

Gibson Memorial Library Board of Trustees
Meeting Minutes
Monday, May 4, 2026

I. Call to Order: 5:15

II. Roll Call:

Present:

GML Board Members:

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

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: Guthrie, second: Lane motion carried.

IV. Public Forum: No Public Comment

V. Approval of Minutes March 2, 2026: Motion to accept April minutes as addended: Sorden, second: Chamberlain, motion carried.

VI. Finance Report

- a) Bills and Finances: March quarterly wrap up available, 75% of budget spent, in great part due to our furnace. Still in great shape to close out the fiscal year. \$20,000 left in other expenses budget. Last quarterly Access bill on our last statement and some bigger book orders. Should be no concern to go over the remaining budget in the coming month until mid-June. Last home improvement is supplied with paint and painter's tape. 411 items resulted from ALA accessibility grant pivoting. Budget was approved at second City Council meeting in April Lane made a motion to pay the bills; second: Slick; motion carried.

VII. Director's / Circulation Report:

- a) Circulation report, non-print went down slightly. But were boosted by the Tonies Boxes being checked out. Director demonstrated Tonies Box for Trustees. 40 Tonies items in circulation with 42 available total. Magazines have continued their strong trend, attendance was lower, but checkouts were still good. Turned off access to out-of-county users. All programs had attendees except one. First visits to Afton Childcare Center and Joyful Sparks Preschool, and Danielle will continue once a month, similar to Greater Connections programming schedule.
- b) Entrance tuck pointing by Berry Brothers was completed with a charge \$2048 which was less than the quoted amount. The other furnace was replaced by J&J and they returned to work on the wiring. They were okay with waiting until next fiscal year for payment. Conversation with Mainstay about IT transition from Access to Mainstay.

VIII. Unfinished Business

- a) ALA Accessibility Grant updates: Roadblocks were hit with our original grant plan, with items moving more slowly with home delivery. So, we pivoted to spend the money on physical postage and packaging materials. Large print and audiobooks ship for free due to the ADA. Sign up have been low to start with. Also upgraded one of our computers to be more ADA accessible with different monitors and keyboard. Expanded large print catalog due to community conversations and purchased trolley tickets to help patrons reach the library. Home delivery will still be happening but more paired down.
- b) Solar Film Bids: Podium Ink looked at window measurements: 1523.60 for tinting excluding the arch over the windows. Perforated design vs window tint only. Lashier quote \$1969.09. Motion made by Guthrie to go with Podium Ink to go with all windows quoted. Second: Sorden Motion carried. Will revisit to discuss design.
- c) IT transition and server plans: amount of RAM and budget goal. Original contract is set to end July 17th, and transition will begin at the end of June. Mainstay is getting closer to obtaining his E-rate vendor status. Schools and Libraries can put in a for special pricing for a certain amount of RAM. Opportunity to buy less RAM now and add more later due to the new IT vendor being Dell Certified and working with our warranty on the server. There is a chance that RAM would reduce in price in 2027 and more could be purchased at that time. Lane makes a motion to go with 32 GB of RAM Second Sorden with the option to upgrade if needed. Planning to replace it at the beginning of the fiscal year. Will plan to look at a bid for replacement at the June 1st trustee meeting.

IX. New Business

- a) Board Education: Current copy system is working well and saving staff time. There may be a few more changes to in the fall. Summer reading program preview: “Plant a Seed, Read” programs from birth through adults with standing programs that are easy to plan around for families. Trustees are invited to participate in events and the reading program. Kickoff program is scheduled for Saturday, May 30th. T-shirts or grocery bags are available themed for summer reading.
- b) Review Policy 21: Unattended Children and Vulnerable Adults. Motion to accept updates to Policy by Guthrie, Second Slick: motion carried.
- c) Social media policy examples: to inform a future digital communications policy. Needing to produce a Digital Media Policy. Group breakout sessions to review other Library Social Media Policies or Social Software Policies.
- d) Upcoming ADA digital accessibility compliance requirements. We require updates to the website to meet those new requirements. Being aware that photos are not accessible documents they require text descriptions. Having documents

with headings for accessibility with different readers that are currently in use. The catalog is already ADA accessible and website template will be updated for GML to pull from. Describing images or having a link to a blog post about the images.

X. Adjournment: 6:26PM: Next Meeting: Monday, June 1, 2026, at 5:15 PM.