

Gibson Memorial Library Board of Trustees  
Meeting Minutes  
Monday, January 8, 2024

- I. **Call to order:** President Ann Coulter called the meeting to order at 5:15 pm
- II. **Roll Call:** *Present:* Bonnie Castillo, Ann Coulter, Steve Lane, Melissa Levine, Rebecca Slick, Angel Sorden.  
*Absent:* Steve Chamberlain, Cindy Gomis, Connie Maxon

*Library Director:* Danielle Dickinson Thaden  
*City Council Liaison:* Josh Thompson  
*CNA Representative:* Erin Henze

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

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

- V. **Approval of Minutes:**  
Sorden made motion to approve the minutes of December 4. Second by Lane.  
Minutes approved.

- VI. **Finance Report:**  
There were more reports than normal because reports for the previous meeting had not been received due to illness. Berry Brothers and Garden and Associates submitted pavilion work bills which are not recurring. Heather is taking a Lead class. Her tuition bill is also included. Motion to approve bills made by Levine. Lane made the second. Motion carried.  
It was suggested that general budget monies be utilized a bit more quickly so as not to be caught off guard too close to the end of the fiscal year.

- VII. **Director Report:**  
Young Adult circulation is up. Adult circulation dipped. Overall, circulation was up. The door count was higher in December than the previous December. Several programs had very good turnouts, and upcoming programming is receiving good attention.  
Several donations and memorials were presented to the library.  
Flynn the Therapy Dog has all paperwork and vaccinations to be able to attend the library as a Reading Education Assistance Dog. He is currently coming to the library for acclimation. The plans are for Flynn to start being with children in the library in February.

- VIII. **Unfinished Business:**

*Interlibrary loan policy draft #2:* Nothing in the policy has been changed except some wording for clarification purposes. Discussion was held about the length of checkout of ILL books. ILL books are not renewable. Since the library follows the terms of agreement set by the State Library of Iowa, it was felt a hyperlink or URL should be added in case a patron wishes to know the terms of that agreement. Levine made the motion to accept the interlibrary loan policy with the addition of a hyperlink or URL to the terms of agreement with the State Library of Iowa added to the policy. Lane made the second. Motion carried.

*AED Update:* AED pads have been replaced courtesy of the hospital. Danielle will make arrangements for staff training.

*State Library advice on Teacher Circulation Policy and revision:* Danielle has currently suspended the policy although checkouts can still be done. She prefers a classroom card as the most realistic solution. She will work on a draft. The policy will be tabled until an update is completed.

**IX. New Business:**

*County budget meeting:* Danielle will be meeting with the county supervisors on January 15. It was suggested she ask for more funding. Chamberlain will go with her to the meeting.

*City budget meeting:* Danielle will be meeting with the city to discuss the library budget on January 10.

*Interlibrary Loan Policy:* After a lengthy discussion, a final copy of the policy will be brought before the board at the next meeting for approval.

**X. Adjournment:**

Meeting adjourned at 6:00 pm by President Ann Coulter

**XI. Next meeting:**

Monday, February 5, 2024 at 5:15 pm

Respectfully submitted,

Steve Chamberlain  
Gibson Memorial Library Board Secretary

Gibson Memorial Library Board of Trustees  
Meeting Minutes  
Monday, February 5, 2024

- I. **Call to order:** President Ann Coulter called the meeting to order at 5:15 pm
- II. **Roll Call:** *Present:* Steve Chamberlain, Ann Coulter, Cindy Gomis, Steve Lane, Melissa Levine, Connie Maxon (via Zoom), Rebecca Slick, Angel Sorden.  
*Absent:* Bonnie Castillo

*Library Director:* Danielle Dickinson Thaden  
*Assistant Director:* Jordan Foote  
*City Council Liaison:* Josh Thompson  
*CNA Representative:* Erin Henze

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

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

- V. **Approval of Minutes:**  
Maxon made motion to approve the minutes of January 8, 2024. Second by Levine. Minutes approved.

- VI. **Finance Report:**  
Danielle stated she is trying to get the money in the budget spent in a timely manner before the end of the fiscal year. Motion by Gomis to approve the bills with second by Sorden. Motion passed.

- VII. **Director/Circulation Report:**  
A representative of the Clarinda library visited. On January 15, Danielle met with the County Supervisors about increasing the county funding by \$1000. She will be meeting with the Creston City Council about the budget.  
Danielle and Jordan are officially endorsed to run the library.  
They are looking at different IT companies/consultants who might be considered for the library IT services that might be more economical than the current provider. The server replacement may be eligible for the e-rate. This will be looked into.  
Summer readers are booked for June.  
Jordan is launching an Adult Reading contest.

