

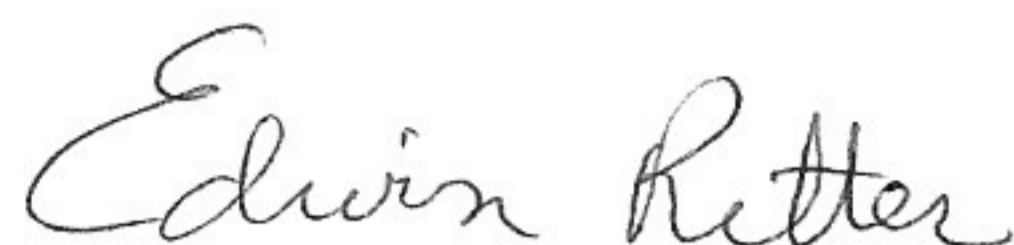
Minutes of Gibson Memorial Library Board of Trustees
Monday, December 10, 2012 at the Library

Attendance: Karin Coleman, Ann Coulter, Calvin Huffman, Jean Ide, Edwin Ritter,
Marilyn Ralls, Director.

Only agenda Items: Old Business; Building and Budget
Discussed Lincoln Hats to collect HyVee receipts and locations.
Edited news releases.
Board members reported on fund raising activities.

Discussed Budget to take to the city finance committee on December 17.

Respectfully submitted:



Edwin Ritter, Secretary

Minutes of Gibson Memorial Library Board of Trustees
Monday, January 21, 2013 at the Library

Attendance: Karin Coleman, Ann Coulter, Calvin Huffman, Jean Ide, Edwin Ritter,
Marilyn Ralls, Director, Nancy Loudon, city council representative.

Huffman moved adoption of the agenda, second by Ide. Motion carried.

Old Business:

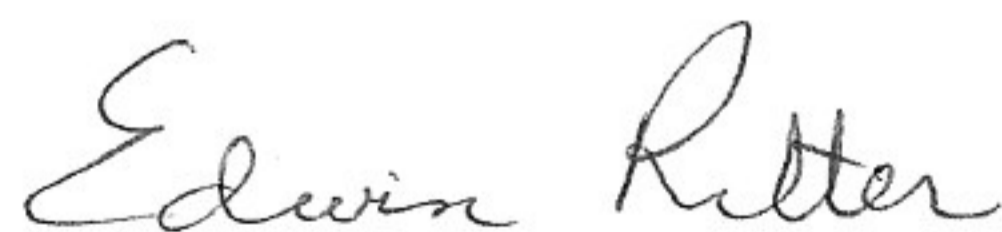
Budget: Huffman moved adoption of the 2014 Fiscal Budget, second by Ritter.
Motion carried.

Report on the meeting with the Board of Supervisors was given by Jean, Ann'
and Marilyn.

Members reported on fund raising activities.

Discussed seeking help with grant writing.

Respectfully submitted:



Edwin Ritter, Secretary

Minutes of Gibson Memorial Library Board of Trustees
Monday, December 3, 2012 meeting at the Library.

Meeting called to order by Chair Ann Coulter at 5:15 p.m.

Attendance: Ann Coulter, Calvin Huffman, Jean Ide, Edwin Ritter; Marilyn Ralls, director; Karin Coleman arrived at 5:20. Also present, Mayor Wood; Mr. and Mrs. Melvin Scadden.

Moved by Huffman to adopt the agenda with an addition, Ide second. Motion carried.

No one spoke at the public forum.

Moved by Huffman that November meeting minutes with correction be approved, second by Ide. Motion carried.

Ritter moved payment of the bills, second by Huffman. Motion carried.

No finance report was available as too early in the month.

Director Ralls reported on a building tuck report received by the city. E-rate has been received. Christmas basket fund raiser is under way.

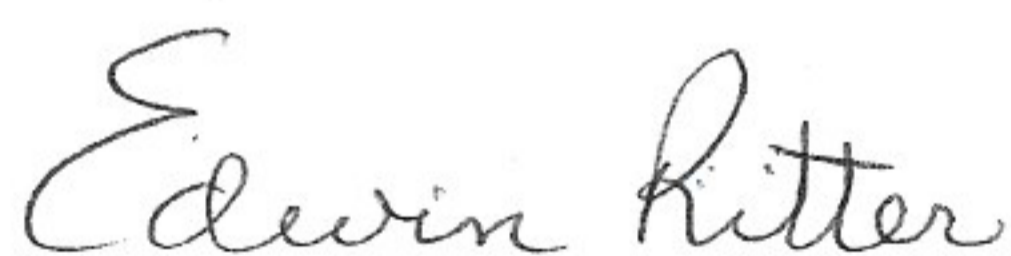
Old Business:

Art Show held at the Lincoln Building December 1st had approximately 150 in attendance.

HyVee Promotion collecting receipts was discussed. Suggested places for placing the Lincoln Hats were Upper Crust, Library, City Hall Art Center, SWCC, State Savings Bank, Iowa State Savings Bank, First National Bank, First Federal Bank, Bunn, Quilts and Other Notions.

Board continued to work on Budget for Fiscal year 2014.

Respectfully submitted:



Edwin Ritter, Secretary

Gibson Library Board of Trustees
Monday, November 5, 2012

The meeting was called to order at 5:15 p.m. Present were Ann Coulter, Karin Coleman, Calvin Huffman, Jean Ide and Edwin Ritter. Also present were Marilyn Ralls, director; Nancy Loudon, council representative; Mayor Warren Woods' Sara Brown, Creston News Advertiser and Mr. and Mrs. Melvin Scadden.

