

**Minutes of Gibson Memorial Library Board of Trustees
Monday, December 6, 2010 –Creston Library, Creston, IA**

Chairperson Ann Coulter called meeting to order at 5:00 p.m.

Present and answering roll call: Ann Coulter, Dottie Dunphy, Calvin Huffman, Karin Coleman, and Ed Ritter
Also present: Marilyn Ralls, Librarian, Warren Woods, Mayor.

Consideration of Agenda:

Karin Coleman moved to **accept the agenda**; Dottie Dunphy seconded the motion. Motion passed.

Karin Colman moved to **accept the minutes** from the November 1, 2010 meeting; Dottie Dunphy seconded the motion. Motion passed.

Bills:

Calvin Huffman moved to **pay the bills**; Karin Coleman; seconded the motion. Motion passed.

Marilyn Ralls (Librarian Director) Report:

Marilyn reported that the stats. were up for the previous month, especially FAX. The coffee men have donated over \$12,000 to the Library. The restroom repairs have been completed. Marilyn announced that the Friends of the Library are sponsoring a Scrapbooking workshop on January 14. Friends of the Library will also sponsor a Grant Woods presentation at the SWCC Performing Arts Center, January 20. Patrons can now download E reader books from WILBER.

Old Business:

Ann and Calvin met with the Finance Committee of the City Council and they approved the selling of the Library building. It has been suggested by Mike Taylor that the Board **ask local realtors** for an estimated price -- motion made by Calvin Huffman; seconded by Karin Coleman. Motion passed. There was a discussion concerning sending a **letter to patrons who pledged and gave money for the previous reconstruction plan and ask if they were willing for that money to go to the new Library plan.** Ed Ritter will research letter and the list.

New Business:

Budget for 2012 was reviewed and approved. Karin Coleman so moved and Ed Ritter seconded the motion. Motion passed.

Chair declared adjournment at 6:15 P.M.

Next Meeting on January 3, 2011 at 5:00 pm at the Library

Dottie Dunphy, Secretary

**Minutes of Gibson Memorial Library Board of Trustees
Monday, November 1, 2010 –Creston Library, Creston, IA**

Chairperson Ann Coulter called meeting to order at 5:00 p.m.

Present and answering roll call: Ann Coulter, Dottie Dunphy, Calvin Huffman, and Karin Coleman. Also present: Marilyn Ralls, Librarian, Warren Woods, Mayor, and Mike Taylor.

Consideration of Agenda:

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

Karin Colman moved to **accept the minutes** from the October, 2010 meeting; Calvin Huffman seconded the motion. **Motion passed.**

Karin Colman moved to **approve the bills** for payment; Calvin Huffman seconded the motion. **Motion passed.**

Bills:

Calvin Huffman moved to pay the bills: Karin Coleman; seconded the motion. **Motion passed.**

Marilyn Ralls (Librarian Director) Report:

Marilyn reported that 57 Audio Books on Wilber had been checked out during October. Marilyn reported on attending the ILA Conference. During the conference Ann Coulter received the Iowa Library Trustee of the Year award.

Old Business:

The Board received a copy of the letter from USDA rejecting our application for financial assistance for renovation of a new Library. The Board could apply for a \$50,000 grant to be determined in the future but it was rejected. The motion to not apply was made by Dottie Dunphy and seconded by Calvin Huffman. **Motion passed.**

New Business:

It was decided to have a meeting between some of the Board members and three City Council members concerning the future of the Library.

The Board agreed to have an **appraiser assess the Library building and consider selling this building to raise funds for remodeling the Lincoln building.**

Chair declared adjournment at 6:30 P.M.

Next Meeting on December 6 , 2010, at 5:00 pm at the Library

Dottie Dunphy, Secretary

**Minutes of Gibson Memorial Library Board of Trustees
Monday, October 4, 2010 –Creston Library, Creston, IA**

Chairperson Ann Coulter called meeting to order at 5:00 p.m.

