Gibson Memorial Library Board Minutes

Monday, December 1, 2025, 5:15 PM

I. Call to Order
II. Roll Call: Steve Chamberlain, Ann Coulter, Steve Guthrie, Steve Lane, Connie Maxson, Sue Rusk, Becca Slick and Angel Sorden.
   Library Director: Danielle Dickinson Thaden
   Assistant Library Director: Jordan Foote
   City Council Liaison: Josh Thompson
   Creston News Advertiser: Erin Henze
   Absent: Melissa Levine
III. Adoption of Agenda: Motion made by Steve Guthrie, second by: Steve Chamberlain, Motion carried.
IV. Public Forum:
V. Approval of November Minutes with corrections noted by Thaden. Motion made by: Connie Maxson, second: Angel Sorden, Motion carried.
VI. Finance Report
   a. Bills and Financial Report
      i. Beyond the standard bills, a replacement AWE computer was purchased secondhand from another library. Background checks and screening were paid for by Casidy Cavanaugh, who will begin work this month as custodian. Reimbursements were made for training and travel expenses for Terry Madison and Donna Walsh for courses on genealogy and Spanish for librarians, and our annual fire alarm inspection was carried out and paid. Danielle noted that because of the closure of Baker & Taylor, a key wholesale book distributor and the book supply chain have been in flux. Amazon seems poised to carve out a place in the library market, and the library has placed more orders with them the past month as they offer the same or better discounts as Ingram along with the option to determine how much to pay for shipping.
      ii. For finances, all our townships have paid their fees for FY26: Afton, Arispe, Cromwell, Lorimor, Shannon City, and Thayer.
      iii. Motion made to pay the bills: Steve Lane, Second by: Connie Maxson, Motion carried.
VII. Director's / Circulation Report

a. The mural on the south part of the west wall in the children's room completed the week of November 17th and has seen a lot of positive interest and comments.
b. The magazines were restructured thanks to free magazine boxes inherited from Ames Public Library, allowing for a sleek and more user-friendly display of magazines.
c. Danielle completed outreach to daycares and preschool in Afton in Lorimor thanks to foundations laid by Sue Rusk.
d. Circulation: print circulation was slightly down this month, in part because attendance was slightly down. Nonprint circulation was up, especially DVDs due to a large batch of newer titles added this month, and computer use continues to be high. The Imagination Library is up to 140 enrolled children and two graduates. Program numbers were solid but slightly down due to the continued pause on outreach to Creston's ECC.

VIII. Unfinished Business

a. AED update: A new AED from the Iowa Heart Foundation was installed in November. An agreement signed by the director was provided, requiring staff training and maintenance for the AED. Electrode pads will expire in October 2030, and the battery will expire in November 2030.
b. Pavillion signage: proposed design for approval. The trustees approved of the verbiage and mentioned that the streets department may be able to print the design on a metal sign or that SWCC's print shop may be another option.

IX. New Business

a. SCICF Funding for Imagination Library: December 2 at 5:30 at Afton Community Center. The South-Central Iowa Community Foundation awarded the Friends of the Library a second proactive grant for the Imagination Library. Details, including the amount of the grant, will be shared at the awards presentation on December 2.
b. Board education: Chapter 5 from Iowa Library Trustees' Handbook. The trustees discussed takeaways from this chapter, including a reminder about the difference between the 410 (General Fund) and 411 (Gifts Account). Regardless of the source, all anticipated expenses and income must be budgeted. The General Fund budget is particularly important to get accurate as we have a bit more wiggle room with our gift funds. Through this discussion, the possibility of investing 411 funds into CDs was raised as a potential avenue to generate additional funds. Danielle will investigate this option further and report back.

c. Budget plan for FY27 was discussed. Among the various priorities shared, the trustees agreed that a replacement server is a required large expense. Other priorities are a new microfilm scanner as the current one is no longer compatible with current software along with laptops for staff: one to be shared in order to free up two desktop computers to use for patrons. Continued updates to the HVAC system were also advised: one system was replaced in May 2025, but the current budget no longer allows us to replace a second, so it is a priority for FY27. Motion to approve the FY 27 budget was made by: Steve Guthrie and seconded by Steve Lane. Motion carried.

X. Adjournment 6:30 PM – Next Meeting: Monday, January 5, 2026, at 5:15 PM

Gibson Memorial Library Board of Trustees
Meeting Minutes
Monday, January 6, 2025

I. **Call to order**: Chair Ann Coulter called the meeting to order at 5:16 pm

II. **Roll Call**: *Present*: Ann Coulter, Steve Chamberlain, Cindy Gomis, Steve Lane, Melissa Levine, Alyssa Love, Connie Maxson, Becca Slick, Angel Sorden
Absent: None

Library Director: Danielle Dickinson Thaden
Assistant Director: Jordan Foote
City Council Liaison: Josh Thompson
Creston New Advertiser: Erin Henze
KSIB: Stuart Johnson

III. **Adoption of Agenda**:
Motion to approve the agenda by Gomis with the second by Love. Motion carried.

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

V. **Approval of Minutes**:
Maxson made motion to approve the minutes of December 2, 2024. Second by Sorden. Motion carried.

VI. **Finance Report**:
Most of the bills were typical. The new computers arrived and were installed. They seem to be working fine. The Des Moines Register subscription was renewed. The check from Open Access Library was received and deposited. Motion to approve the bills was made by Lane with Slick making the second. Motion passed.

VII. **Director/Circulation Report**:
December was a quiet month. The Polar Express activity was well attended.
The counter in the staff room has been relocated to the genealogy/meeting room.
Computer usage was up. Hotspots have been well used.
Friends of the Library will be doing Valentine cookies. They had decided not to do so this year but changed their minds.

VIII. **Unfinished Business**:

a) *Final Review of Strategic Plan 2023-24:* The goal of the library was to increase the door count by 20% but made 18%. Programming was to increase participation by 10% but made 94%. Outreach has helped with the programming goal. The Bridges goal was 50% increase but made 34% increase.

b) *ALA Accessibility Grant Application:* A $10,000-$20,000 ALA Accessibility grant has been applied for. If received it is going to be used for homebound delivery of books or mailing to rural residents who are not able to make it physically to the library. This would be done once a month. Some of the money could be used for large print and audio material. Playaways have been received from another library. These would aid in promoting the audiobooks.

c) *FY 26 budget updates:* The library would like to have carpet installed in the staff room in March. Carpet upstairs would be installed in late fall. City department heads will be going to the city council meetings, so Danielle is scheduled to go to the February 18th council meeting. If she is unable to attend, Jordan will go in her place.

IX. **New Business**:

a) Strategic Plan 2025-27 Draft*:* Goals were discussed. The motion to approve the goals was made by Lane with the second by Sorden. Motion passed.

b) Maternity Leave Updates: Danielle plans on taking six to eight weeks maternity leave.