Coleman moved the adoption of the agenda, second by Huffman. Motion approved.

Ide moved approval of the minutes, as printed. Second by Huffman. Motion approved.

Coleman moved the payment of the bills, second by Ide. Motion approved.

Finances were reviewed.

Open Forum: Mr. and Mrs. Scadden asked several questions concerning the Lincoln School move, and current building.

Director's Report:

Stats were down for the month of October. Teen Read Weed was held. Friends of the Library held a Cookie Walk at the Lincoln School during Library Week. Marilyn had attended ILA, and had thought it great.

Old Business:

Plans were completed for the Town Meeting to held at Lincoln School on Monday, November 12. Nancy and Karin will take the inserts for the school parents weekly report from the school.

641 Program start-up will be delayed until after the major fund raising campaign.

New Business:

Marilyn is working on the state creditation report that is due in January. Ritter moved the adoption of Library Mission Statement as corrected. Second by Huffman. Motion carried.



Edwin Ritter
Secretary

Noted: That all members of the library board attended the Town Meeting at Lincoln School November 12, 2012. No business was transacted.

**Minutes of Gibson Memorial Library Board of Trustees
Monday, October 29, 2012 -- at Gibson Memorial Library, Creston, Iowa**

Meeting was called to order by Chairperson Ann Coulter at 5:15 p.m.

Attendance: Karin Coleman, Ann Coulter, Calvin Huffman, Edwin Ritter, Marilyn Ralls, director, Nancy Loudon, council representative, Warren Woods, mayor.

Also present were Melvin and Nadine Scadden.

Moved by Coleman to adopt agenda, second by Huffman. Motion carried.

During the Forum for the Public, Mr. Scadden asked several questions concerning the conversion of the Lincoln School into the library.

Only agenda item: Old Business: Building.

Discussion Items:

A Town Meeting will be held on Monday, November 12, at the Lincoln School Building, 6:30 until 7:30 p.m. to allow the public to hear the presentation on the conversion; to answer questions; and give tours. How to publicize the event was discussed.

Reports were received:

Halloween Parade on Myrtle Street.

Haunted House.

Each trustee on progress on their visits with people.

Respectfully submitted,



Edwin Ritter, Secretary

Page two of two:

**Minutes of Gibson Memorial Library Board of Trustees
Monday, October 22, 2012 -- at Gibson Memorial Library, Creston, Iowa**

Meeting was called to order by Chairperson Ann Coulter at 5:18 p.m.

Attendance: Ann Coulter, Calvin Huffman, Jean Ide, Edwin Ritter, Marilyn Ralls, director, Nancy Loudon, city council representative, Warren Wood, mayor. Also present were Melvin and Nadine Scadden.

Item 2, Survey; item 3, projects report; and item 4, forum for visitors were added to the agenda.

Ritter moved the adoption of the agenda with additions, second by Huffman. Motion carried.

Moved by Ritter, second by Huffman to add to our regular meeting agenda an item called Open Forum, to allow visitors to address the board on concerns. Motion carried.

Project reports:

Nancy had delivered brochures to the city council, and updated the council on Library Move activities.

Marilyn discussed how the survey of library patrons would be conducted; voting will be under 18 years and over 18 years old.

Christmas Basket fund raiser registration sheets are being distributed. Baskets are to be at the library on November 23 or 24. Bidding will begin on Monday, December 3 and end on Wednesday, December 12.

Myrtle Street Halloween parade has a parade permit; there will be an ad in the paper; and the police department will assist.

Brochures and booklets will be available on Wednesday, October 24.

Old Business:

Names were reviewed and board members selected four or five names to visit.

Respectfully submitted,



Edwin Ritter, Secretary

**Minutes of Gibson Memorial Library Board of Trustees
Tuesday, October 8, 2012 -- at Gibson Memorial Library, Creston, Iowa**

Meeting was called to order by Chairperson Ann Coulter at 5:15 p.m.

Attendance: Karin Coleman, Ann Coulter, Calvin Huffman, Jean Ide, Edwin Ritter, Marilyn Ralls, director, Warren Woods, mayor.

Only agenda item was old business, Building.

Discussion Items:

Ide had composed a letter in response to Barb Coenen letter expressing concerns about the move to Lincoln School. Board expressed appreciation to Jean, and recommended she send to the paper under her name.

Karla's publicity releases were reviewed and approved to be used. Reviewed plans for Cookie Walk, Myrtle Street Halloween parade and Haunted House.

Discussed the need for a over-all leader to keep fund raising organized. Challenge grant was reviewed.

Could we use E-mail list and social networking for solicitation.

**Minutes of Gibson Memorial Library Board of Trustees
Tuesday, October 15, 2012 -- at Gibson Memorial Library, Creston, Iowa**

Meeting called to order by Chairperson Ann Coulter at 5:15 p.m.

Attendance: Karin Coleman, Ann Coulter, Calvin Huffman, Jean Ide, Edwin Ritter, Marilyn Ralls, director, Nancy Loudon, council representative. Also present were Melvin and Nadine Scadden.

Only agenda item was old business, Building.

Nancy will take brochures and booklets to city council.

Myrtle Street Halloween Parade fees will be \$5.00 per person, \$20.00 per float.

