum

V. Approval of Minutes (February 3, 2025)

VI. Finance Report

- a) Bills
- b) Finances

VII. Director's/Circulation Report

VIII. Old Business

- a) Opportunities for Board Learning
 - i) Staff presentations
- b) Policy #6 – Video & DVD Policy
- c) ALA LTC Accessibility Grant

IX. New Business

- a) Newly introduced House Files
- b) Policy #12 – Genealogy Data

X. Adjournment - Next meeting: Monday, April 7, 2025 at 5:15 PM



Gibson Memorial Library Board Agenda

Location: 200 W. Howard Street, Creston, IA 50801

Date: Monday, April 7, 2025 **Time:** 5:15 PM

I. Call to order

- II. Roll call:** Steve Chamberlain, Ann Coulter, Cindy Gomis, Steve Lane, Melissa Levine, Alyssa Love, Connie Maxson, Becca Slick and Angel Sorden.

City Council Liaison: Josh Thompson or Jocelyn Blazek

III. Adoption of Agenda

IV. Public Forum

V. Approval of Minutes (March 3, 2025)

VI. Finance Report

- a) Bills
- b) Finances

VII. Director's/Circulation Report

VIII. Old Business

- a) Board education: Judy Johnson, page, and Jordan Foote, assistant director
- b) Genealogy Policy #12 Draft #1
- c) Grant updates: SCICF and ALA Accessibility Grants
- d) Dolly Parton's Imagination Library forms
- e) E-Rate for FY 25

IX. New Business

- a) Estimate from Alan Gates for added outlets and genealogy lighting
- b) Plaques: board members/directors
- c) Furniture sponsorship form
- d) Board education and advocacy: National Library Week and IMLS
- e) Review Policy #8 and #9

X. Adjournment - Next meeting: Monday, May 5, 2024 at 5:15 PM



Gibson Memorial Library Board Agenda

Location: 200 W. Howard Street, Creston, IA 50801

Date: Monday, May 5 2025 **Time: 5:15 PM**

I. Call to order

- II. Roll call:** Steve Chamberlain, Ann Coulter, Cindy Gomis, Steve Lane, Melissa Levine, Alyssa Love, Connie Maxson, Becca Slick and Angel Sorden.

City Council Liaison: Josh Thompson or Jocelyn Blazek

III. Adoption of Agenda

IV. Public Forum

V. Approval of Minutes (April 7, 2025)

VI. Finance Report

- a) Bills
- b) Finances

VII. Director's/Circulation Report

VIII. Old Business

- a) Board education: Judy Johnson, page, and Danielle Dickinson Thaden, on youth services
- b) IMLS and Grant Updates
- c) E-Rate FY 25 Updates
- d) Final review of Policy #8: Institutional Checkout Policy with added objective

IX. New Business

- a) Estimates for HVAC system replacements
- b) Review Policy #13: Faxing services
- c) Review Policy #22: Cell Phone Policy with proposed draft
- d) Saturday, July 5: potentially closed

X. Adjournment - Next meeting: **Monday, June 2, 2025 at 5:15 PM**



Gibson Memorial Library Board Agenda

Location: 200 W. Howard Street, Creston, IA 50801

Date: Monday, June 2, 2025 **Time:** 5:15 PM

I. Call to order

- II. Roll call:** Steve Chamberlain, Ann Coulter, Cindy Gomis, Steve Lane, Melissa Levine, Alyssa Love, Connie Maxson, Becca Slick and Angel Sorden.

City Council Liaison: Josh Thompson or Jocelyn Blazek

III. Adoption of Agenda

IV. Public Forum

V. Approval of Minutes (May 5, 2025)

VI. Finance Report

- a) Bills
- b) Finances

VII. Director's/Circulation Report

VIII. Old Business

- a) Electrical work bill
- b) DPIL launch updates
- c) Open board secretary position

IX. New Business

- a) Ceramics and glassware donations
- b) Mural proposal
- c) Board Learning: Disaster Preparedness (webinar recording)
- d) Emergency procedures policy #16
- e) Covid 19 Policy #31

X. Adjournment - Next meeting: Monday, July 7, 2025 at 5:15 PM



Gibson Memorial Library Board Agenda

Location: 200 W. Howard Street, Creston, IA 50801

Date: Monday, July 7, 2025 **Time:** 5:15 PM

I. Call to order

- II. Roll call:** Steve Chamberlain, Ann Coulter, Steve Lane, Melissa Levine, Alyssa Love, Connie Maxson, Becca Slick and Angel Sorden.

City Council Liaison: Josh Thompson or Jocelyn Blazek

III. Adoption of Agenda

IV. Public Forum

V. Approval of Minutes (June 2, 2025)

VI. Finance Report

- a) Bills
- b) Finances

VII. Director's/Circulation Report

VIII. Old Business

- a) Mural proposal from Ashlee Aldrich
- b) Emergency Policy Learning, Part 2: Webinar recording and GRH examples
- c) E-Rate issues update for 2024-25 and 2025-26 Managed Services

IX. New Business

- a) Library Legacy Committee fundraiser on August 2, 2025
- b) Strategic plan review
- c) Open trustee positions
- d) Trustee training opportunity: Wednesday, August 6 at 6:30 (web)

X. Adjournment - Next meeting: Monday, August 4, 2025 at 5:15 PM



Gibson Memorial Library Board Agenda

Location: 200 W. Howard Street, Creston, IA 50801

Date: Monday, August 4, 2025 **Time:** 5:15 PM

I. Call to order

- II. Roll call:** Steve Chamberlain, Ann Coulter, Steve Lane, Melissa Levine, Alyssa Love, Connie Maxson, Becca Slick and Angel Sorden.