Danielle feels Jordan should be compensated for the extra duties he will be taking on while she is on maternity leave. Because of increased duties and responsibilities he will be undertaking, Sorden made the motion to temporarily increase Jordan Foote's weekly compensation by $250 per week for the duration of Danielle's maternity leave. Gomis made the second. Motion passed.

c) *Opportunities for Board Learning*: A watch party is being planned on January 30 at 6 pm to watch the ILOC Keynote. For those who cannot attend the watch party, a ZOOM link will be sent.

The staff will share their job duties with the library board at the February and March board meetings.

X. **Adjournment**:

Meeting adjourned at 6:10 pm by Chair Ann Coulter

XI. **Next meeting**:

Monday, February 6, 2025 at 5:15 pm

Respectfully submitted,

Steve Chamberlain
Gibson Memorial Library Board Secretary

Gibson Memorial Library Board of Trustees
Meeting Minutes
Monday, February 3, 2025

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

II. **Roll Call**: *Present*: Ann Coulter, Steve Chamberlain, Cindy Gomis, Steve Lane, Alyssa Love, Connie Maxson, Becca Slick, Angel Sorden
Absent: Melissa Levine

Library Director: Absent
Assistant Director: Jordan Foote
City Council Liaison: Josh Thompson
Creston New Advertiser: Erin Henze

III. **Adoption of Agenda**:
Motion to approve the agenda by Slick with the second by Love. Motion carried.

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

V. **Approval of Minutes**:
Gomis made motion to approve the minutes of January 6, 2025. Second by Lane. Motion carried.

VI. **Finance Report**:
Magazines were renewed. There were no other outstanding bills. Motion to approve the bills was made by Gomis with the second made by Slick. Motion carried.

Everything is on track with finances. The Marsha O'Riley memorial is being used to purchase children's books. Non-fiction books are being purchased to replace weeded non-fiction books.

VII. **Director/Circulation Report**:
The report was given by Jordan. The credit card processing fee is increasing to $3.99 from $1.00. This fee has been absorbed by the library, but with the increase, that fee will need to be passed on to the patron.

The AED has gone bad. A new battery's cost is $500. Danielle will work on this when she returns from her leave.

Friends of the Library are making and selling Valentine Cookies again this year. Orders need to be in by February 7.

Circulation is up. More people are using Libby with hold waits up to several weeks or months. Because of this wait, more people are coming into the library to get books.

More graphic novels are being added to the collection.

Two Hotspots have not been returned so will be disconnected.

More card updates have been done.

VIII. **Unfinished Business**:

a) *Opportunities for Board Learning:* Carol McKee and Terry Madison gave presentations of their library duties.

After watching the ILOC Keynote, the board agreed that most of the suggestions given were already being done by the library and staff.

b) *FY 26 Budget Updates:* Jordan, in lieu of Danielle, attended the budget meeting held with the City Council. The Council did not have many questions for the library. City representative Josh stated that the library presentation was the best one the Council was given.

IX. **New Business**:

a) *Workday Accounts for Trustees:* Everyone is encouraged to keep track of their continuing education hours.

b) Policy #6-Video and DVD Policy: This policy needs updated. Costs need to be looked at. Increasing check out time for DVDs that are longer in length such as a tv series was discussed. A revised version will be presented at the next meeting.

X. **Adjournment**:

Meeting adjourned at 6:15 pm by Chair Ann Coulter

XI. **Next meeting**:

Monday, March 3, 2025 at 5:15 pm

Respectfully submitted,

Steve Chamberlain
Gibson Memorial Library Board Secretary

Gibson Memorial Library Board of Trustees
Meeting Minutes
Monday, March 3, 2025

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

II. **Roll Call**: *Present*: Ann Coulter, Steve Chamberlain, Steve Lane, Melissa Levine, Alyssa Love, Connie Maxson, Angel Sorden
Absent: Cindy Gomis, Becca Slick

Library Director: Via Zoom
Assistant Director: Jordan Foote
City Council Liaison: Josh Thompson
Creston New Advertiser: Erin Henze
KSIB Radio: Stuart Johnson

III. **Adoption of Agenda**:
Motion to approve the agenda by Lane with the second by Maxson. Motion carried.

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

V. **Approval of Minutes**:
Maxson made motion to approve the minutes of February 3, 2025. Second by Sorden. Motion carried.

VI. **Finance Report**:
There were more donations last month, so the book budget is behind in being used. Jordan will be catching up with purchasing books from the budget. There are a couple of lines in the budget that will need to be watched so as not to overspend the lines. Levine made the motion to approve the bills as presented. Love made the second. Motion passed.

VII. **Director/Circulation Report**:
Windows 10 will no longer be supported after October 10 necessitating the need to upgrade to Windows 11.
Mike and Mandy from the City will be meeting with Danielle to check on the budget.
Friends of the Library sold many Valentine cookies.
Copies and fax usage is up.

VIII. **Unfinished Business**:

a) *Opportunities for Board Learning:* Donna Walsh and Heather Pingree gave presentations of their library duties.

b) *Policy #6-Video & DVD Policy:* Levine made the motion to charge $3.50 for loss of DVD boxes. Lane made the second. Motion passed.

c) *ALA LTC Accessibility Grant:* Jordan has been notified that the grant has been approved for $10,000. Since it has not been officially announced, it is asked that it not be made known to the public at this time. Motion to approve acceptance of the grant was made by Maxson with Love making the second. Motion passed.

IX. **New Business**:

a) *Newly introduced House Files:* It is asked that everyone let their legislator know how they feel about the introduced House Files regarding libraries. Email is the best method for contact.

b) Policy #12-Genealogy Data: A new draft will be presented with wording change indicating an ending date for how long request forms will be kept and categorized.

X. **Adjournment**:

Meeting adjourned at 6:08 pm by Chair Ann Coulter

XI. **Next meeting**:

Monday, April 7, 2025 at 5:15 pm

Respectfully submitted,

Steve Chamberlain
Gibson Memorial Library Board Secretary

Gibson Memorial Library Board of Trustees
Meeting Minutes
Monday, April 7, 2025

I. **Call to order**: Chair Ann Coulter called the meeting to order at 5:30 pm

II. **Roll Call**: *Present*: Ann Coulter, Steve Chamberlain, Cindy Gomis, Steve Lane, Melissa Levine, Alyssa Love, Connie Maxson, Becca Slick (via ZOOM), Angel Sorden
Absent: None

Library Director: Danielle Dickinson Thaden
Assistant Director: Jordan Foote
City Council Liaison: Josh Thompson
Creston News Advertiser: Erin Henze
KSIB Radio: Stuart Johnson

III. **Adoption of Agenda**:
Motion to approve the agenda by Maxson with the second by Gomis. Motion carried.

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

V. **Approval of Minutes**:
Sorden made motion to approve the minutes of March 3, 2025. Second by Lane. Motion carried.

VI. **Finance Report**:
The bills were typical. The major bill was for carpet in the staff room and genealogy room. Motion to approve bills was made by Gomis with the second by Love. Motion passed.
The budget vote will be held next week at the City Council meeting.