Present and answering roll call: Ann Coulter, Ed Ritter, Dottie Dunphy, Calvin Huffman, and Karin Coleman.
Also present: Marilyn Ralls, Librarian.

Consideration of Agenda:

Circulation Policy was added to the agenda.

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

Karin Colman moved to **accept the minutes** from the September, 2010 meeting; Calvin Huffman seconded the motion. Motion passed.

Karin Colman moved to **approve the bills** for payment; Calvin Huffman seconded the motion. Motion passed.

Bills:

Calvin Huffman moved to accept payment of the bills; Ed Ritter; seconded the motion. Motion passed.

Marilyn Ralls (Librarian Director) Report:

Marilyn reported that the Library received \$197.00 from the coffee group this month. The Gadget Zoo was a success and the Smart Investment Class had 8 participants. The roof leak has been looked at and will possibly be fixed this Fall. The Town Meeting in Red Oak, IA dealt with the reorganization by the State Library Association. Marilyn said she is working on the annual report. The Kiwanis Origination has donated \$775.00 to the Library. Edith McFee has given a gift of \$15,600 to the Library for the purchase of new books.

Old Business:

Ann reported that we **did not receive a USDA Grant only Exira Library** received money. It is hoped that our application will be held over until next year. Marilyn will look into the possibility of offering the use of credit cards and debit cards at the Library.

New Business: Long Range Plan

We will investigate the upgrade of Microsoft Office through the Gates Grant, "Tech Soup." The Fall of 2011 for completion.

News Bank has increased to \$2,800 due to addition of the Creston News Advertiser. It was agreed to drop News Bank and use Ebsco Host database instead. Plan accepted motion made by Calvin Huffman and seconded by Ed Ritter. Motion passed.

Circulation Policy

It was agreed that members of Friends of the Library can have three days check out on Videos and DVD's.

It was agreed the lost or damaged items replacement should be purchased by the Library or approved by the Librarian. Policy was accepted as amended with motion made by Ed Ritter and seconded by Calvin Huffman. Motion passed.

Chair declared adjournment at 5:45 P.M.

Next Meeting on November 1, 2010, at 5:00 pm at the Library

Dottie Dunphy, Secretary

**Minutes of Gibson Memorial Library Board of Trustees
Tuesday, September 7, 2010 –Creston Library, Creston, IA**

Chairperson Ann Coulter called meeting to order at 5:10 p.m.

Present and answering roll call: Ann Coulter, Ed Ritter, Dottie Dunphy, Calvin Huffman, and Karin Coleman.
Also present: Marilyn Ralls, Librarian.

Consideration of Agenda:

Kone Elevator was added to New Business.

Calvin Huffman moved to **accept the agenda**

Karin Colman moved to **accept the minutes** from the August, 2010 meeting; Calvin Huffman seconded the motion. Motion passed.

Karin Colman moved to **approve the bills** for payment; Calvin Huffman seconded the motion. Motion passed.

Financial Report/Bills:

Calvin Huffman moved to accept the financial report and bills: Ed Ritter; seconded the motion. Motion passed.

Marilyn Ralls (Librarian Director) Report:

Marilyn reported that the Library now has 148 friends on Facebook. The ceiling in the second floor of the Library has come down in places. Computer Stats for the month were down but the check out of materials was up. She reported that Karen Burns has established the bar code system for use with cell phones. This is a shortcut for web site use. Marilyn attended an all day session for SWILSA in Atlantic. In October she will attend the LSA Conference. The coffee men have started their fifth year at the Library. The staff provided treats in celebration.

Old Business:

Ann reported that there has been no word on the grant from USDA. The organization E.A.S.T. at Creston High School, has developed a landscape plan for the new library however, nothing has been brought to the Board.