City Council Liaison: Josh Thompson or Jocelyn Blazek

III. Adoption of Agenda

IV. Public Forum

V. Approval of Minutes (July 7, 2025)

VI. Finance Report

- a) Bills
- b) Finances

VII. Director's/Circulation Report

VIII. Old Business

- a) Open trustee positions, open records law change
- b) Library Legacy Committee fundraiser preliminary updates
- c) Emergency policy consideration: Armed intruder protocol
- d) Trustee training opportunity: Wednesday, August 6 at 6:30 (web)

IX. New Business

- a) Sewer system issues in July 2025
- b) Temporary staffing issue
- c) First Interstate Bank Volunteer Day and mini-grant
- d) Library closures for 2026, proposed inservice
- e) Policy Review: Circulation Policy
- f) Proposed library director evaluation tool

X. Adjournment - Next meeting: Monday, September 8, 2025 at 5:15 PM



Gibson Memorial Library Board Agenda

Location: 200 W. Howard Street, Creston, IA 50801

Date: Monday, September 8, 2025 **Time:** 5:15 PM

I. Call to order

- II. Roll call:** Steve Chamberlain, Ann Coulter, Steve Guthrie, Steve Lane, Melissa Levine, Alyssa Love, Connie Maxson, Sue Rusk, Becca Slick and Angel Sorden.

City Council Liaison: Josh Thompson or Jocelyn Blazek

III. Adoption of Agenda

IV. Public Forum

V. Approval of Minutes (August 4, 2025)

VI. Finance Report

- a) Bills
- b) Finances

VII. Director's/Circulation Report

VIII. Old Business

- a) Open trustee positions: welcome new trustees
- b) E-Rate for FY 24 final update
- c) Library closures for 2026
- d) Emergency policy draft #2
- e) Circulation policy draft #1
- f) Temporary staffing issue updates

IX. New Business

- a) Library director evaluation
- b) Library delivery agreements for LTC Grant

X. Adjournment - Next meeting: Monday, October 6, 2025 at 5:15 PM



Gibson Memorial Library Board Agenda

Location: 200 W. Howard Street, Creston, IA 50801

Date: Monday, October 6, 2025 **Time:** 5:15 PM

I. Call to order

- II. Roll call:** Steve Chamberlain, Ann Coulter, Steve Guthrie, Steve Lane, Melissa Levine, Connie Maxson, Sue Rusk, Becca Slick and Angel Sorden.

City Council Liaison: Josh Thompson or Jocelyn Blazek

III. Adoption of Agenda

IV. Public Forum

V. Approval of Minutes (September 8, 2025)

VI. Finance Report

- a) Bills
- b) Finances

VII. Director's/Circulation Report

VIII. Unfinished Business

- a) Library director evaluation
- b) Custodian updates

IX. New Business

- a) Board Continuing Education: New learning from ILA Conference October 2-3 in Sioux City
- b) FY 25 annual report: review trends and approve
- c) Policy review: Card registration policy
- d) Review of public spaces policy and conduct policy addition, establishing grounds hours

X. Adjournment - Next meeting: Monday, November 3, 2025 at 5:15 PM



Gibson Memorial Library Board Agenda

Location: 200 W. Howard Street, Creston, IA 50801

Date: Monday, November 3, 2025 **Time:** 5:15 PM

I. Call to order

- II. Roll call:** Steve Chamberlain, Ann Coulter, Steve Guthrie, Steve Lane, Melissa Levine, Connie Maxson, Sue Rusk, Becca Slick and Angel Sorden.

City Council Liaison: Josh Thompson or Jocelyn Blazek

III. Adoption of Agenda

- IV. Public Forum:** the Library Board of Trustees welcomes comments from the public on any subject matter, library business, including items on the agenda. You are asked to state your name and address for the record and limit your remarks to 3 minutes so that others may be allowed to speak. The order of the business is at the discretion of the Board President. No action will be taken.

V. Approval of Minutes (October 6, 2025)

VI. Finance Report

- a) Bills
- b) Finances

VII. Director's/Circulation Report

VIII. Unfinished Business

- a) Custodian update
- b) Review of public spaces policy and conduct policy, Draft #2

IX. New Business

- a) Board Continuing Education: Staff in-service information; Open meetings, open records laws. Opportunity on November 20 for a State Library training from 6-7:30.
- b) Preliminary budget preview for FY27: Access Systems server bid
- c) Proposed policy: notary services

X. Adjournment - Next meeting: Monday, December 1, 2025 at 5:15 PM



Gibson Memorial Library Board Agenda

Location: 200 W. Howard Street, Creston, IA 50801

Date: Monday, December 1, 2025 **Time:** 5:15 PM

I. Call to order

- II. Roll call:** Steve Chamberlain, Ann Coulter, Steve Guthrie, Steve Lane, Melissa Levine, Connie Maxson, Sue Rusk, Becca Slick and Angel Sorden.

City Council Liaison: Josh Thompson or Jocelyn Blazek

III. Adoption of Agenda

- IV. Public Forum:** the Library Board of Trustees welcomes comments from the public on any matter regarding library business, including items on the agenda. You are asked to state your name and address for the record and limit your remarks to 3 minutes so that others may be allowed to speak. The order of the business is at the discretion of the Board President. No action will be taken.

V. Approval of Minutes (November 3, 2025)

VI. Finance Report

- a) Bills
- b) Finances

VII. Director's/Circulation Report

VIII. Unfinished Business

- a) AED update
- b) Pavilion signage: proposed design for approval

IX. New Business

- a) SCICF Funding for Imagination Library: December 2 at 5:30 at Afton Community Center
- b) Board education: Chapter 5 from Iowa Library Trustees' Handbook
- c) Budget plan for FY27

X. Adjournment - Next meeting: Monday, January 5, 2026 at 5:15 PM