VII. **Director/Circulation Report**:

Gates gave an electrical bid for wiring in the genealogy room.
J & J suggests doing all of the AC units at one time instead of piecemealing them.
Furniture is being looked at for the new counter space in the genealogy room, and also looking for a chair conducive for nursing mothers to be placed in an area with a locking door.
The e-rate has been applied for but more information is needed.
The outside shed is on hold due to winter. Danielle will be talking with the city about placing a base down for the shed to be set on.
Circulation numbers are good.

VIII. **Old Business**:

a) *Board Education:* Jordan Foote gave a presentations of his library duties. Judy Johnson will present next month.

b) *Genealogy Policy #12, Draft #1:* Lane made the motion to approve the policy with Levine making the second. Motion passed.

c) *Grant Updates: SCICF and ALA Accessibility Grants:* The money from the ALA grant should be received by May 1, 2025. Jordan will be speaking with people who cannot make it to the library because of disability issues. The money must be spent by April 30, 2026.

The SCICF grant has updated forms.

d) *Dolly Parton's Imagination Library forms:* There was no voting on this since it is a Friends of the Library project, and they must fill out the forms.

e) *E-Rate for FY25:* Application was made, but more information is needed.

IX. **New Business**:

a) *Estimate from Alan Gates for added outlets and genealogy lighting:* Gates gave an estimate on outlets and lighting. He might be high because he likes to bid high in case costs increase during the project. Motion made by Maxson with the second by Gomis to take the bid from Alan Gates for outlets and genealogy lighting. Motion passed.

b) Plaques: board members/directors: Plaques have not been updated since David Hargrove was director. Motion to update the plaques was made by Gomis with Sorden making the second. Motion passed.

c) *Furniture sponsorship form:* Forms for sponsoring the purchase of outdoor furniture for the pavilion will be placed on Facebook and the library website.

d) *Board education and advocacy: National Library Week and IMLS:* National library week starts April 7. The two state bills concerning libraries have died.

e) *Review Policy #8 and #9:* Motion to approve policy 8 with changes was made by Maxson with the second by Levine. Motion passed.

Motion to approve policy 9 with changes was made by Lane with the second by Gomis. Motion passed.

X. **Adjournment**:

Meeting adjourned at 6:36 pm by Chair Ann Coulter

XI. **Next meeting**:

Monday, May 5, 2025 at 5:15 pm

Respectfully submitted,

Steve Chamberlain
Gibson Memorial Library Board Secretary

Gibson Memorial Library Board of Trustees
Meeting Minutes
Monday, May 5, 2025

I. **Call to order**: Chair Ann Coulter called the meeting to order at 5:20 pm

II. **Roll Call**: *Present*: Ann Coulter, Steve Chamberlain, Cindy Gomis, Steve Lane, Connie Maxson, Becca Slick, Angel Sorden
Absent: Melissa Levine, Alyssa Love

Library Director: Danielle Dickinson Thaden
Assistant Director: Jordan Foote
City Council Liaison: Josh Thompson
Creston News Advertiser: Erin Henze
KSIB Radio: Stuart Johnson

III. **Adoption of Agenda**:
Motion to approve the agenda by Lane with the second by Maxson. Motion carried.

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

V. **Approval of Minutes**:
Maxson made motion to approve the minutes of April 7, 2025 with a correction to the HVAC report given by the director. Second by Sorden. Motion carried.

VI. **Finance Report**:
The bills were typical. The new carpet in the staff room is being paid with funds in the 411 account. Motion to approve the bills was made by Sorden with Gomis making the second. Motion passed.
The new lights in the genealogy room are installed as well as the carpet in the staff room. The storage shed has arrived and been installed. New signage has been installed in the bookshelves. New furniture will be ordered to use this year's budget. A refrigerator for the staff room will be ordered using money left from the lighting project.

VII. **Director/Circulation Report**:

Some of the usage statistics were up while others were down. Lots of programming has been going on. Author adoptions were typical. A $2500 donation for the Dolly Parton Imagination Library was given from the Chicks with Checks organization.

VIII. **Old Business**:

a) *Board Education:* Judy Johnson told about her library duties. Danielle Dickinson Thaden spoke of her director and youth services duties.

b) *IMLS and Grant Updates:* SILO and Bridges is currently scheduled to receive only 50% of the federal funds that were received last year. However, this is only a tentative number because official notification has not been received.
Jordan had applied for an Eisner Grant to purchase graphic novels which was denied. The ILA grant was received but Jordan still needs to speak with patrons about what they would like done with the grant money. POET Refining has a $4000 grant available. If the library were to receive this grant money, it would be applied to the Dolly Parton Imagination Library.

c) *E-Rate FY25 Updates:* 80% e-rate has been approved. The ACCESS system is only 50% funded this year. The application has been resubmitted.

d) *Final review of Policy#8: Institutional Checkout Policy with added objective:* Maxson made the motion to approve Policy #8 with the added objective. Gomis made the second. Motion passed.

IX. **New Business**:

a) *Estimates for HVAC system replacements:* The library has four HVAC systems, but only one will be replaced this year. Orr had no price estimates. J&J had three estimates. Maxson made the motion to accept the mid-range estimate from J&J with Lane making the second. Motion passed.

b) Review Policy #13 Faxing services: Motion made by Sorden with the second by Gomis to approve Policy #13 as written. Motion passed.

c) *Review Policy #22 Cell Phone Policy with proposed draft:* Motion to approve Policy #22 as presented was Gomis with Sorden making the second. Motion passed.

d) *Saturday, July 5 - potentially closed:* Several staff would like to have the day of July 5 off for a three day weekend. The motion to close the library on July 5 was made by Lane with second by Slick. Motion passed.

e) *Appointment of new secretary*: This will be the first item of discussion at the June meeting.

X. **Adjournment**:

Meeting adjourned at 6:3 pm by Chair Ann Coulter

XI. **Next meeting**:

Monday, June 2, 2025 at 5:15 pm

Respectfully submitted,

Steve Chamberlain
Gibson Memorial Library Board Secretary

Gibson Memorial Library Board of Trustees
Meeting Minutes
Monday, June 2, 2025, 5:15 PM

I. **Call to Order:**

II. **Roll Call:**

Present:

GML Board Members: Ann Coulter, Cindy Gomis, Steve Lane, Melissa Levine, Alyssa Love, Connie Maxson, Rebecca Slick, and Angel Sorden.
Library Director: Danielle Dickinson Thaden
Assistant Director: Jordan Foote
City Council Liaison: Josh Thompson
Creston News Advertiser: Erin Henze
KSIB Radio: Stuart Johnson
Absent: Steve Chamberlain

III. **Adoption of Agenda:** Request made by Dickinson Thaden to move VIII. Item c) to after approval of the minutes of May 5, 2025, meeting.

