

Gibson Memorial Library Board of Trustees
Meeting Minutes
Monday, January 9th, 2023

- I. Call to order: 5:20
- II. Roll call:

Board members present: president Ann Coulter, Cindy Gomis, Steve Chamberlain, Connie Maxson, Tessa Hull (attending via Zoom), Ellie Starlin, Angel Sorden

City Council Liaison: Josh Thompson

Library Director: Gabriel Chrisman

- III. Adoption of Agenda:

Motion to approve the agenda with amendment by Connie Maxson, seconded by Cindy Gomis . Motion carried.

- IV. Election of secretary:

Connie moved to appoint Tessa Hull as secretary with unanimous consent. Motion approved.

- V. Public Forum- No public comment

- VI. Approval of Minutes

Motion to approve the minutes from December 5, 2022 meeting by Steve seconded by Angel Motioned carried

- VII. Bills

Paper towels clogging the sewer has been an issue discussed with the plumbers. The solution was to remove the towels from the restrooms. The cost of hand dryers is included in the bills. Motion to approve bills by Cindy Gomis seconded by Ellie Starlin. Motion carried.

VIII. Finance report

The miscellaneous contracts line is over budget due to IT support costs. Compensating for this by reducing other budget lines. Most materials have been purchased with donations from patrons.

IX. Director and Circulation Report:

There has been a downtick in circulation and attendance. The goal is to increase attendance and circulation and Gabriel has some ideas in place. Library card sign up is high. Outreach for increase in eBooks. Ancestry has increased so some online resources are being used. Repeat programming has good attendance. Others were hit and miss. Polar express night was a hit. FOL bake sale was a big success and raised over \$1400. ILL were down due the Iowa Shares driver was not making his rounds. They are having issues in the bad weather due to volunteers not wanting to drive. ILL is a loan service of books from other libraries that you can check out for free. The charging of fines have stopped but some have existing fines and those are handled case by case. Several donations were received for memorial books, some donations had no restrictions. The memorial books have been purchased in large print. Adopt an author books has been usually regular print but a new adopt an author has been set up for large print. A donation was received from the local Lions club. Master gardeners are doing a spring and fall series for gardeners. Hopefully this gets more people in the door due to the consistency of the programming. Several book clubs and a new one introduced this month is the New and Nostalgic Books. Accreditation paperwork has started. Gabriel is needing Ann's help to find some of the figures and to help fill in some of the blanks. Gabriel would like board members to send him their continuing education hours.

X. Unfinished Business:

Collection Development Policy: Request for withdrawal of material has been added to this policy. Inquiry on what is done with the older magazines at the library. Magazines are kept for a year. Magazines are put out for free first come first serve or they are put up for sale in a magazine sale. Gabriel is up for any ideas on how best to dispose of the magazines. The standard has been a dollar per bag on a first come first serve bases. The plan is to continue with the sale this year. Newspapers are recycled once they are past

the date. May reach out to see if any shelters want the papers for bedding. Motion to approve the Collection Development Policy by Connie Maxson seconded by Cindy Gomis. Motion Approved.

Strategic Planning: Gabriel made updates and has contacted J&A Flooring about carpet and set those dates. Gabriel has also moved forward on some of the elements of the plan. Angel suggested a grammar change to the second paragraph: “less active library users”, less needs to be fewer. The approved lighting plan above the stairway has a quote submitted by Al Gates. The money to pay for this work wouldn’t be available until July. Gates stated that he will do the work as soon as money is approved and is willing to wait for payment until the new budget starts. He can come in April to start work. Connie asked when the budget would be approved for next year. Gabriel stated that Mandy said they usually have that approved in March. Carpeting for the large print area will be identical carpet as the landing area. We have grant funds that will be used for this project. The grant people would like photos. J& A did estimates and measurements of all areas to get on file in their online database. This will allow them to provide updated cost estimates easily. The cost for the other room will be at current cost of just under \$15,000. We are responsible for moving everything out of the way. The shelves will have to be moved. We may have to close areas off during the process. The large print area could be done in one day, possibly two. Motion to approve strategic plan as written by Steve Chamberlain, seconded by Cindy Gomis. Motion approved.

XI. New Business:

Renaming the Capital Campaign to the Library Legacy Committee: As a member of the committee Connie shared that we have had that name since the beginning and is saddened that this will probably not happen in her lifetime. There isn’t enough community buy in . We will still do a wine walk. A style show is currently being planned. We will have annual events to keep fundraising for the library. We would like to do some significant improvements to the library. For example, building an outdoor shelter to the south of the library. You could have music, a speaker, or activities. Connie would like to see a new sign on the corner of the lot to really identify the library. An example is the one that is at the Grinnell Library. The Capital

Campaign committee is aware that when you bring it up not everyone knows who we are. The board needs to approve the name change of the committee since we are a subcommittee of the board. Motion made to change the name of the Capital Campaign to the Library Legacy Committee by Connie Maxson. Seconded by Tessa Hull. Motion

County Supervisor Meeting- Supervisors reached out to Steve about the library's previous request for funding to digitize the newspapers. Ann shared that this is the time of year that they usually reach out to us and as for our budget amount. Both Steve and Tessa will go with Gabriel to the Supervisor's meeting. Discussion about the digitizing request. Due to an increase to \$70,000 to digitize, Gabriel is not wanting to ask for that large of a sum. The microfilm is still the gold star method for preservation. Digitizing gives access to those who are not local. The funds could be better spent at the library on other things of need and importance. Instead of digitizing the newspapers, the board would like to use items identified in the strategic plan to use the funds. We have digital copies of the Creston News Advertiser since 2006 but need to get them in microfilm. This supervisor meeting Gabriel will ask for help with items on our strategic plan as a better use for the funds and impact for our patrons and library. We'll need to have a prioritized list of the possibilities. Specifically carpet, lighting, walls that can be moved, and the outdoor space. Gabriel will reach out for estimates on the outdoor space to take to the supervisor's meeting if possible. Fixing the runoff from the alley to the door and filling the gap in the sidewalk are also two possibilities.

XII. Adjournment

Meeting adjourned by Ann Coulter at 6:15 pm

XIII. Next meeting February 6, 2023

Submitted by:

Tessa Hull- Gibson Memorial Library Board Secretary