- VIII. **Unfinished Business:**

*Pavilion updates:* Gates has been working on the electrical. Greiner was here to check to see if they had comparable bricks and shingles. They should be starting somewhere around mid-February constructing the pavilion. They hope to be done by April. If security cameras are installed, the cost will be around \$500. It is hoped COVID monies from the city can be used. Possible other grant opportunities were discussed.

*ILL final draft:* The interlibrary loan policy final draft was presented. Motion by Levine to approve the draft with the second by Lane. Motion passed,

**IX. New Business:**

*Meeting Room Policy:* Much discussion about the meeting room policy was held. Much of the discussion centered around whether or not to have a separate policy for the pavilion. A draft will be presented at the next meeting.

*Senate Study Bill 3131 awareness:* Updates about proposed Senate bill 3131 were given. One area of concern was the change in library funding from entities outside the city. The bill had changed 'shall' to 'may'. This part of the bill was struck down. Anyone is welcome to come to a meeting on Wednesday about discussion concerning the bill.

*Meetings with Creston and Afton City Councils:* Danielle will be meeting with the Creston City Council on February 6 and the Afton City Council on February 13. Coulter will go to the Creston meeting with Danielle with Chamberlain attending the Afton meeting

**X. Adjournment:**

Meeting adjourned at 6:05 pm by President Ann Coulter

**XI. Next meeting:**

Monday, March 4, 2024 at 5:15 pm

Respectfully submitted,

Steve Chamberlain  
Gibson Memorial Library Board Secretary

Gibson Memorial Library Board of Trustees  
Meeting Minutes  
Monday, March 4, 2024

- I. **Call to order:** President Ann Coulter called the meeting to order at 5:15 pm
- II. **Roll Call:** *Present:* Bonnie Castillo, Steve Chamberlain, Ann Coulter, Cindy Gomis, Steve Lane, Melissa Levine, Connie Maxon, Rebecca Slick, Angel Sorden.  
*Absent:* None

*Library Director:* Danielle Dickinson Thaden  
*Assistant Director:* Jordan Foote  
*City Council Liaison:* Josh Thompson  
*CNA Representative:* Erin Henze

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

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

- V. **Approval of Minutes:**  
Sorden made motion to approve the minutes of February 5, 2024. Second by Gomis. Minutes approved.

- VI. **Finance Report:**  
There was nothing outstanding in the report. Motion by Gomis to approve the bills with second by Levine. Motion passed.  
Reminders were made to spend more money by the end of May so that statements make it through the city offices in a timely manner. Danielle asks that if anyone has any specific book requests to let her know.

- VII. **Director/Circulation Report:**  
Danielle spoke with the city council about using COVID monies in purchasing items for the pavilion. She was not given a definitive answer as to whether or not the library would be given a share of the monies. She spoke with the Afton City Council. They will give the library \$10,000 spread out over 4 years as per discussions with previous directors.  
Danielle has several IT bids but is still looking them over.  
The Libby program has been well used so the contract will be continued.  
There are new cabinets in the staff room that were donated by the Grimes Library remodeling project.  
Two grants have been applied for through SCICF. One grant is for the staff room; the other is for the pavilion.  
Chicks with Checks may help with pavilion costs.

- VIII. **Unfinished Business:**

a) *Pavilion updates:* The kit has not arrived, so construction may not happen until the end of March. It is hoped to have the pavilion complete by May.

b) *Legislation updates and Library Advocacy Day:* A legislative bill could change how the library director is hired by giving the city council that authority. This bill is being watched.

c) *Public Space Policy Draft #2*: Motion made to approve the draft with the name change from meeting room policy to public spaces policy by Maxon. Lane made the second. Motion passed.

**IX. New Business:**

a) *Bid matrices for IT services and Internet*: ICN is the most economical and has been working. A new server from ACCESS is available. No decisions have been made as of yet for services or server.

b) *Market on Maple*: The library would like to become a participant in Market on Maple by possibly hosting local artists in the pavilion. Sales are not allowed at the library, but an exception could be made if it was going to benefit the library. A child oriented activity could be another possibility for the day.

c) *Pavilion Ribbon Cutting*: This could hopefully to be done in May.

d) *POP YS Conference*: This conference is April 8 and 9 in Ames. Danielle will stay overnight rather than drive back and forth. Maxon made a motion approving the overnight stay with Sorden making the second. Motion passed.