IV. **Public Forum:** No Public Comment

V. **Approval of Minutes:** Lane made a motion to approve the minutes of May 5, 2025. Second by Gomis. Motion carried.

VI. **Open board secretary position:** Levine was available to fill the open position. Gomis made a motion to accept Levine as new board secretary, second by Slick. Motion carried.

VII. **Finance Report**

a) Bills and Finance: It has been a big month of spending, working through things before the end of our budget year. HVAC system replacement will come out after tomorrow's council meeting, but that was replaced Tuesday last week, so that system is now installed. J&J did confirm that our remaining HVAC units are all from 1998 and on their last legs, so we will keep that in mind as we plan out the next few years of budgets. Big book orders have been made this past month. The remainder was paid on the shed, as well as the remaining cost for our flooring installation. April 30th list of all accounts indicates that we have spent our book balance with about $400 left that is planned to be spent. Because of the HVAC system replacement, we have spent out the 6320-account building fund pending our decision on our electrical bill, which we will talk about later in this meeting. The remaining May bills will be on next month's statements to approve. Question raised by Coulter: $7,000 out of the restricted account? $7,000 out of the restricted account was partially flooring, partially shed, and adopted author spending. Approximately $6,000 was left on the shed bill and just under $3,000 for our flooring. We will still have to pay for the installation of the upstairs flooring early fall of 2025. We own all the flooring so that expense is taken care of. Slick made a motion to approve paying the bills as submitted, seconded by Sorden, and the motion carried.

VIII. **Director's /Circulation Report**

Summer reading program kick-off on Saturday, and staff are unsure of how many people were in attendance, but between 200 and 300 people. It was a big event with lots of happy kids. Currently over 200 already signed up for the summer ready programs. May was also a big month for outreach. Danielle spent a lot of time the different schools in our community to talk about summer reading and personally invite kids to come out, which is a big investment of time but really pays off. The kids get excited and pay attention to the brochure that is in their Friday folder and bring their parents out. We had a great turnout already.

Furniture budget is in the works, we invested a lot of that into our shelving for our shed, so it accommodates items we are moving out of our storage closet, and towards a nursing chair for the children's room downstairs. Out of our Direct State Aid money, because we had the money and it aligned, Danielle went ahead and ordered the locking door partition ahead of the strategic plan, because the money was available and it needed to be spent. We also ordered stools for our counter height workstation along that wall. So that is what we have been focusing on besides the outreach.

We also had some strange server things going on over the weekend. They did an update and then had to reboot, which is normal, but then it didn't reboot properly which concerned Danielle. She asked both technicians if that was ending its useful life, they both assured her that it was just a fluke, so with that in mind, she thinks we are still good waiting for our planned amount of time to get that replaced.

The library also had many STEM scale up items that were acquired through the years, most of which were sitting in storage. They are now on a long-term loan to the Creston school district. Heidi Lumbard is very passionate and informed about robotics and has plans to use a lot of the items. Anytime we want to use them for our own programs, staff will just need to send her an email to borrow them back, and she offered to run those programs for us too. This leads to a great partnership down the road. The library still has plenty of STEM scale up items, but we would rather they be used than stored.

Circulation report, we were helped by the kickoff party on the very last day of the month. It resulted in a nice boost in our circulation statistics. But separate from that day, DVD checkouts have been huge this past month. We continue to have lots of people coming to use our computer services. Also, the kickoff was a nice boost to our attendance too, which was above last year's monthly totals. It was a big month for our genealogy research. Terry didn't field as many questions as last month, but we have had lots of people doing Ancestry searches. The quote for that service for the coming year is going up, so it is good that it is being used very well. Online Libby checkouts have grown compared to last year, which shows a slow shift from print circulation to online circulation. Print circulation tends to be going down a little bit, but it is picking up right along with our online. We are remaining relevant.

Donations and ALA Access Grant came through there in our 411 account also. $10,000 there and we'll be ready to spend as soon as we are done with surveys.
Programming, 2024 total left under 2025 total so you can see we were above last year again.

IX. **Old Business**

a) **Electrical work bill:** Alan Gates's quote was originally $3,000 for the lights in the genealogy room and the outlets in the ready room. You can see the materials ended up being a small overall portion compared to the labor. The biggest thing that affected the overall cost was that Alan was working under the assumption that there was an attic space above the reading room, or at least more of a gap than there is. He had to drill through the interior wall, and it took an exceedingly long time just to drill through, which was originally an exterior wall. Alan does not expect the library to pay it all, due to the labor being above what was quoted. Danielle feels that it was worth every penny to improve the lighting. The group felt that he is a quality electrician. Bill will be split between Building Fund and 411 account.
Motion made to pay the Gates bill in full by Lane, Gomis seconded, motion passed.

b) **DPIL Launch updates:** exciting developments, we have submitted our paperwork and been confirmed as a partner with DPIL. Danielle believes we will be on track to launch August. The next two hurdles are to apply for non-profit mailing rates and to set up the online ordering system. Danielle will check with the Friends about that because they may have already set that up with capital campaign mailers. You have to a certain volume to do it.
We also need to set up our online ordering system account and from there we will be in good shape. Also, as mentioned at the last meeting, our Friends will receive the full $10,000 applied for through the South Central Iowa Community Foundation, that will be handed out at Afton Tuesdays in the Park at 6:30pm on June 3, if any of the board members would like to come. The Friends of the Library also plan to attend to help accept that money.

c) **Open board secretary position (**addressed earlier in agenda)
Alyssa updated the group about her news, of being accepted into the Colorado State, English Education Master's degree program and will be starting classes in August. Her family is moving to Colorado, and her Union County Rural Resident Board of Trustee position will be open. The committee members congratulated her on her new endeavor. We appreciate her time and input as a board member.

X. **New Business**

a) **Ceramics and Glassware Donations:** We are cleaning house and, in our storage closet on the northside, the library has a random collection of glassware and ceramics. We think that many of them came through one lump donation, there is a framed card in one of them, commemorating the person who gave it and their children. The card itself is about 75 years old by our estimation. These items came in 75 years ago and are much older than that. Occasionally they are displayed in the china cabinet, but beyond that we do not have a great way to appreciate them and use them. Dwight Varce, and amateur aficionado of auctions and ceramics pieces. He came a couple of weeks ago to look at the items and determined that they are not particularly valuable in terms of collector's items. He had a good perspective, as a former city council member, to go through proper channels. He suggested we reach out to Todd Crill to auction off pieces as a donation to the library, meaning him not taking his auctioneer's cut from them. Dwight pointed out the few pieces that he thinks could be more collectable and would go for the most money. We have the option to 1. continue holding on to them and maybe not really display them, 2. pick out a few items that we do display often and keep just those and auction the rest, or 3. go ahead and put up the whole lot for auction. The nice thing about going through an auction is that the public would have a chance to have a bid, rather than just handing them off to someone. It might raise a little money for the library. Coulter raised a concern about making national news about a flowerpot that GML sold for a small amount of money that was worth a lot of money. It made it on Antiques Road Show, and we do not want to go there again. Jordan said, and that is why our first step was at least to try and find someone who knew what they were talking about. The family plaque may not be for all the items, but a lot of them are ceramics that were sold unglazed / unfinished as do it yourself kits that you could glaze and fire yourself. There are few items with an actual artist's mark. Staff have asked around for years to determine the origin of the pieces. Dwight also suggested that future donations are accepted on condition of being able to sell or discard if GML chooses to do so to avoid storing items like these in the future. Board members requested that more research be done about the origin and value of the items prior to any auction activity.