Reminded of the Friends of Library cookie walk on October 23. Board members helping are to be there at 5:30 p.m.

Discussed how to connect with Alumni Groups.

Publicity released need to be send to newspaper and radio.

Challenge Grant needs to be publicized.

Decided to organize a library patrons voted on moving to Lincoln School.

Will divide names for contact purposes at the October 22 meeting.

Mr. and Mrs. Scadden were given an opportunity to ask questions. Several minutes of discussion followed.

Page one of two, continued

**Minutes of Gibson Memorial Library Board of Trustees
Tuesday, October 1, 2012 -- at Gibson Memorial Library, Creston, Iowa**

Meeting was called to order by Chairperson Ann Coulter at 5:15 p.m.

Attendance: Karin Coleman, Ann Coulter, Calvin Huffman, Jean Ide, Edwin Ritter, Marilyn Ralls, director, Nancy Loudon, city council representative.

Huffman moved the adoption of the agenda, second by Ide. Motion carried.

Coleman moved approval of the September 10, 2012 minutes as printed, second by Ide. Motion carried.

Coleman moved the payment of bills, second by Huffman. Motion carried.

Due to the early date, finance report was not available.

Directors Report: Statistics are done for the state report. October 14 - 20 will be Teen Read week. Friends of the Library will be hosting a cookie walk at Lincoln School on Tuesday evening, October 23. They are asking library trustees to be present to help with tours.

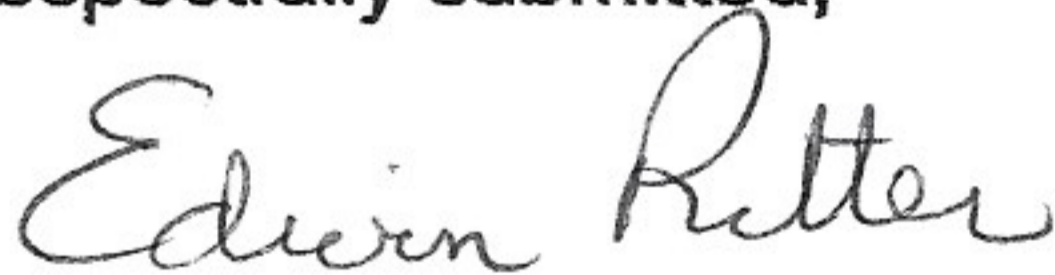
Old Business: Since the YMCA is not using Lincoln School, it was the consensus of the board to allow the upstairs for the Haunted House.

Ritter was given permission to produce booklet copies of the Presentation folders. Coulter will continue editing the brochure.

Myrtle Street Halloween parade will be held October 28. Fees for entering the parade will be \$10.00 for children 10 years and younger, \$25.00 for older children, adults and floats.

New Business: Sex Offenders Against Minors Policy, Policy #26, originally approved July 6, 2009, was reviewed. With minor correction of removing a quotation mark, moved by Ritter to adopt, second by Huffman. Motion carried.

Respectfully submitted,



Edwin Ritter, Secretary

**Minutes of Gibson Memorial Library Board of Trustees
Tuesday, September 25, 2012 -- at Gibson Memorial Library, Creston, Iowa**

Meeting was called to order by Chairperson Ann Coulter at 5:15 p.m.

Attendance: Ann Coulter, Calvin Huffman, Jean Ide, Edwin Ritter, Marilyn Falls, director, Warren Woods, mayor.

Moved by Huffman to adopt agenda, second by Ritter. Motion carried.

Only agenda item: Old Business: Building.

Discussion Items:

Halloween Parade on Myrtle Street.

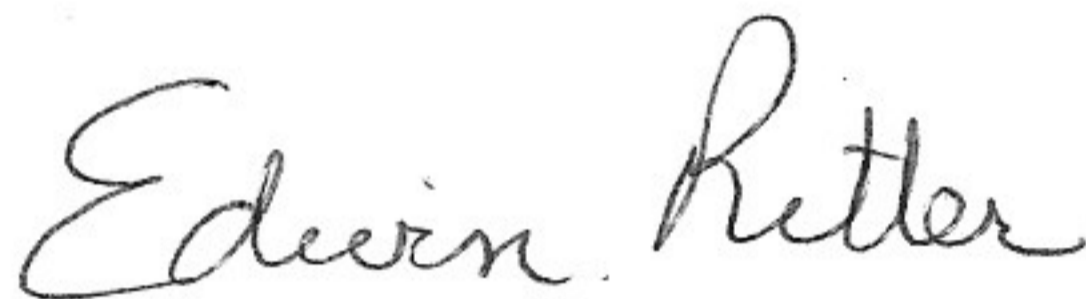
Haunted House, EAST project, joined by art group, shop students, and YACK students.

Friends of the Library used book sale raised approximately \$1700.00.

In solicitations, what to ask for? Scott's list?

Christmas baskets sale to be sponsored by the library.

Respectfully submitted,



Edwin Ritter, Secretary

Minutes of Gibson Memorial Library Board of Trustees
Tuesday, September 18, 2012 – at Gibson Memorial Library, Creston, IA

Chairperson Ann Coulter called meeting to order at 5:15 p.m.

Roll Call: Ann Coulter, Calvin Huffman, Jean Ide, Karin Coleman. Also present: Librarian Marilyn Ralls, and Karla Hynes.

