

**Gibson Memorial Library Board of Trustees
Meeting Minutes
Monday, March 6th, 2023**

- I. Call to order: 5:17 pm
- II. Roll call:

Board members present: president Steve Chamberlain, Ann Coulter, Connie Maxson, Angel Sorden, & Ellie Starlin

City Council Liaison: Josh Thompson

Library Director: Gabriel Chrisman

CNA Representative: Erin Henze

- III. Adoption of Agenda:

Motion to approve the agenda with amendment by Steve Chamberlain, seconded by Angel Sorden. Motion carried.

- IV. Public Forum- No public comment

- V. Approval of Minutes

Motion to approve the minutes from Feb. 6th, 2023 meeting with corrections by Connie Maxson seconded by Ellie Starlin. Motion carried.

- VI. Finance Report:

- A. Bill- Demco order for disk sleeves. Used to package CDs for children's books. Restricted account most books have been purchased from there. Motion to approve Angel, second by sTeve. Motion carried.
- B. 64% of the budget used. The IT expense is the highest while others are lower to keep all things balanced.

VII. Director and Circulation Report: Number of registered borrowers has decreased due to the required purge of borrows. A school came in and signed up new cards. Display shelf by the elevator is increasing the circulation of books. Different displays every couple weeks to help circulation. Increase in visitors to the library. Increase in those wanting to reserve meeting space. A complaint from one person who has an issue with too many programs in the library. However there have been increases in the foot traffic to the library. Good feedback of the new arrangements of children's area and graphic books. Friends have been helping with the weeded books and donations. The Friends storage area is packed. Thinking of a possible used book sale. Ideas for where to go to speak about the library and its digital resources. ILLs have gone down but that is due to spotting IA Shares delivery. Attendance for programs have been good. Donations are climbing for book purchases. Sewer line plug up. Two plumbers came in and neither could repair. The city did come out and dug up the pipes. Replacement of pipes was completed and now the issue can be handled from outside of the library. The City workers were extremely nice and worked very hard to remedy the situation quickly. There will still be bills from the two plumbers.

VIII. Unfinished Business:

Open Board Positions: Encouraged Barbara from the Work force to sign up. No one else has shown interest.

Capital Campaign Donor Discussion: Donor perfect has been located but it is not complete. A digital file past this time was not located. Aric did keep paper copies and those are being located and copied. Just missing about 2 to 3 months of information. Connie asked how we will be notifying the public that we will not be doing fundraising for a building but for other things. Connie asked for the board to decide if they want to send a letter to the bigger donors or put it in the newspaper. Explaining what the plan is moving forward. There has been an article already mentioning that but Connie thinks the board should put out a statement. Steve thinks the paper is a good option rather than the cost of the letters. Also posting it on the website and Facebook. Erin from the CNA suggests a letter to the Editor so

it is shared on all media outlets for the CNA. It was discussed by the Library Legacy Committee but it needs to be the Board of Trustees. Connie volunteered to write it with the help of Angel. They will bring it to the next meeting for all to read and approve. Connie also stated that the Donor Tree downstairs needs to be updated.

IX. New Business:

Policy #20 (Personnel Handout) Issues and Discussion: Updated in 2021. It is a modified adaptation of the city employee handbook. There is a bereavement policy for part-time employees but this is not accurate. Slight modifications in other areas like personal appearance. This needs to be rescinded because it does not work for library employees. Part-time employees do not get vacation. There was an issue at the time due to an employee so something in writing was needed. Do the ones that are specific to library staff but remove all the other items that do not. The items that do not work for library staff will be removed while the important library specific items will remain. The leave of absence for the library is different from the City. Gabriel will speak with Lisa about the difference between the two. Gabriel is checking to see to make sure that one is trying to override the other. A handbook for staff is needed but it needs to be more library specific and not override city handbooks. Prior to the next meeting Gabriel will update bereavement and talk with Lisa about leave of absence. Gabriel will bring an updated copy for review at the next meeting.

Additions to Agenda- Parking: Our parking is an issue. With the increase of programs the more people and limited parking. This is a good thing but an issue. What are some options for parking? The house across the street is already under contract but if anything falls through then they will contact Gabriel. Connie would like to see maybe have the parking be angled parking. We would maybe lose or move to the sidewalk. Gabriel will talk to the City about options. It could possibly happen at the same time when the outside structure is being built. Connie would also like to know how to get started with the outside structure. Do we go to them? Josh from the City Council stated that the idea has been discussed. Gabriel was told to take it to the City Engineer for information and to begin the process. We need a more solid plan which Gabriel is waiting on to move forward to the next step. The previous drawing was too large and needed to be made smaller. Cedar posts, brick, and other items will be involved in our structure. The design is being worked on currently and Gabriel will reach out to see where they are in the process. Plan goes through the Library

Board then to the City Council for official approval. Possibly having the parking coming off of the ally. That would give some closer parking for staff, handicap, or even presenters.

E * Rate Funding: Gabriel received a call from ICN and our contract is up in August. However Gabriel was not aware that E*Rate funding was in February. The discount is an 80% discount on our internet service and IT service contract. We were not doing it. Gabriel spoke with the program. The computers have to have a filtering system set up in order to receive this service. The computer would filter for those younger than 18 years. The biggest savings is the IT service that would give us a discount on our Access systems discount. Peg from E*Rate informed Gabriel that he can make it in the 2 week grace period and they offered to walk him through an application over Zoom to qualify for it. Gabriel informed the board that the ICN contract is up in August, do we want to reassess or stay the same?? Gabriel will hold off on the ICN contract for now.

X. Adjournment

Meeting adjourned by President Ann Coulter at 6:06 pm

XI. Next meeting: Monday, April 3, 2023 at 5:15 pm

Submitted by:

Tessa Hull- Gibson Memorial Library Board Secretary