b) **Mural proposal:** Ashlee Aldrich, local artist who is a graphic designer and artist who has offered to gift us a mural. The space she is most interested in is down in the kids' room along the west wall, where the non-fiction is located. She has shown staff a couple of mockups, but it is not in the packet. The board needs to approve the design before work begins, and this will be brought back to the July meeting.

c) **Board Learning: Disaster Preparedness (webinar recording):** Trustees watched the first 20 minutes: The Role Trustees in Developing Disaster Related Policies with Rachel Onuf, of the Vermont Historical Records Program.

    i. What would the role of the trustee of the public library be?

    ii. Why it's important for your library.

iii. Why? Alleviate chaos during an emergency.
    1. You will know wat to do and how to do it.
    2. Protects the safety of people and property.
    3. Facilitates a quicker return to normal operations.
    4. Reduces losses.
    5. More prepared organization means a more resilient community.
    6. Disasters occur more frequently.
    7. Expectation that the public library will provide essential services in the event of a disaster.

iv. Flexibility and Adaptability in a disaster.

v. Disaster comes in all shapes and sizes.
    1. Natural
    2. Everyday
    3. Human-caused

vi. Policy Level Preparedness
    1. Lay out at a high level what our library will do in a disaster.
    2. Risk assessment / plan/ drills/ work with Emergency Management
        a. Meet with Emergency Management biennially or whenever there is a change in person in that role.
        b. Walk through the facility and go over the current plan.
    3. May Day – May 1 – Saving our archives or libraries.
        a. Table-top over lunch to raise awareness.
    4. Policies should be reviewed every 3 years.

vii. Be a part of the team.

d) The link will be sent out for Board members to view further if interested.

e) **Emergency procedures policy #16:** Current document is one page, and I think for a public facing document it is a good start. Terminology and other types of events may need to be considered. Examples of other plans and alert posters from GRH and SWCC to be reviewed.

i. AED no longer functioning, need to check on replacement.

ii. Narcan on hand needs replaced on regular basis.

iii. Gas Leak phone number needs updated on current poster / procedure.

iv. Fire drill completed bi-annually.

v. Fire equipment is checked biannually through Feld Fire out of Carroll, Iowa.

vi. CPR trained individuals on staff, in need of recertification.

vii. Need to buy a new battery-operated radio.

viii. Staff are getting PASS training and fire extinguisher training this week.

ix. Would it be a good idea for someone on the staff to have Crisis Intervention Training. There was a grant available for this training, but it is currently not available.
x. Staff need Bloodborne Pathogen Exposure Training.
xi. Up to date list of competencies and certification of staff.
xii. Danielle will use the State Library Emergency Preparedness Guide to make a procedure.
xiii. Maxson made a motion to table and revisit in July, second Gomis, motion carried.

f) Covid19 Policy #31: Maxson made a motion to table and revisit in July, second Gomis with a comment about Infectious Disease response in new Emergency Preparedness procedure. Motion passed.

XI. **Adjournment:**

Metting adjourned at 6:25 PM by Chair Ann Coulter

XII. **Next Meeting:**

Monday July 7, 2025, at 5:15 PM

Respectfully submitted,

Melissa Levine

Gibson Memorial Library Board Secretary

Gibson Memorial Library Board of Trustees
Meeting Minutes
Monday, July 7, 2025, 5:18 PM

I. **Call to Order:**

II. **Roll Call:**

Present:

GML Board Members: Ann Coulter, Steve Lane, Melissa Levine, Connie Maxson, Rebecca Slick, Steve Chamberlain and Angel Sorden.
Library Director: Danielle Dickinson Thaden
Assistant Director: Jordan Foote
City Council Liaison: Josh Thompson
Creston News Advertiser: Erin Henze
Absent: Alyssa Love and Cindy Gomis

III. **Adoption of Agenda:** Motion to approve the Agenda: Maxson Second: Chamberlain. Motion Carried

IV. **Public Forum:** No Public Comment

V. **Approval of Minutes:** Maxson made a motion to approve the minutes of June 2, 2025. Second by Chamberlain. Motion carried.

VI. **Finance Report**

a) Bills: There are several expenses this month as we close out the fiscal year. Notably, Allen Gates is listed in two parts due to funding from both our regular city fund and the building 411 account. We received a partition for the children's room to create a dual nursing and study space, with installation planned for after summer. Donna's husband, John, will assist with this. The city building inspector approved the space and recommended sealing the pavilion wood this summer. Orders from Cengage and Ingram have been placed, but an Amazon order missed the fiscal cut-off due to delayed invoices. This will be noted for next year. The final Finance Report sheet will reflect this fiscal year instead of the previous one. Most other expenses are typical bills and utilities. Motion made to pay the bills by: Lane Second: Sorden. Motion carried.

b) **Finances:** Finance report will not be available until the next meeting due to the 4^{th} of July Holiday.

VII. **Director's /Circulation Report**

June was busy, and our early kickoff on May 31st affected our numbers. Including May 31st, we had 185 checkouts, boosting our print circulation. Some events were rained out, impacting our programming numbers, but overall, Danielle's proud of our summer accomplishments. We'll submit all programming numbers in October. Passive programming, like scavenger hunts, is ongoing and included in our reports. Other activities include a book scavenger hunt and a "What the Heck is This?" program. Our non-print digital circulation is up, and our tutoring spaces are heavily used. We're seeing more diverse checkouts, which is great.

June was a busy month for ancestry searches and genealogy requests. Our non-print digital circulation is up, along with computer and DVD usage. We're seeing a more diverse range of checkouts, which is great. Danielle filed our Enrich Iowa Agreement in May and will report on the June Tech kit for Open Access and ILL reimbursement by the end of this month. The focus has been on programming, with record numbers of over 300 sign-ups for the summer reading program for kids up to 5th grade, and increased adult participation.

The ceramics discussion is tabled until Danielle can follow up with Steve Francis after summer. Ann thought she could reach out to a previous librarian to get additional information.