Consideration of Agenda:

Karin moved to **accept the agenda**; Calvin seconded the motion. Motion passed.

Old Business: Building relocation

Articles – Karla will begin submitting articles to CNA including one about the challenge grant.

Discussed Holloween parade for Sunday October 28th in the afternoon. Karla will work with youth groups on this.

Discussed other fundraising ideas.

Ann working with YAK and EAST groups on Haunted House.

Jean will contact Strawhacker for fundraising script/template.

Meeting was adjourned at 6:15 p.m.

Next meeting will be Tuesday, September 25, 2012, at 5:15p.m. at the Library.

Minutes respectfully submitted by Karin Coleman.



Minutes of Gibson Memorial Library Board of Trustees
Monday, September 10, 2012 -at Gibson Memorial Library, Creston, Iowa

Meeting called to order by Chairperson Ann Coulter at 5:18 p.m.

Attendance: Karin Coleman, Ann Coulter, Jean Ide, Edwin Ritter, Marilyn Ralls, director, Nancy Loudon, city council representative.

Coleman moved the adoption of the agenda, second by Ide. Motion carried.

Coleman moved the approval of the the minutes of August 21 and 28, second by Ide. Motion carried.

Coleman moved the payment of bills, second by Ide. Motion carried.

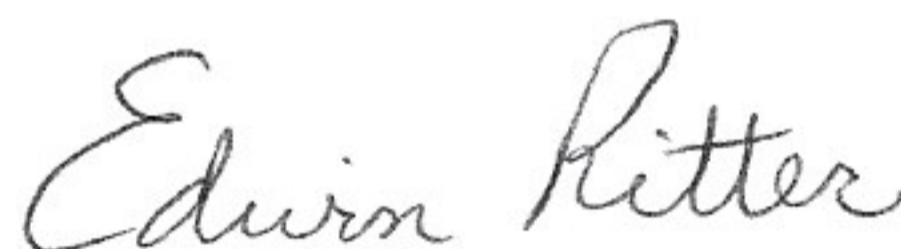
Director's Report: Friends of the Library Used Book Sale September 14 and 15. They would like board members to be available to give tours and answer questions. Friends will be having a Cookie Walk Tuesday, October 23, 5:30 to 7 p.m., again asking for board members to give tours and answer questions. Stats were down for the month of August. Fiscal Year 2012 Annual Survey is done.

Old Business: Building: pledge sheet corrections discussed. Nancy and Karla had brainstormed ideas for activities to be held at Lincoln School. Suggested the Prom Party be moved to Valentine's Day. Various other items discussed.

New Business: Mission Statement was reviewed. Moved by Coleman, second by Ide approval without changes. Motion carried.

Wireless Internet policy was reviewed. Ritter moved approval with minor change, second by Coleman. Motion carried. (Minor change: change Library staff members can not assist patrons with their computers, instead of "will not".)

Respectfully submitted:



Edwin Ritter, Secretary

**Minutes of Gibson Memorial Library Board of Trustees
Tuesday, August 28, 2012 -- at Gibson Memorial Library, Creston, Iowa**

Meeting was called to order by Chairperson Ann Coulter at 5:25 p.m.

Attendance: Karin Coleman, Ann Coulter, Calvin Huffman, Edwin Ritter, Marilyn Ralls, director. Jean Ide unable to join us by phone. Mayor Warren Woods and Nancy Loudon, Council Representative were also present.

Only agenda item: Old Business: Building.

Discussion Items:

641 Club -- new design of a door hanger shared with Warren and Nancy

Fund raising booklet was discussed; decided to print 20 copies. Some discussion whether to leave a booklet at the solicitation. Decided to have one available if needed.

Class reunions to tour Lincoln School Labor Day Weekend. Warren available to open building.

Discussed the brochure being designed by Mayor Woods.

Solicitation teams: Warren to ask Bob Christensen.

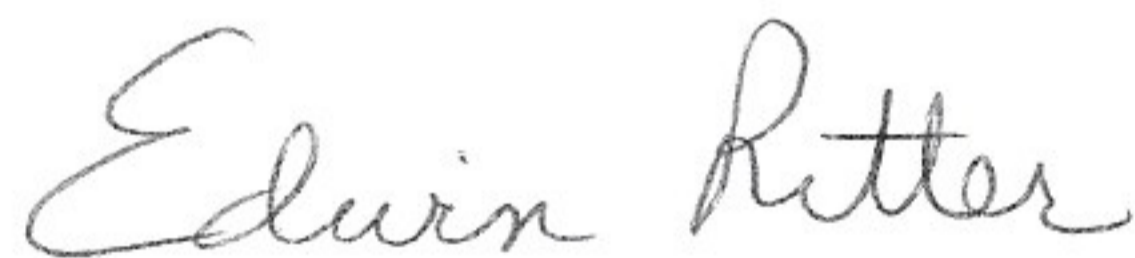
Nancy to call on businesses also.

Ed to visit with Amy at Walmart, and also with the service clubs.

Nancy to visit with Kay Raymond on the door hanger for the 641 Club.

Friends of the Library Book Sale during Balloon Days will be at the Lincoln School.

Respectfully submitted,



Edwin Ritter, Secretary

**Minutes of Gibson Memorial Library Board of Trustees
Tuesday, August 28, 2012 -- at Gibson Memorial Library, Creston, Iowa**

Meeting was called to order by Chairperson Ann Coulter at 5:25 p.m.