**X. Adjournment:**

Meeting adjourned at 5:55 pm by President Ann Coulter

**XI. Next meeting:**

Monday, April 1, 2024 at 5:15 pm

Respectfully submitted,

Steve Chamberlain  
Gibson Memorial Library Board Secretary

Gibson Memorial Library Board of Trustees  
Meeting Minutes  
Monday, April 1, 2024

- I. **Call to order:** President Ann Coulter called the meeting to order at 5:15 pm
- II. **Roll Call:** *Present:* Steve Chamberlain, Ann Coulter, Cindy Gomis, Steve Lane, Melissa Levine, Connie Maxon, Rebecca Slick, Angel Sorden.  
*Absent:* Bonnie Castillo

*Library Director:* Danielle Dickinson Thaden  
*Assistant Director:* Jordan Foote  
*City Council Liaison:* Josh Thompson  
*CNA Representative:* Erin Henze

- III. **Adoption of Agenda:**  
Motion to approve the agenda by Maxon with the second by Sorden. Motion carried.

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

- V. **Approval of Minutes:**  
Gomis made motion to approve the minutes of March 4, 2024. Second by Lane.  
Minutes carried.

- VI. **Finance Report:**  
\$1500 was spent purchasing books. There was nothing of note in bills. There were some statements from Akins Building Center for items for cupboards that were gotten from Grimes. Motion to approve finance report was made by Gomis with second by Sorden.  
Motion carried.

- VII. **Director/Circulation Report:**  
Danielle visited the Creston ECC and Delta Kappa Gamma during the month. Jordan had an ACT preparation class with 20 participants. Heather and Jordan went to several business meetings.  
Jordan will be getting a notary license so that there will be a full time employee of the library who has the ability to notarize documents for the public.  
Danielle will be attending the City meeting about revitalization.  
On April 15, author James Kenyon will be at the library speaking about the book he has written about closed high schools in the state.  
The door count at the library was up but all other statistics were down. There has been an increase in online checkouts.

- VIII. **Unfinished Business:**

a) *Pavilion updates:* The pavilion kit is to arrive on Friday April 6. Work is supposed to commence the following week. They are getting a no cost building permit.

b) *E-Rate/server updates:* ACCESS has the best price. Lane made the motion to approve a contract with ACCESS. Sorden made the motion. Motion passed. The server is not as old as first thought, so nothing needs to be done with it at this time.

c) *Market on Maple:* The city does not want to include the library in Market on Maple due to its distance from the main area. However, the library will be hosting a Zoo to You by

Blank Park Zoo in the genealogy room that day for people to attend while they are at the Maple Street activities.

c) *2024-25 budget*: Josh Thompson said there will be a city public meeting about the budget in May, but the date has not been set as of yet.

**IX. New Business:**

a) *E-Rate Managed Service approval*: This was approved in item B of old business above.

b) *Access printer contract*: Maxon made the motion to approve the contract with ACCESS at a rate of \$200 per month. Gomis made the second. Motion passed.

c) *Review Policy #1: Customer Rules and Regulations*: After some wording was changed, Levine made the motion to approve the policy with Sorden making the second. Motion passed.

**X. Adjournment:**

Meeting adjourned at 5:50 pm by President Ann Coulter

**XI. Next meeting:**

Monday, May 6, 2024 at 5:15 pm

Respectfully submitted,

Steve Chamberlain  
Gibson Memorial Library Board Secretary



Gibson Memorial Library Board of Trustees  
Meeting Minutes  
Monday, May 6, 2024

- I. **Call to order:** President Ann Coulter called the meeting to order at 5:15 pm
- II. **Roll Call:** *Present:* Steve Chamberlain, Ann Coulter, Cindy Gomis, Steve Lane, Alyssa Love, Connie Maxson, Rebecca Slick, Angel Sorden  
*Absent:* Melissa Levine

*Library Director:* Danielle Dickinson Thaden

*Assistant Director:* Jordan Foote

*City Council Liaison:* Josh Thompson

*CNA Representative:* Erin Henze

- 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:**  
Maxson made motion to approve the minutes of April 1, 2024. Second by Gomis.  
Minutes carried.

- VI. **Finance Report:**  
Donations are up. There was nothing outstanding in the bills beyond the normal. Lane made the motion to approve the bills with Slick making the second. Motion passed.

- VII. **Director/Circulation Report:**  
April was busy with programs. Solar glasses were handed out to patrons who requested them to observe the eclipse. Excess glasses were sent south to other libraries. The James Kenyon author visit was well received.  
Jordan is working to get books listed on SILO. 10-25% of the titles in the library had not been listed as available on the SILO site.  
Danielle did school outreach.  
The play kitchen in the children's room has been a hit with the children.  
KANOPY is not being utilized much by the public. Heather Pingree has been using it for movie night. A decision will need to be made as to whether or not to renew the KANOPY contract.

- VIII. **Unfinished Business:**

- a) *Pavilion updates:* Work was started on April 30 due to weather and wind delays.
- b) *E-Rate approval:* Discussion was held but no vote was needed on this item. The IT e-rate funding is pending approval after a request for additional information.
- c) *Access printer update:* The bill will in the June meeting reports. The new copier is set to be installed on May 10.