VIII. **Old Business**

a) **Mural proposal:** Danielle contacted Ashlee Aldrich about her mural donation. Her mock-up, an abstract landscape with native plants and animals, was in the trustee meeting packet. All Trustees present, were in favor of the mural design.

b) **Emergency Policy Learning, Part 2:** Webinar recording and GRH examples. Motion to Approve: Emergency Alert Poster: Lane Second: Slick Motion Carried.

c) **E-rate issues update for 2024-2025 and 2025-2026:** The E-rate forms have been challenging this year, with our second quarter denied twice. Thanks to Tricia Fraser at the State Library of Iowa, we received guidance from the reviewer, Felicia, on the need for detailed invoices. Previously approved items like advanced cybersecurity are no longer eligible. We need a detailed list of network support services to submit all remaining quarters together for reimbursement at 80%. This could result in $1375.05 per quarter or $4125 for all three quarters. Historically, we've been reimbursed 80% of the total quarterly invoice of $2,934. Our reimbursements will be lower, but anything is better than nothing. We swapped out our firewall to meet E-rate filtering requirements, with 45% eligible for reimbursement. Going forward, network support services will be 45% eligible, and we may get 80% of that back. This will be about half of what we expected. We need to reconsider our IT service provider options due to lower-than-expected E-rate reimbursements, which will impact our budget and decision-making for the upcoming fiscal year.

IX. **New Business**

a) **Library Legacy Community Fundraiser August 2, 2025:** The library's new fundraiser replaces the wine walk with a scavenger hunt involving various businesses. Participants will find items in a treasure hunt booklet and earn raffle tickets for correct answers, which can be used to win gift baskets. The event aims to increase business participation and community engagement. It starts Friday night from 4 pm to 6 pm and continues Saturday from 10am to 1pm. Participants must return their booklets to the library by 3:30 on Saturday to earn raffle tickets for correct answers. Walking tacos will be served at 4:00 PM Saturday, and raffle basket drawings will be held at 5:00.

b) **Strategic Plan Review:** We've made progress in creating young readers and securing sponsors for the Dolly Parton Imagination Library, with registration and mailing set to launch by the end of summer. Our toddler and preschool story times are thriving, and Greater Connections has invited us to their daycare for story times. We're also adapting to the new tutoring and test prep resource, Mometrix, following budget cuts. Lastly, we've advanced our goal of creating a comfortable space by planning a nursing area and discussing lighting improvements with Alan Gates.

The library has been very busy, especially with families and children. Our tutoring spaces are heavily used, particularly by St. Malachy teachers who now tutor here due to various challenges at their school. This increased activity highlights the need for more tutoring and meeting spaces in the future.

c) **Open Trustee Positions:** Ann Coulter and Steve Lane have both signed up for an additional term as Trustees and Cindy Gomis decided not to continue as a Trustee, her term was up July 1st, 2025. Alyssa has also resigned from the rural resident position. If you know anyone interested in the library, they can get applications from Brandea at City Hall or the library. Historically, rural position has been filled by an Afton resident, but it doesn't have to be.

d) **Trustee Training Opportunity Wednesday August 6th at 6:30pm:** Joy Fuller, who wrote the book on Strategic Planning. This session will cover strategic planning and leveraging data. Discussion for group web based viewing at next meeting.

X. **Adjournment:**

Metting adjourned at 5:59 PM by Chair Ann Coulter

XI. **Next Meeting:**

Monday, August 4, 2025, at 5:15 PM

Respectfully submitted,

Melissa Levine

Gibson Memorial Library Board Secretary

Gibson Memorial Library Board of Trustees
Meeting Minutes
Monday, August 4, 2025, 5:15 PM

I. **Call to Order:**

II. **Roll Call:**

Present:

GML Board Members: Ann Coulter, Steve Lane, Melissa Levine, Connie Maxson, Rebecca Slick, Steve Chamberlain and Angel Sorden.
Library Director: Danielle Dickinson Thaden
City Council Liaison: Josh Thompson
Creston News Advertiser: Erin Henze
KSIB Radio: Stuart Johnson
Absent: Alyssa Love

III. **Adoption of Agenda:** Motion to approve the agenda: Maxson Second: Chamberlain. Motion Carried

IV. **Public Forum:** No Public Comment

V. **Approval of Minutes:** Chamberlain made a motion to approve the minutes of July 7, 2025. Second by Sorden. Motion carried.

VI. **Finance Report**

a) Bills: Large subscription fees paid out in July for Apollo and Libby, and Pro Quest. Quarterly fee to access for our IT service and the remaining balance to J&J plumbing and heating. Rainbow Restoration invoice for sewer water mitigation services in Children's Space. Motion made to pay the bills by Lane, second: Slick Motion Carried.

b) Finances: Pretty close to spending out the book budget, grant budget and furniture. Our other expenses ended up at 81% of the budget due to not replacing the server as originally budgeted. Both the 410 and 411 accounts are behind due to our lowered reimbursements through E-Rate. The last round of E-Rate reimbursements requests were submitted in the first week of July, so we will look for reimbursement of those in quarters two, three and four.

VII. Director's / Circulation Report:

a) Summer reading wrapped up with a strong show in July. Our kids / teen's programs on Tuesday afternoons had good attendance every time with about 20 people through July. Outreach continued to benefit July's participation including solidifying a partnership with Greater Connection's Daycare. Numbers in July did not match the previous years, but July of 2024 was a standout month in comparison to previous years.

b) Overall circulation was strong with a continued increase in non-print circulation. Board games and the introduction of Nintendo Switch games to the nonprint circulation, and those have been off the shelf constantly. Also, online checkouts were over 200 for July.

c) Nonprofit mailing rate with official number for the Dolly Parton's Imagination Library. Coordination underway with friends for official launch. Planning to celebrate launch to increase registrations.

d) Area business coffee on Friday, September 5th at 8:15 am hosted by the Friends of the Library.

VIII. Old Business

a) Open trustee positions, open records law change

i. One application received from a rural person and potential in town applicant. The positions remain open currently and qualified applicants are encouraged to apply.

ii. There has been a change to the state lay that anyone appointed to a city or county board after July 1st, 2025, will be required to do a 1 ½ training on open records. The current board of trustees are grandfathered in and are not required to do this training, but it is available if members would like to complete the training. Let Danielle know if you would like to be signed up.

b) Library Legacy Committee fundraiser preliminary updates

i. Special thanks to those who bought tickets and Steve Lane for announcing all the baskets, and the Library Board of Trustees would are on the Legacy Committee, Coulter and Maxon. The Treasure Hunt was a lot of work and brand new to our community but there were enthusiastic folks who had a good time completing the treasure hunt. There were a lot of competing activities during the weekend, but the people that participated really enjoyed it.

c) Emergency policy consideration: Armed intruder protocol

i. Emergency Procedures will be updated to suggested changes and brought back before the board.

d) Trustee training opportunity: Wednesday, August 6 at 6:30: Joy Fuller: Strategic Planning: watch party planned for board members who are able to attend.