Attendance: Karin Coleman, Ann Coulter, Calvin Huffman, Edwin Ritter, Marilyn Ralls, director. Jean Ide unable to join us by phone. Mayor Warren Woods and Nancy Loudon, Council Representative were also present.

Only agenda item: Old Business: Building.

Discussion Items:

641 Club -- new design of a door hanger shared with Warren and Nancy

Fund raising booklet was discussed; decided to print 20 copies. Some discussion whether to leave a booklet at the solicitation. Decided to have one available if needed.

Class reunions to tour Lincoln School Labor Day Weekend. Warren available to open building.

Discussed the brochure being designed by Mayor Woods.

Solicitation teams: Warren to ask Bob Christensen.

Nancy to call on businesses also.

Ed to visit with Amy at Walmart, and also with the service clubs.

Nancy to visit with Kay Raymond on the door hanger for the 641 Club.

Friends of the Library Book Sale during Balloon Days will be at the Lincoln School.

Respectfully submitted,



Edwin Ritter, Secretary

**Minutes of Gibson Memorial Library Board of Trustees
Tuesday, August 21, 2012 -- at Gibson Memorial Library, Creston, Iowa**

Meeting was called to order by Chairperson Ann Coulter at 5:20 p.m.

Attendance: Karin Coleman, Ann Coulter, Calvin Huffman, Edwin Ritter, Marilyn Ralls, director. Jean Ide joined the meeting by telephone. Karla Hynes was also present.

Marilyn Ralls, director, presented a written report on the workshop she attended at North Liberty Public Library on "What to Expect When Your Library is Expanding (Moving)".

Only agenda item: Old Business: Building.

Discussion Items:

641 Club -- needs to be separate from major fund raising.

Fund raising booklet was discussed; some pages approved and additions were made.

Class reunions to tour Lincoln School. Jean will coordinate.

Dance (prom) to be held at the school in October -- 20th? Karla to organize.

Sign to be displayed outside at Lincoln School. Ed to order.
Wording: Lincoln to Library: A Novel Idea
Future Home of the Public Library

Discussed the brochure being designed by Mayor Woods.

Decided to meet again on the building on August 28th at 5:15 at the Library.

Regular meeting date is Labor Day. Meeting to be held Monday, September 10, 5:15 p.m. at the Library.

Respectfully submitted,



Edwin Ritter, Secretary

Library Board of Trustees

Tuesday, July 24, 2012

5:15 p.m.

The meeting was called to order at 5:19 p.m. Present were Ann Coulter, Karin Coleman, Calvin Huffman. Also present were Marilyn Ralls, director; Nancy Loudon, City Council Rep; Mayor Warren Wood.

The agenda was accepted as is.

The only item on the agenda under old business was building..

The Telling Our Story handbook was discussed. The teen area was discussed as to what it should be called. Pages were reordered, use of the handout was discussed, and facts were changed around. Ann Coulter will modify and return with it at the next meeting.

Next meeting will be July 30 at 5:15.

Respectfully submitted,

A handwritten signature in black ink that reads "Calvin Huffman". The signature is written in a cursive style with a large, prominent "C" and "H".

Calvin Huffman, Secretary Pro Tem
ch/mr

Library Board of Trustees
Tuesday, July 17, 2012
5:15 p.m.

The meeting was called to order at 5:20 p.m. Present were Ann Coulter, Calvin Huffman and Ed Ritter. Also present were Marilyn Ralls, director; Nancy Loudon, City Council Representative.

The agenda was accepted as is.

The only item on the agenda under old business was building.

The Telling Our Story handbook was worked on and revised. Ann Coulter will modify and return with it at the next meeting.

Next meeting will be July 24 at 5:15.

Respectfully submitted,

A handwritten signature in blue ink that reads "Calvin Huffman". The signature is written in a cursive style with a large initial "C".

Calvin Huffman, Secretary Pro Tem
ch/mr

Minutes of Gibson Memorial Library Board of Trustees
Monday, July 2, 2012 – at Gibson Memorial Library, Creston, IA

Meeting was called to order by Chairperson Ann Coulter at 5:20 p.m.

Attendance Karin Coleman, Ann Coulter, Calvin Huffman, Jean Ide, Ed Ritter, Marilyn Ralls, director, Vidette Dixon Borgmann, and Mayor Warren Woods

Ann Coulter called the meeting to order; Karin Coleman moved to accept the agenda; Calvin Huffman seconded the motion. Motion passed.

Calvin Huffman moved to accept the minutes from the June 4, 2012; June 11 2012, and June 19 meetings; Karin Coleman seconded the motion. Motion passed.

Ed Ritter moved to approve the bills for June 2012, Karin Coleman seconded the motion. Motion passed.

Director's Report

Marilyn reported that stats were down for the month of June. The three summer reading programs are in full swing.