**IX. New Business:**

a) *Welcome new board member:* Alyssa Love was welcomed to the board of trustees.

b) *Enrich Iowa contract approval:* No motion was needed to approve this contract.

c) *Library assistant retirement and updated job description:* Library assistant Merle Lee Pugh has retired. The job description for this position has been updated. Motion to approve the job description update by Love with second by Lane. Motion passed.

d) *Hotspot opportunity and policy draft:* US Cellular is offering Hotspots to the library for checkout. Motion by Maxson to approve the Hotspot acquisitions. Sorden made the second. Motion passed.

e) *Outreach checkouts for Tuesdays in the Park:* Danielle will attend Tuesdays in the Park in Afton. She will take books for checkout by patrons in Afton. It is possible that books could be checked back in during that time as well. A library card will be needed by anyone checking out a book from the library during the Tuesday in the Park activity.

f) *Security camera additions:* It is felt that more security cameras are needed. Money is available for the camera purchases. Discussion will be held with local camera people to check prices and compatibility with the HIK cameras the library already has. This will be revisited at the June meeting. There is state aid money that needs to be used before July 1 which could maybe be used to offset the cost.

g) *Upcoming events-Summer Programming and Wine Walk:* Wednesday is a big performance day for kids. The wine walk will be August 2. Help will be needed from anyone available.

**X. Adjournment:**

Meeting adjourned at 6:18 pm by President Ann Coulter

**XI. Next meeting:**

Monday, June 3, 2024 at 5:15 pm

Respectfully submitted,

Steve Chamberlain  
Gibson Memorial Library Board Secretary

Gibson Memorial Library Board of Trustees  
Meeting Minutes  
Monday, June 3, 2024

- I. **Call to order:** President Ann Coulter called the meeting to order at 5:15 pm
- II. **Roll Call:** *Present:* Steve Chamberlain, Ann Coulter, Cindy Gomis, Melissa Levine, Alyssa Love, Connie Maxson, Rebecca Slick, Angel Sorden  
*Absent:* Steve Lane

*Library Director:* Danielle Dickinson Thaden

*Assistant Director:* Jordan Foote

*City Council Liaison:* Josh Thompson

*CNA Representative:* Erin Henze

III. **Adoption of Agenda:**

Motion to approve the agenda by Maxson with the second by Sorden with the addition of South Central Funding vote item. under Unfinished Business Motion carried.

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

V. **Approval of Minutes:**

Maxson made motion to approve the minutes of May 6, 2024. Second by Gomis. Motion carried.

VI. **Finance Report:**

The book budget has been mostly spent. There has been a server problem which have incurred some unexpected expenses. There have been many donations lately, and those donations will be used to help furnish the pavilion.

Motion to pay bills was made by Gomis with the second made by Levine. Motion passed.

VII. **Director/Circulation Report:**

There were six applications for the open library position. Three people were interviewed. The position will be offered to one of the interviewees by Wednesday, June 5.

Danielle has spoken with all grade K-5 through Outreach about the library.

The Donald Butler estate notified the library that the library is a recipient of some money from his estate. There is some question as to who will be responsible for signing for the money received.

Circulation is down, but door count is up. It was a big month for Ancestry research.

VIII. **Unfinished Business:**

a) *Pavilion updates:* Greiner is done with their part of construction. The electrician is working on lights and outlets. Brickwork around the columns has been started. Seeding has been done around the pavilion with the plan to add mulch north of the pavilion for an eventual butterfly garden. The first event has been held using the pavilion to celebrate the summer reading program.

b) *Hotspot Update:* The Friends of the Library have approved the application from US Cellular for hotspots.

c) *Security Cameras Bid*: The company (HIC) which installed the first cameras never responded to inquiries. H&L cameras will work with the existing ones. Sorden made the motion to approve using H&L for camera installation with Love making the second. Motion passed.

d) *Kanopy Contract*: There were only 9 views using Kanopy in the previous month. There are several options besides Kanopy, but it currently appears that Pay Per View through Kanopy is the best option. A motion to contract for one year with Kanopy for pay for view was made by Levine. Gomis made the second. Motion passed.

e) *South Central Foundation Grant*: The library will be receiving \$10,000 from South Central Foundation for the pavilion. \$2000 has been granted for genealogy or elsewhere. The money will be presented at the Afton's Tuesday in the Park activities on Tuesday June 18. Motion to accept the grant money was made by Maxson. Sorden made the second. Motion passed.

#### **IX. New Business:**

a) *Library Card Order*: Much discussion was held about changing the library card format. No decision was made, so Maxson made the motion to table the item with Gomis making the second. Motion passed to table the item.

b) *Mission statement considerations*: When looking at the mission statement, some felt the wording needed changed. Danielle will bring back two to three new versions for consideration.