IX. New Business

a) Sewer system issues in July 2025: Motion for city crew to repair the sewer line Maxson, second: Chamberlain, motion carried.

b) Temporary staffing issue: Custodian on leave due to fall from 8/1/205. Consideration of Goldsmith, Innovative Industries, or high school or SWCC student as it is after school hours.

c) First Interstate Bank Volunteer Day and Mini Grant scheduled for September 10th 1-5 pm. First Interstate Bank was one of our first supporters for the Dolly Parton Imagination Library. They will be doing some deep cleaning, possibly paint touch ups, exterior landscaping at the library and spending some time at the Friends Book Sale to prepare before Balloon Days. A grant of $500 comes along with these volunteer hours. Motion to accept the Grant Lane, second Chamberlain, motion carried.

d) Library closures for 2026 presented: Director will consult with city office on paid days off for employees around the upcoming holidays. Employee Inservice October 23rd from 9:00 am to 1:00 pm to allow staff to complete drills and training.
e) Policy Review: Circulation Policy: changes to be made to renewals and Hot Picks at the next board meeting.
f) Approval of New Library Director Evaluation Tool Motion: Maxson, second: Slick, Motion carried.

X. Adjournment: 6:21 PM: Next Meeting: Monday September 8, 2025, at 5:15 PM.

Gibson Memorial Library Board of Trustees
Meeting Minutes
Monday, September 8, 2025, 5:15 PM

I. Call to Order:

II. **Roll Call:**

Present:

GML Board Members:

Steve Chamberlain, Ann Coulter, Steve Guthrie, Steve Lane, Sue Rusk, Becca Slick, and Angel Sorden

Library Director: Danielle Dickinson Thaden

Assistant Library Director: Jordan Foote

City Council Liaison: Josh Thompson

Creston News Advertiser: Erin Henze

KSIB Radio: Stuart Johnson

Absent: Melissa Levine

III. Adoption of Agenda: Motion to approve the agenda: Guthrie Second: Slick. Motion Carried

IV. **Public Forum:** No Public Comment

V. **Approval of Minutes:** Sorden made a motion to approve the minutes of August 4, 2025, as addended. Second by Chamberlain. Motion carried.

VI. **Finance Report**

a) Bills: Ingram Book orders, regular utility bills. Notable bills included Rainbow Restoration Bill (ED M Field Equipment Co), Training Terry for upcoming Military program, ILA Conference reimbursement, and Willets & Woosley for line clearing. Motion made to pay the bills by Lane, second: Guthrie Motion Carried.

b) Finances:

VII. Director's / Circulation Report:

a) Print statistics are steady, non-print continues to be up. Bridges / Libby checkouts up in the month of August to 1125. Libby was not limited correctly in Apollo, so as settings change the number may go down. Inter-Library Loan stats have gone down this past month, due to funding changes at the state level. We had a brief lapse in new requests because of the service change, and deliveries needed to be adjusted to a weekly delivery from twice per week.

b) Sewer system pipe repair: City of Creston and RJ Plumbing were able to work together to prevent future backups with one large straight pipe all one diameter. A resin patch was put over the troublesome section to avoid debris catching inside the pipe.

c) Dolly Parton Imagination Library registration 30 in first round with another 20 since then. All preschoolers will get a form to participate during Friends of the

Library week next month, but they can sign up at the library or get the form online if they want to get involved before then.

VIII. Old Business

a) Open trustee positions: Welcome new trustees: Introductions made
b) E-Rate for FY 24 final update: Quarter 2, 3, and 4 refiled rates were paid out and we have a better view of what is considered eligible moving into this fiscal year.
c) Library closures for 2026: motion to approve: Guthrie Second: Lane Motion carried
d) Emergency policy draft #2: motion to approve: Chamberlain Second: Sorden Motion carried
e) Circulation policy draft #1: motion to approve: Guthrie Second: Slick Motion carried
f) Temporary staffing issue updates: Innovative Industries have been doing daily cleaning with temporary pricing $70 / month. Pro-Klean Quote for weekly vs. daily cleaning. Permission for Innovative to continue to clean until a more official job bid can be placed and formal price quotes put together for board approval. Consideration of cleaning service or individual employee. Motion to approve continue using temporary Innovative Industries made by: Chamberlain Second: Lane Motion carried
g) City crew will continue to maintain the lawn and grounds, but snow removal will need to be set up separately.

IX. New Business

a) Library director evaluation: Tabled until next meeting: Coulter will send out evaluation to the Board of Trustees
b) Library delivery agreements for LTC Grant. Board reviewed
c) Access Quote for Windows 10 phase out: Three of current PCs are not compatible for upgrade to windows 11. Budgeted for 3 new computers this year (2 staff computers and 1 public. The cost will come out of office equipment budget line. Motion to accept the quote from Access for three replacement desktops by: Guthrie Second: Sorden Motion Carried
d) Damage to ceiling in the stacks from water leaks are on the rainy-day list of the city crew to address.

X. Adjournment: 6:10 PM: Next Meeting: Monday, October 6, 2025, at 5:15 PM.

Gibson Memorial Library Board of Trustees
Meeting Minutes
Monday, October 6th, 2025, 5:20PM

I. **Call to Order:**

II. **Roll Call:**

Present:

GML Board Members:

Steve Chamberlain, Ann Coulter, Steve Guthrie, Steve Lane, Sue Rusk, Rebecca Slick, Melissa Levine and Angel Sorden

Library Director: Danielle Dickinson Thaden

Assistant Library Director: Jordan Foote

City Council Liaison: Josh Thompson

Creston News Advertiser: Erin Henze

Absent: Connie Maxson

III. **Adoption of Agenda:** Motion to approve the agenda: Lane, second: Rusk, Motion Carried

IV. **Public Forum:** No Public Comment

V. **Approval of Minutes:** Guthrie made a motion to approve the minutes of September 8th, 2025. Second by Chamberlain, Motion carried.

VI. **Finance Report**

a) Bills and Finances: Monthly bills are trending ahead: Subscriptions it is normal that we spend those categories quickly each year. Repair and maintenance is also further ahead than anticipated this year due to the sewer repair. This category will be monitored throughout the year. We may be looking to postpone one of the planned system updates or schedule at the end of this fiscal year and spread the cost into next year. Otherwise, typical bills with book orders. The patch discussed in September also came through out of the account this month. Motion made to pay the bills by Sorden, second: Lane, Motion Carried.

VII. Director's / Circulation Report:

a) Increased computer usage by patrons is a testament to our investment in updated patron computers

b) Continuing to see a steady increase in online circulation and the continued decrease in print circulation. Items in the "other" category: puzzles and Nintendo Switch games are also off the shelves frequently.

c) September attendance was the highest that it has been since 2017. Quality Programs like the 4th grade finding a book that fits you and go beyond your awesome Dogman to something similar. Preschool visits also occurred for the first time in the school year.

d) Avis Hanline memorial of $5,000 for kid's books.

e) Direct State Aid and County Library Fees received, and invoices are made up for contracting cities to send out this month after verifying with the county auditor.

f) Computers replaced this week: we continue to leverage what is invested in technology. Looking to have a shared desktop for part-time staff and shift the new desktops around.

g) 1 Day Weeded Book Sale raised $175-200 on Homecoming weekend, over 100 people came through.

h) DPIL Update: 91 have signed up so far and handouts will be given to all preschool kids during Friends of the Library Week, so every preschooler in the county will have the opportunity to enroll. Planning to celebrate 10/25/2025 from 10:00-11:30 am launch party and thanking sponsors at that time.