Old Business

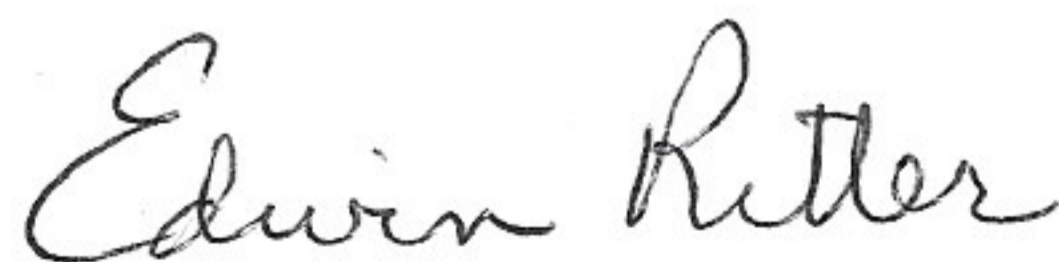
Building- Vidette Dixon Borgmann showed a form for 641 donations. It was decided to have her move forward with the form and present it at the August meeting. It has been noticed that there is not a return address on the donation forms. Marilyn will print these. Tour groups mentioned to Warren that they would like to see bricks similar to those at McKinley Park. Warren is going to check into this. It was decided that donations given in the previous building addition fundraiser be given the option of donating to Lincoln School Project or having it placed in our endowment fund. Ice Cream is in the HyVee freezer thanks to Dennis Nardy. Warren and Calvin will pick it up. Cost of ice cream \$675. \$2.00 a cup. Board members can bring bars to sell with ice cream on the 4th. Lincoln School will be open after the parade. Coupons \$.50 off ice cream will be given at the Scholastic Book Fair. Warren will be in the parade pulling a wagon Lincoln to Library : A Novel Idea. Jean will host a tea for members of the various book clubs in Creston. It will be help July 8 at 3 pm. Marilyn will greet the guest as they arrive. Tables will be set up on Saturday at 4 pm.

New Business

All new business was tabled until the August 6 meeting

Meeting was adjourned at 6:15 by Ann Coulter.

Respectfully submitted,



Edwin Ritter, Secretary Pro Tem

er/mr

Gibson Memorial Library
Library Board Meeting
Minutes June 18, 2012

Meeting called to order by Ann Coulter at 5:15 pm. Board members present: Ann Coulter, Calvin Huffman, Ed Ritter, Jean Ide, Council Representative Nancy Loudon, Mayor Warren Woods, Library Director Marilyn Ralls, and Karla Hynes.

Discussed the various fundraising projects identified at the previous meeting. Board members will host an open house at the Lincoln School. They will also have a display at the Friends of the Library's Scholastic book sale.

The need for creating short press releases that will keep the project in the news was discussed. Topic areas identified were computers, genealogy, young adult, e-books, community pride, wellness/activities, children, adult, repurposing, and a destination place. Members chose an area of interest to them.

A grant has been written to the South Central Iowa Foundation to help establish an endowment fund for the library.

Respectfully submitted by

Ann Coulter, Secretary Pro-temp

**Minutes of Gibson Memorial Library Board of Trustees
Monday, June 4, 2012 – at Gibson Memorial Library, Creston, IA**

Chairperson Ann Coulter called meeting to order at 5:15 p.m.

Roll Call: Ann Coulter, Ed Ritter, Calvin Huffman, Jean Ide, Karin Coleman. Also present: Librarian Marilyn Ralls, Mayor Warren Woods, Karla Hynes

Consideration of Agenda: Karin moved to **accept the agenda**; Ed seconded the motion. Motion passed.

Minutes: Minutes from 5/7/12, 5/14/12 and 5/21/12 meeting reviewed. Calvin moved to **approve the minutes**; Jean seconded the motion. Motion passed

Bills: Karin moved to **pay the bills**; Ed seconded the motion. Motion passed.

Finance Report: Marilyn reported that at the end of fiscal year, the finances are within budget.

Director's Report: Stats up for May. Summer reading programs started. Dan Wardell will be visiting. Marilyn planning to go to conference in North Liberty on 8/10/12. Distributed renderings from Laugerman and library article from Mike Taylor.

Old Business:

Building relocation – Warren working on project manual. Ann and Marilyn will update facts and figures. Karla and Jean will be on Grapevine radio show. Jean putting together an afternoon tea for book clubs on 7/8/12 and will work on postcard invitations and catering. Board discussed other fundraising ideas including a dinner fundraiser and theater fundraiser. During the Friends of the Library booksale 7/3/12-7/4/12, board members will be available at Lincoln School for tours and hand-outs.

New Business:

Inter-library Loan Policy – after reviewing the policy, Calvin moved to approve the policy with the sentence "Last year the reimbursement was \$1.66 per loan." removed; Jean seconded the motion. the motion passed.

Meeting was adjourned at 6:45 p.m.

Next meeting will be Monday, June 11, 2012 at 5:15 p.m. at the Library.

Minutes respectfully submitted by Karin Coleman.

Gibson Memorial Library
Library Board Meeting
Minutes June 11, 2012

Meeting called to order by Ann Coulter at 5:15 pm. Board members present: Ann Coulter, Calvin Huffman, Karin Coleman, Council Representative Nancy Loudon, Mayor Warren Woods, Library Director Marilyn Ralls, and Karla Hynes.

Discussed the various fundraising projects identified at the previous meeting. Board members will host an open house at the Lincoln School. They will also have a display at the Friends of the Library's Scholastic book sale.

The need for creating short press releases that will keep the project in the news was discussed. Topic areas identified were computers, genealogy, young adult, e-books, community pride, wellness/activities, children, adult, repurposing, and a destination place. Members chose an area of interest to them.

A grant has been written to the South Central Iowa Foundation to help establish an endowment fund for the library.

Respectfully submitted by

Ann Coulter, Secretary Pro-temp

Library Board of Trustees
Monday, May 14, 2012
5:15 p.m.