#### **X. Adjournment:**

Meeting adjourned at 6:16 pm by President Ann Coulter

#### **XI. Next meeting:**

Monday, July 1, 2024 at 5:15 pm

Respectfully submitted,

Steve Chamberlain  
Gibson Memorial Library Board Secretary

Gibson Memorial Library Board of Trustees  
Meeting Minutes  
Monday, July 1, 2024

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

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

*Library Director:* Danielle Dickinson Thaden

*City Council Liaison:* Josh Thompson

*CNA Representative:* Erin Henze

III. **Adoption of Agenda:**

Motion to approve the agenda by Slick with the second by Gomis. Motion carried.

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

V. **Approval of Minutes:**

Maxson made motion to approve the minutes of June 3, 2024. Second by Slick.  
Motion carried.

VI. **Finance Report:**

Under bills, Greiner Construction has been paid in full. The City of Creston was paid for concrete, gravel, and grass seed. The AC in the computer room has been repaired. A down payment has been made to Coen Furniture for pavilion furniture.

Motion made by Sorden with the second by Gomis to approve the bills. Motion passed.

VII. **Director/Circulation Report:**

Circulation numbers are up. All numbers look good.

There have been four big events and two small events in the pavilion all of which have gone well. Danielle met with Chicks with Checks who have donated \$5500 to the library.

The library assistant position has been filled by the part time person who had been filling in since Merle Lee Pugh resigned.

Ellen Gerhardt, executive director of the Chamber of Commerce, notified Danielle that the library was awarded the July Gold Star Business recognition award.

KANOPY's entire catalog is now available for use.

VIII. **Unfinished Business:**

a) *Pavilion final construction update:* Danielle did the walk through with Greiner plus Mike Taylor from the city. The city building inspector also did a walk through. He suggested that gutters should be added. He felt the wood should be treated, but that can not be done for a year. He also thought the soffit should be covered with tin. The concrete should probably be covered with sealer at some point.

b) *Library card considerations:* An order of 2000 card sets at a cost of thirty-three cents each will be made. Sets will consist of a card and a keycard. Danielle will be looking into having a patron's name placed on the keycard. It was suggested that she also check into

having the library hours plus the availability of a notary being placed on the cards as well. No motion was necessary.

c) *Security Cameras update + NDAA*: The new camera is installed. A new connection box was needed, but the company placing the camera donated one. Nothing needs to be done about the NDAA.

d) *E-rate update*: E-rate is funded at 80% for the year. Computer filters are required.

#### **IX. New Business:**

a) *Firewall potential replacement*: There are six computers, but the firewall can handle only four. There is money to purchase a new firewall since the server doesn't need replacing until 2026. Motion made by Maxson to purchase a new firewall with Sorden making the second. Motion carried.

b) *Pavilion grand opening potential dates*: Discussion was held about possible dates for a grand opening, but no decision was made. The Creston Chamber of Commerce would like to have a ribbon cutting. Late July/early August dates could be used for the ribbon cutting.

c) *Elevator sump pump issue*: The current sump pump is very crude. Danielle is going to talk to Mike Taylor about the need of a second bid because only one bid was received that being from J&J Plumbing.

#### **X. Adjournment:**

Meeting adjourned at 6:00 pm by President Ann Coulter

#### **XI. Next meeting:**

Monday, August 5, 2024 at 5:15 pm

Respectfully submitted,

Steve Chamberlain  
Gibson Memorial Library Board Secretary

Gibson Memorial Library Board of Trustees  
Meeting Minutes  
Monday, August 5, 2024

- I. **Call to order:** President Ann Coulter called the meeting to order at 5:15 pm
- II. **Roll Call:** *Present:* Steve Chamberlain, Ann Coulter, Cindy Gomis, Steve Lane, Melissa Levine, Alyssa Love, Becca Slick, Angel Sorden  
*Absent:* Connie Maxson

*Library Director:* Danielle Dickinson Thaden  
*City Council Liaison:* Josh Thompson  
*CNA Representative:* Erin Henze

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

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

- V. **Approval of Minutes:**  
Sorden made motion to approve the minutes of July 1, 2024. Second by Gomis.  
Motion carried.

- VI. **Finance Report:**  
The book budget has been spent in its entirety. Overall the budget was well used.  
\$11,000 was returned to the city.  
Jordan Foote is now officially a notary.  
There have been many donations the majority of which in memory of Marcia Riley, a member of the Friends of the Library.  
Motion to approve the bills and finances was made by Slick with the second by Love.  
Motion passed.