VIII. Unfinished Business

a) Library Director Evaluation: Danielle feels that she needs to continue to grow in her knowledge of bills and finance, along with building relationships within the entities in the community. Overall, the Board agrees that Danielle is growing in her role as director. The goal of balancing the children's services role and director role is a solid goal. Recommendation to rely on the city staff as resources for learning more about the budget and projecting finances for the next 18 months.

b) Custodian Updates: Two bids for service have been received. Temporary custodian through Innovative Industries. More information to come on that.

IX. New Business

a) Board Continuing Education: New Learning form ILA Conference October 2-3 in Sioux City: Danielle and Jordan were able to attend. Looking into board education about how policy and advocacy can be leveraged to protect against future attacks on libraries. Copies of ALA's Freedom to Read statement dispersed to board members. Still a relevant document 70 years later that speaks to the library's commitment to intellectual freedom. Keynotes touched on how you may not be able to be an advocate for yourself as the library director but how you can be an advocate for the next town over or for the college library because in those instances your job is not the line. Board of trustees can also fill that role in advocating for the local library in a way that library employees cannot speak up without jeopardizing their employment. Jordan attended an opened source software speaker that discussed how that can be personalized to meet the needs of the library by replacing Appollo with a fully customized source but needs further research prior to consideration.

b) FY 25 Annual Report: Reviewed trends. Motion to approve: Gutherie, second: Levine, Motion Carried

c) Policy Review: Card registration policy Motion to approve: Lane, second: Slick, Motion Carried

d) Review of public spaces policy and conduct policy addition, establishing grounds for hours: recommendations made by board for updates to bring hours into alignment and return for approval.

X. Adjournment: 6:11 PM: Next Meeting: Monday, November 3, 2025 at 5:15 PM.

Gibson Memorial Library Board Minutes

Monday, November 3, 2025 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.

Library Director: Danielle Dickinson Thaden

Assistant Library Director: Jordan Foote

City Council Liaison: Josh Thompson

Creston News Advertiser: Erin Henze

III. Adoption of Agenda: Mural Project added to unfinished business. Motion made by Connie, second: by Steve Lane Motion carried

IV. Public Form:

V. Approval of October Minutes Motion made by: Angel Second: Sue, Motion carrier

VI. Finance Report
    a. Bills: September overview is a quarter of the way through the fiscal year, most categories sticking towards 25% including the book budget. Building fund is almost maxed out for the fiscal year. Will wait for new system until next year. Carpet was already budgeted separately. Regular bills and contracted items. Quarter access bill came out. ILA travel expenses came out more expensive due to hotel stay; which is the conference for this year. Usually children's conference will be online this year. Omaha World Herald renewed $480 and Osceola newspaper. 411 supplies ordered for the home delivery service as well as some adopted and memorial books that were paid for. Motion to pay Steve Gutherie, second: steve chamberlain motion carried.
    b. Finances

VII. Director's / Circulation Report
    a. Information about public form was added to the agenda for this meeting, and will be seen there going forward.
    b. Updated copy of the library card registration included
    c. Fire alarms tested and up to date. Fire extinguisher in closet will be updated as well.
    d. Circulation report: circulation did trend up in October. Manual renewals are getting counted. Computer usage and non-print circulation, DVDs continue to be well used. No negative push back on the circulation policy. More over

due notices are being sent out due to new process, will continue to monitor the process.

e. Programming intentionality was discussed at the in service to focus on what the community is seeking. This month there was a pet costume parade, play café; which will become a continuing program during the winter, the escape room last week had good attendance, Halloween story time with costumes. On the kids end people are looking for connection and community. Novel ideas work well too. Themes for adults are hit and miss, for our community wellness type classes has always been well attended, so will continue to invest in that. Also come and go events work well for members of the community. Adults also like the novelty of subjects such as paranormal and local history. Staff are working with this data to focus energy and money.
f. DPL 130 kids registered and all preschooler in the county have received the registration form. With a potential of 470 zero to five year old children in the county, with the goal being 50% participation by that age group in the DPL program.

VIII. Unfinished Business

a. Custodian update: Budget and practicality wise: part time position was interviewed for. Cassidy Cavanaugh was the best of the four candidates. Job offer was included in the board packet. City council will approve at the November 4, 2025 meeting. Cassidy will work mostly in the morning hours.
b. Review of public spaces policy Policy # 23: hours were updated to match up with what the city park hours are currently. and conduct policy, Draft #2 Policy # 1 wording changes were made Customer Rules and Regulations. Motion made to Approve by Steve Guthrie, Seconded by Angel Sorde, Motion carried
c. Mural Project: Project will be funded by the Friends of the Library to add this mural to the southwest wall of the kid's room. Ashely updated the mural and has submitted a contract for board approval of updates. Motion to approve updated mural plan: Steve Lane Second: Connie Maxon

IX. New Business

a. Board Continuing Education: Staff in-service information, Open meetings, open record laws.
    i. Open meetings attended by Danielle, Steve and Sue.
    ii. If there is interest it may be worthwhile to have a watch party.
    iii. Be mindful of what counts as a meeting. Social gatherings that constitute a quorum there must be no discussion of library meetings. If there will be gatherings outside of the board meeting, there needs to

be and agenda posted, also with BCC for group emails to prevent quorums being formed over email unintentionally.

iv. Inservice: three hours spent with staff learning about emergencies with CPR instruction with GRH employees. Iowa Heart Foundation may have a grant that could fund a new AED. Firefighters came in to discuss a fire emergency best case scenario, future updates to emergency plan: to gather at the pavilion as opposed to the parking lot. Other topics discussed: reacting to customer behavior training. Rules reviewed with staff and talking about when to intervene when rules are not being followed and how to communicate with the public in these instances. It was a good use of the time for education and staff enjoyed being able to interact with each other and get on the same page.

v. Opportunity on November 20th for a State Library training form 6-7:30 PM: Team agreed to watching the recorded video when it becomes available.

b. Preliminary budget preview for FY2027: Access Systems server bid and switch replacement and Mainstay server quote not including switches. All of bids will be received by late winter, more information to come in the future. Quotes need to be comparing the same type of hardware and software. Access is only quoting a cloud based server versus and physical server.

c. Proposed policy: Notary Services Policy to give guidance on what a services a notary can perform and what items patrons need to have in order to use the notary. Motion to approve: Steve Lane, Second: Melissa Levine Motion carried

X. Adjournment 5:58 PM– Next Meeting: Monday, December 1, 2025 at 5:15 PM