The meeting was called to order at 5:19 p.m. Present were Ann Coulter, Karin Coleman, Calvin Huffman, Jean Ide, and Ed Ritter. Also present were Marilyn Ralls, director; Nancy Loudon, City Council Rep; Mayor Warren Wood; and Karla Hynes. Ide moved the agenda be accepted as is, Ritter seconded. Approved 4-0. There were no minutes from the previous meeting.

The only item on the agenda under old business was building..

A client satisfaction survey for Strawhecker was passed out. It was decided that the board would take them home, fill them out and return them on Monday, May 21.

Marilyn will mail them all back to Paul J. Strawhecker, Inc.

A theme for the library project was discussed. It was decided to use, "From Lincoln to Library a Novel Idea."

Direct Deposit has been started. Questions about 641 were raised. Kay Raymond and Vidette Dixon-Borgmann (Friends of the Library) will be invited to next Monday's meeting.

Karla Hynes of ISSB will host a travel show at Lincoln on May 23 at 5:30 pm. The talk will be on the New Mexico trip that will be taken next October. The library will pull books, art work and design a page of websites and information.

Uses of Lincoln School by service clubs was discussed.

Meeting adjourned at 6:10 pm.

Respectfully submitted,

Calvin Huffman, Secretary Pro Tem
ch/mr

Gibson Library Board of Trustees
Monday, May 7, 2012

The meeting was called to order at 5:08 p.m. Present were Ann Coulter, Karin Coleman, Calvin Huffman, Jean Ide and Edwin Ritter. Also present were Marilyn Ralls, director; Nancy Loudon, council representative; and Mayor Warren Woods.

Huffman moved the adoption of the agenda, second by Ide. Approved 5-0.

Ide moved approval of the minutes of April, as printed. Second by Huffman. Approved 5-0.

Ritter moved the payment of the bills, second by Huffman. Approved 5-0.

Finances were reviewed.

Director's Report:

The coffee boys have contributed over \$16,000.00 since meeting at the library. The tornado may have contributed to the statistics being down for the month of April. Summer Reading program with start May 29, and run through July 27. Marilyn thanked the staff for planning the program as she was absence for surgery. Personal note: Marilyn has started physical therapy.

Old Business:

Decided to have Lincoln school available for class reunions; wall posters would stay up; try to be on grapevine regularly; people can contact mayor's office for a tour of the Lincoln school. Can the two trained individuals on solicitations help us with the presentation? The board needs to decide on a theme. The board decided to meet weekly for updates.

New Business:

Video and DVD policy #6 was reviewed. Huffman moved adoption, second by Ide. Approved 5-0.

Edwin Ritter
Secretary pro-tem

Gibson Memorial Library Board of Trustees
Monday, April 9, 2012
5 p.m.

The meeting was called to order at 5:05 p.m. by president, Ann Coulter. Those present were Karin Coleman, Jean Ide, Calvin Huffman, Ed Ritter. Also present were director, Marilyn Ralls; City Council Rep, Nancy Loudon, and Mayor Warren Woods.

Calvin Huffman moved the agenda for today be approved. Voice vote was pro. Ed Ritter moved that the March 5 minutes as corrected be approved. Motion was approved. Karin Coleman made a motion to approve the bills. Motion carried.

Director's Report:

Marilyn reported we are 3/4 through fiscal year. Stats are down from last month. She also said clients who do not live in Union County will not be able to use WILBOR. Contributions from the coffee guys since September 2006 are almost \$16,000. The contributions have been used for computers and new microfiche machine.

Old Business:

5:30 p.m. Talked to Scott Larson from Strawhecker via conference call. Karin, Jean, Ed told Scott they did not think the contract with Strawhecker had been fulfilled and did not feel the extension of the Strawhecker contract through August 2012 should be paid by the library.

Call ended and the board discussed the issue. All board expressed that the contract had not been fulfilled. Karin Coleman made the motion and Calvin seconded the motion that Ann will call Strawhecker/Scott and tell them that they need to fulfill the contract in the next few months without any payment from the Library Board. During Ann's subsequent telephone conversation, Scott said he would talk with Paul Strawhecker and call back with a decision.

A special meeting will be held April 16 at 5:00 to further deal with the extension of the Strawhecker contract.

Open Houses at Lincoln School:

Suggestions on presentations at open house: Too long. Business plan could be a handout instead of part of the presentation. Should be stressed that the historic character of the present building will be maintained. Push the "community center" aspect. Personal invitations to all people who have been interviewed. Get newspaper involved.

Ed Ritter will work on joint meeting with service clubs.

Minutes of Gibson Memorial Library Board of Trustees
Monday, January 9, 2012 – at Gibson Memorial Library, Creston, IA

Chairperson Ann Coulter called meeting to order at 5:15 p.m.

Roll Call: Ann Coulter, Ed Ritter, Calvin Huffman, Jean Ide, Karin Coleman. Also present: Librarian Marilyn Ralls, Mayor Warren Woods, Councilperson Nancy Loudon, Scott Larson from Strawhecker.

Consideration of Agenda:

Ed moved to **accept the agenda**; Calvin seconded the motion. Motion passed.

Minutes: Ed moved to **accept the minutes** from December 2011 meeting; Jean seconded the motion. Motion passed.

Bills:

Karin moved to **pay the bills**; Ed seconded the motion. Motion passed.

Finance Report:

Budget is on track for the year. Received check for \$400.00 from EAST program from haunted house proceeds.