- VII. **Director/Circulation Report:**  
Circulation is up. Programming is up by a considerable amount. Kanopy usage is up but not by very much. There were large numbers at Mestival. Outreach program has continued to be successful.  
The new firewall has been installed. It is faster and filtering well.

- VIII. **Unfinished Business:**

a) *Ribbon cutting update.* Ribbon cutting will be Wednesday, August 7 at 10:00 am. All are invited to participate. Tables and benches should arrive on Tuesday with chairs arriving later.

b) *Grand opening:* A motion to have the grand opening on October 12 was made by Sorden with the second by Lane. Motion passed.

c) *Elevator sump pump update:* The elevator should be done soon. J&J Plumbing have it on their schedule.

d) *Pavilion electrical:* Final electrical on the pavilion should be done soon.

**IX. New Business:**

a) *Salary overtime exemption change in January 2025:* Danielle is good at the present time. After January she will be over the limit for a short time, but it is nothing to be concerned about since the city annual increase will be going into effect.

b) *Calendar update-via Whofi rather than website hosted calendar:* Moving to a Whofi calendar will allow better reserving of room facilities because it will allow people to see what has been reserved. It's more private than the current website calendar.

c) *Upcoming: director review:* Between this meeting and next meeting, a director review survey will sent to each trustee to be filled out and returned.

**X. Adjournment:**

Meeting adjourned at 5:39 pm by President Ann Coulter

**XI. Next meeting:**

Monday, September 9, 2024 at 5:15 pm

Respectfully submitted,

Steve Chamberlain  
Gibson Memorial Library Board Secretary



Gibson Memorial Library Board of Trustees  
Meeting Minutes  
Monday, September 9, 2024

- I. **Call to order:** President Ann Coulter called the meeting to order at 5:25 pm
- II. **Roll Call:** *Present:* Steve Chamberlain, Ann Coulter, Cindy Gomis, Steve Lane, Melissa Levine, Alyssa Love, Connie Maxson (via Zoom), Becca Slick (via Zoom), Angel Sorden

*Library Director:* Danielle Dickinson Thaden  
*Assistant Library Director:* Jordan Foote  
*City Council Liaison:* Josh Thompson  
*CNA Representative:* Erin Henze

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

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

- V. **Approval of Minutes:**  
Love made motion to approve the minutes of August 5, 2024. Second by Sorden.  
Motion carried.

- VI. **Finance Report:**  
The last e-rate payment for last year was received. The last payment was made to Coen Furniture for the pavilion furniture.  
A faucet broke in the library and had to be repaired.  
Payment was made for an upcoming author (Megan Bannister) visit on September 25.  
Lane made motion to approve the bills with Gomis making the second. Motion passed.

- VII. **Director/Circulation Report:**  
While Maple Street work is being done, the city plans on the water being shut off for two to three hours. There will be no new street parking on the east side of the library. This will have to be done later.  
Danielle talked to Alan Gates about new lighting in the genealogy room. The estimate is \$3000. She had Gates check current outlets. He found no hazards associated with the outlets. Gates also looked at putting outlets under the reading room table.  
The Friends used book sale is coming up during the Hot Air Balloon Days.  
Circulation is steady. The library lent more books through interlibrary loan than they received.  
More donations were received during August.

- VIII. **Unfinished Business:**

a) *Electrical work invoice.* The costs were up due to parts being higher than expected. Gates did not charge full labor costs. A motion was made to pay Gates. It was approved.

b) *Elevator sump pump:* J&J estimate for a sump pump is going to be \$1254. Levine made the motion to agree to this estimate. Sorden made the second. Motion passed.

c) *Current standing for the 2023-24 strategic plan:* Much has been done except carpet in the main reading room. We are ahead in some goals, and outreach is up.

d) *Director review:* There were six responses to the survey sent out. Three of the trustees did not receive the survey for an unknown reason even though it was sent to all.

**IX. New Business:**

a) *Shed quotes and purchase approval:* Gomis made the motion to approve the shed purchase from Spring Valley Sheds. Lane made the second. Motion passed.

b) *Annual report:* Most everything has stayed the same. Kanopy was added. More age 0-5 activities and programs were added.

c) *Mission statement and next strategic plan considerations:* Lane made the motion to table this item. Sorden made the second. Motion passed.

d) *Apollo upgrade option:* This upgrade is \$550 a year. Many more options are available in helping a patron determine what they might like to read. This is an online program. Lane made the motion to approve the upgrade with Gomis making the second. Motion passed.