New Business:

A bid has been submitted for a roof repair for the Library. The estimate is around \$8,000 with a 6 year guarantee. The Board discussed the extent of the repairs and Calvin will present the problems to the City Council for consideration. This motion was proposed by Ed Ritter and seconded by Calvin Huffman. Motion passed. Marilyn asked that the Library be closed on September 24, from 10:00 to 1:30 for Gadget Zoo. This is a technology in-service and update on electronic devices. Karin Coleman made the motion seconded by Calvin Huffman. Motion passed. Marilyn reported that the Library has received a bill from Kone Elevator Company for \$405.00 for an annual code required pressure test. The Board questioned if this is in addition to the annual elevator check or something else. Marilyn will check this out and report back to the Board.

**Minutes of Gibson Memorial Library Board of Trustees
Monday, August 2, 2010 –Creston Library, Creston, IA**

Chairperson Ann Coulter called meeting to order at 5:10 p.m.

Present and answering roll call: Ann Coulter, Ed Ritter, Dottie Dunphy, Calvin Huffman, and Karin Coleman.
Also present: Marilyn Ralls, Librarian.

Consideration of Agenda:

Addition of Genealogy considerations for new building presented by Jane Briley was added under Old Business, Karin Colman moved to **accept the agenda** Calvin Huffman; seconded the motion. Motion passed.

Dottie Dunphy moved to **accept the minutes** from the July 12, 2010 meeting; Calvin Huffman seconded the motion. Motion passed.

Karin Colman moved to **approve the bills** for payment; Calvin Huffman seconded the motion. Motion passed.

No financial Report.

Marilyn Ralls (Librarian Director) Report:

Marilyn reported that 4,500 patrons used the Library during July. She reported that the coffee groups have donated \$10,395.50 as of the first of July 2010. Marilyn reported that 132 children, 25 teens, and 44 adults have completed the Summer Reading Program. E-Books were discussed and Marilyn reported that patrons can download books to Smart Phones and that sharing books is the issue concerning E-Books in Libraries. As of now, Marilyn said all state reports have been sent in.

Old Business:

Jane Briley, a member of the Genealogy Organization asked if the size of the Genealogy Room in the new building could be larger and if a door could be placed between this room and the Conference Room? The Board assured her nothing has been set in stone and these requests would be considered. There was some discussion concerning the equipment for the new room and the Board agreed to get a list of options for electronic access for the group. The issue of the leaking roof in the Library is becoming a safety issue. Ann Coulter will talk with Mayor Warren Woods and report back to the Board.

New Business:

The Confidentiality of Library Records Policy was reviewed and approved by the Board. Motion made by Calvin Huffman and seconded by Ed Ritter to approve the policy passed. Ann reported that the USDA is still holding up the Grant for the new building. Ann also reported that a construction manager position has been considered for on site during the renovations of the new building.

If it was decided that the Board will walk in the Balloon Day Parade and hand out bookmarks. The Library will be closed until noon on Balloon Days. Karin Colman made the motion and was seconded by Calvin Huffman. Motion passed.

The Public Relations Policy was reviewed and accepted by the Board. Karin Colman made the motion and was seconded by Ed Ritter. Motion passed.

Marilyn reported that a number of old computers and some printers are stacking up and asked for permission to sell them. It was agreed that the hard-drives would be cleaned down to Windows XP and each piece be labeled with the memory available and then sold. The Board discussed the possibility of the Genealogy Organization using the large printer. Marilyn will report back to the Board.

Chair declared adjournment at 6:00 P.M.

Next Meeting on September 7, 2010, at 5:00 pm at the Library

Dottie Dunphy, Secretary

**Minutes of Gibson Memorial Library Board of Trustees
Tuesday, June 7, 2010– at Gibson Memorial Library, Creston, IA**

Chairperson Ann Coulter 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.

Consideration of Agenda:

Added to the agenda was C- Lemonade Sale and D- Board Meeting Date

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

Karin Coleman moved to **accept the minutes** from the May 3, 2010, meeting; Karin Coleman seconded the motion. Motion passed.