Director's Report:

Marilyn reported that stats were down for December, but computer usage was up. And inter-library loans were up as well.

Old Business:

Building relocation –Scott distributed draft of Business Plan and requested corrections and figures to finalize the plan, such as budget and asbestos removal cost. Still need to identify all committee heads. Jan and Carl Knock have agreed to head the lead gift committee and Tom Frey has agreed to head the community gift division. Scott would like to have some senior employees from area businesses and schools represented. No word yet any possible grant funds.

New Business:

Reviewed Internet Access Policy. Jean moved to approve without changes; Calvin seconded the motion. Motion passed.

Reviewed new policy Video Chatting Policy. Karin moved to instead of creating a new policy, amend the current Cell Phone policy. Amendment would state: "Video chatting will be treated the same as the use of cell phones within the library. Those who video chat will be restricted to the front entryway of the library building. Any exceptions to this policy would need to be approved by the library director or assistant director."

Meeting was adjourned at 6:45 p.m.

Next meeting will be Monday, February 6, 2012, at 5 p.m. at the Library.

Minutes respectfully submitted by Karin Coleman.

Library Board of Trustees
Monday, March 5, 2012
5:00 p.m.

Karin arrived late

The meeting was called to order at 5:05 p.m. Present were Ann Coulter, Jean Ide and Calvin Huffman. Also present were Marilyn Ralls, director; Nancy Loudon, City Council Rep; Mayor Warren Woods; City Administrator, Mike Taylor; Friends of the Library president, Kay Raymond; Scott Larson and Paul Strawhecker of Paul J. Strawhecker, Inc. Omaha, NE.

Ide moved the agenda be accepted as is, Huffman seconded. Approved 2-0. There were no minutes from the previous meeting. Huffman moved that the bills be paid. Ide seconded. Approved 2-0. 5:10 – Ed Ritter arrived.

Director's Report:

The old fax machine died and they are now using the copier to fax. Wilbor stats are up over last year's. There were 26 new Wilbor patrons during February 2012. Library was closed February 4 as Creston had 8" of snow. Dan Wardell will be here for two shows on June 7 and a magician on June 28.

Old Business:

Scott Larson discussed fund raising for Lincoln School. Discussions were held on how to get the correct word out to the public and dispel rumors about raising property taxes. It was decided to hold public forums at Lincoln School. The first one will be for persons that have been interviewed. One or two more would be held that are open to the public. Dianne Osmun and Julie Weisshaar will be invited to do a PowerPoint presentation. A librarian from Winterset or Red Oak would be invited to talk about their experiences with old buildings/new libraries. Laugerman would also be invited. The first Town Meeting will be held on March 29, if everyone is available that evening. Ritter will check with the chamber to see if there are conflicts with that night. Warren Woods will provide pizza. See Scott Larson's notes.

Respectfully submitted,

Calvin Huffman, Secretary Pro Tem
ch/mr

Minutes of Gibson Memorial Library Board of Trustees
Monday, April 5, 2010 – at Gibson Memorial Library, Creston, IA

Vice Chairperson Calvin Huffman called meeting to order at 5:00 p.m.

Present and **answering roll call**: Ann Coulter, Ed Ritter, Calvin Huffman, Karin Coleman, and Dottie Dunphy.

Also present was: Marilyn Ralls, Librarian.

Also present was: Mayor Warren Woods.

Consideration of Agenda:

Ed Ritter moved to **accept the agenda**; Karin Colman seconded the motion. Motion passed.

Karin Coleman moved to **accept the minutes** from the February 15th, March 1st, and March 15th meetings; Ed Ritter seconded the motion. Motion passed.

Ed Ritter moved to **approve the bills** for payment; Karin Coleman seconded the motion. Motion passed.

Marilyn Ralls (Librarian Director) Report:

Marilyn reported on the workshop she and Susan attended concerning weeding of books from the Library. She reported we are 737 short of last years count for check-outs on computers. We will no doubt exceed last year in check- outs as well as computer use. The use of WILBOR is up to 310 people for this year so far. Marilyn reported that Dekko is on line and has simplified its applications. The Library has been offered \$500.00 from the Investment Education Program. This is in the way of materials and the staff will be trained to train others. Marilyn reported that in the past week the Library Facebook page has received 394 visits.

Old Business:

Warren Woods presented a recent letter from the contractors for the building project estimates. It was announced that Jan and Carl Knock, Lou Ann Snodgrass, and Connie and Dennis Purdum have offered help for fundraising for the new building. Wood's asked the Board to consider the possibility of hiring a fundraising organization for the building project. The next steps for the project are the City Council approval and the School Board Public Hearing on April 19th.

New Business:

The Board decided to hold off on hiring a fundraising organization at this time. A check list of previous donors to the proposed addition to the present library will be contacted by letter asking them to convert their donation to the building project. The Board will go over the floor plan and make revisions following the April 19th School Board meeting. Ed Ritter proposed we ask Dick Anderson to attend this meeting.

The Personnel Handbook adoption was made by Calvin Huffman and seconded by Karin Colman. Adoption passed.

The proposal for adoption of the Exhibits Policy was made by Ed Ritter and seconded by Calvin Huffman. Adoption passed.

Meeting was adjourned at 6:45 P.M.

Next Meeting on May 3, 2010, at 5:00 pm at the Library

Dottie Dunphy, Secretary