**X. Adjournment:**

Meeting adjourned at 6:40 pm by President Ann Coulter

**XI. Next meeting:**

Monday, October 7, 2024 at 5:15 pm

Respectfully submitted,

Steve Chamberlain  
Gibson Memorial Library Board Secretary

Gibson Memorial Library Board of Trustees  
Meeting Minutes  
Monday, October 7, 2024

- I. **Call to order:** President Ann Coulter called the meeting to order at 5:25 pm
- II. **Roll Call:** *Present:* Steve Chamberlain, Ann Coulter, Cindy Gomis, Melissa Levine, Alyssa Love, Connie Maxson, Becca Slick, Angel Sorden  
**Absent:** Steve Lane

*Library Director:* Danielle Dickinson Thaden  
*City Council Liaison:* Josh Thompson  
*CNA Representative:* Erin Henze  
*State Library District Consultant:* Misty Gray

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

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

- V. **Approval of Minutes:**  
Maxson made motion to approve the minutes of September 9, 2024. Second by Sorden. Motion carried.

- VI. **Finance Report:**  
The bills were typical with nothing outstanding. Because of the date, none of the finance information was available. Gomis made the motion to approve the bills. Love made the second. Motion passed.

- VII. **Director/Circulation Report:**  
Things are similar to last year at this time. Audiobooks are seeing a decline in usage. Children's items are increasing in use. DVD loans are been increasing over the past year. The usage of Bridges is up. Computer use is down, but WiFi use is up.  
Danielle spoke with the Lions' Club and Channel 13 News. She visited the Head Start in Afton.  
The water main project is still ongoing. The turnoff date is to be around Halloween. The amount of time the water will be turned off is unknown at this time.  
J&J have not done the sump work yet. Danielle will be speaking with them to get a timeline as to when this project will be completed.  
The Grand Opening of the Pavilion will be on October 12 with activities starting at noon, and the dedication from 2:00-4:00pm.  
HotSpots have been checked out already.  
There has been a lot of weeding of books.

- VIII. **Unfinished Business:**

a) *Mission Statement Review.* After much discussion, Danielle will bring back some ideas for revision at an upcoming meeting.

b) *Strategic Plan Updates: Phone Interview Week:* Misty Gray from the State Library spoke to the board about the Strategic Plan. She will be doing phone interviews with people from the community.

c) *Hotspot User Agreement*: There were many questions about the hotspots. They are for educational use only. Maxson made the motion to approve the Hotspot User Agreement with Slick making the second. Motion passed.

**IX. New Business:**

a) *Board Education: Discuss chapter 7 of the Iowa Library's Trustee Handbook*: Discussion was held.

b) *ALA Libraries Transforming Communities grant approval*: If the grant is approved, there will be a community meeting to determine usage. Levine made the motion to approve grant application. Love made the second. Motion passed.

c) *Dolly Parton Imagination Library proposal/approval*: Gomis made the motion to check into the program requirements with Sorden making the second. Motion passed.

d) *Ann Hanigan Kotz author visit*: Ann Hanigan will be talking about her book *Moonshine Iowa*. She will be providing some alcohol samples. Maxson made the motion to approve her presentation with Gomis making the second. Motion passed.

e) *New card free upgrade week*: A motion was by Love to have a week of new card upgrade at no charge to current cardholders with Slick making the second. Motion approved.

**X. Adjournment:**

Meeting adjourned at 6:25 pm by President Ann Coulter

**XI. Next meeting:**

Monday, November 4, 2024 at 5:15 pm

Respectfully submitted,

Steve Chamberlain  
Gibson Memorial Library Board Secretary

Gibson Memorial Library Board of Trustees  
Meeting Minutes  
Monday, November 4, 2024

- I. **Call to order:** Vice-President Connie Maxson called the meeting to order at 5:15 pm
- II. **Roll Call:** *Present:* Steve Chamberlain, Cindy Gomis, Steve Lane, Melissa Levine, Alyssa Love, Connie Maxson, Becca Slick, Angel Sorden  
**Absent:** Ann Coulter

*Library Director:* Danielle Dickinson Thaden

*Assistant Director:* Jordan Foote

*City Council Liaison:* Josh Thompson

*CNA Representative:* Erin Henze

*KSIB Representative:* Stuart Johnson

III. **Adoption of Agenda:**

Motion to approve the agenda by Gomis with the second by Sorden. Motion carried.

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

V. **Approval of Minutes:**

Gomis made motion to approve the minutes of October 7, 2024. Second by Lane.  
Motion carried.

VI. **Finance Report:**

There was nothing outstanding. Yearly renewal was paid for the *Omaha World Herald* and the *Osceola Sentinel*. Some pavilion expenses from last month were paid. All cities in the county have paid for their yearly library services. Gomis made the motion to approve the bills with Slick making the second. Motion passed.

VII. **Director/Circulation Report:**

Danielle and Jordan went to the ILA for an informational meeting. They gathered many new ideas.

There has been quite of bit of tutoring done in the last two months.

October was a big month for outreach.

Circulation shows numbers up in most all categories.

VIII. **Unfinished Business:**

a) *Mission Statement Draft #3.* Everyone liked draft #3. Lane made the motion to accept Mission Statement Draft #3 as the library Mission Statement. Sorden made the second. Motion passed.

b) *Strategic Plan Updates:* Eighteen people have been contacted by phone to set up appointments for Misty Gray to speak with them. Contact by Misty will be made from November 18-22.

IX. **New Business:**

a) *Board Education: Discuss chapter 5 of the Trustee Handbook:* Discussion was held.

b) *Eisner Grant Approval*: Jordan enquired about applying for an Eisner Grant to obtain more graphic novels for the library. Motion was made by Love to approve applying for the grant with Levine making the second. Motion passed

c) *Policy #1 Review; Customer Rules and Regulations*: Nothing was changed except rearranging part of the wording. Sorden made the motion to accept the revised policy with Lane making the second. Motion passed.

d) *Policy #2 Review; Internet*: The policy was reviewed. A motion to accept the policy was made by Gomis. Levine made the second. Motion passed.

e) *Budgeting Priorities for FY 26*: Danielle spoke about ideas to be placed in the budget. There are two staff computers and two patron computers which need replaced. The need of new carpet in the reading room has been an item mentioned several times in the past. UV protection for the windows is also needed for protection of the books and carpet. The entry way stonework has cracks happening. A new server will be needed in FY 26/27. The sewer needs to be rerouted under the entryway.

Updated items:

Because of the amount of money needed for the Dolly Parton book project, discussion was held with the Friends of the Library about whether a new, separate nonprofit needed to be created or simply a new bank account within the Friends' existing account. A determination needs made because of the possible impact on the Friends' tax filings.

The shed for the pavilion furniture storage has been ordered.

J&J is to work on the sump pump before winter.

**X. Adjournment:**

Meeting adjourned at 6:07 pm by Vice-President Connie Maxson

**XI. Next meeting:**

Monday, December 2, 2024 at 5:15 pm

Respectfully submitted,

Steve Chamberlain  
Gibson Memorial Library Board Secretary

Gibson Memorial Library Board of Trustees  
Meeting Minutes  
Monday, December 2, 2024

- 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, 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

*State Library Representative:* Misty Gray

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

- IV. **Public Forum:** No public comment although one member of the public was present

- V. **Approval of Minutes:**  
Sorden made motion to approve the minutes of November 4, 2024. Second by Lane. Motion carried.

- VI. **Finance Report:**  
It was a very typical month. The annual fire inspection was done. The library passed the inspection. Levine made the motion to approve the bills with Sorden making the second. Motion carried.

The book budget is behind in spending, but it will catch up. Danielle has been purchasing books from memorial fund monies.

- VII. **Director/Circulation Report:**  
There has been much progress in the rearranging of the upstairs.  
There was much use in the free library card week. There was a glitch with the Libby system when issuing the new cards, but that has been resolved.  
J & J Plumbing should be here within two weeks to work on the plumbing of the sump pump.  
Some good programs will be coming up.

- VIII. **Unfinished Business:**

a) *Imagination Library Updates:* Two businesses have offered to help support the Imagination Library program.

b) *Collection Rearrangement Update:* All adult collections have been moved. Non fiction has been deep weeded. Three sections of shelving have been removed. The computer lab has been rearranged on the south wall. Some new signage is desired to help patrons find the book sections they are interested in.

c) *Access patron computer replacement: vote on moving forward with the quotes:*  
Lane made the motion to purchase a new computer. Slick made the second. Motion passed.

d) *Shed; vote on location and gravel pad:* The shed is ready to deliver. The motion to approve location #2 with gravel and cinder blocks under it was made by Maxson with the second by Slick. Motion passed.

**IX. New Business:**

a) *Phone interview results discussion with Misty Gray, identify service priorities:* There was a 100% response with the call interviews. The survey was discussed. Many of the ideas suggested are already being done, so more marketing is needed.

b) *Draft goals for strategic plan for 2025-2027:* Possible goals were discussed.

c) *Plan budget for FY 26:* Some budget items included were: Carpet and repainting are needed upstairs. Two staff computers and one new patron computer are needed. UV film for the windows for the upstairs windows is needed to reduce fading. Want to increase program spending from \$3000 to \$3500. Part time wages need adjusted, so Danielle will speak with Mandy at City Hall. The budget was discussed line by line. A motion to pass the proposed budget was made by Lane with Levine making the second. Motion passed.

**X. Adjournment:**

Meeting adjourned at 7:20 pm by Chair Ann Coulter

**XI. Next meeting:**

Monday, January 6, 2025 at 5:15 pm

Respectfully submitted,

Steve Chamberlain  
Gibson Memorial Library Board Secretary