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

Marilyn Ralls (Librarian Director) Report:

Marilyn reported that the Summer Reading Program is underway and we have 68 signed up with Sue and 10 teens signed up with Donna. Sue visited the elementary schools prior to the beginning of the program. The Server is being worked on at present and we are getting closer to all things working on it. The morning coffee men have donated \$10,000 so far to the Library.

Old Business:

Ann Coulter reported on the building architectural summary to USDA and the Historical Society. No word at this time from the USDA concerning the grant and loan. All members received a copy of the new adjusted floor plan. Ann attended a meeting with the EAST Students Project. They were requesting a Teen Room in the new facility and Ann informed them the plan was already made for that room.

Fundraising – Sid Hudek has agreed to help with the committee. Ann presented a graph on Library Visits – Fiscal Years 2008-2010 and a sheet with the estimated cost for Library relocation and items not included in that cost, both to be added to the presentation packet.

New Business:

The Fax Policy was reviewed and discussed. Policy was approved. Calvin Huffman moved and Ed Ritter seconded the motion. Motion passed.

No lemonade sales stand on the 4th of July because of members gone during that time. If the EAST Students would like to do it, that would be fine.

The Board authorized Marilyn to pay the June bills since the July Board Meeting will not be held until July 12th. Karin Coleman moved and Calvin Huffman seconded the motion. Motion passed.

Meeting was adjourned at 7:00 P.M.

Next Meeting on June 7th, 2010, at 5:00 pm at the Library

Dottie Dunphy, Secretary

**Minutes of Gibson Memorial Library Board of Trustees
Monday, May 3, 2010– at Gibson Memorial Library, Creston, IA**

Chairperson Ann Coulter 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.

Consideration of Agenda:

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

Karin Coleman moved to **accept the minutes** from the April 5th meeting; Ed Ritter seconded the motion. Motion passed.

Calvin Huffman moved to **approve the bills** for payment; Karin Coleman seconded the motion. Motion passed. No financial Report at this time.

Marilyn Ralls (Librarian Director) Report:

Marilyn reported that the computers at the Library are receiving very good use. The Summer Reading Program is getting under way again. National Library Week was celebrated with contests and Friends of the Library members brought lunch in for the Staff.

New Business:

The Safe Child Policy was reviewed and discussed. Policy was approved. Calvin Huffman moved and Karin Colman seconded the motion. Motion passed.

Old Business:

Ann Coulter reported on her meeting with SHPO concerning the eligibility for federal funding from USDA. Shelving has been purchased at an auction for the new building. This was purchased from the restricted gifts fund. The motion to pay \$875.00 for these shelves was made by Calvin Huffman and seconded by Karin Coleman. Motion passed. There was much discussion concerning the new building. It was agreed the dollar amount for fundraising would be \$300,000. It was discussed and agreed that the pledge card form wording would be Library Relocation Project. A fundraising facts sheet was reviewed. The next working meeting will be May 20th.

Meeting was adjourned at 7:20 P.M.

Next Meeting on June 7th, 2010, at 5:00 pm at the Library

Dottie Dunphy, Secretary

**Minutes of Gibson Memorial Library Board of Trustees
Monday, March 15, 2010 – Creston Library, Creston, IA**

Chairperson Ann Coulter called the meeting to order at 5:00 p.m.

Present and answering roll call: Ann Coulter, Calvin Huffman, Dottie Dunphy, Ed Ritter, and Karin Coleman. Also present were Marilyn Ralls, Librarian, Warren Woods, Mayor, and Mike Taylor, City Manager.

Consideration of Agenda:

Ann Coulter proposed the agenda Calvin Huffman moved to **accept the agenda**; Ed Ritter seconded the motion. Motion passed.

New Business:

Preparation of a proposal to the City Council was discussed. Ann Coulter had a point's sheet ready and the Board discussed additions and changes. Additions were: sq. ft. of present library at 7, 831 sq. ft., coffee bar, and increased parking space. There were changes to the **USDA Grant** and Loan prospects along with some other minor changes.

The Board will attend the City Council meeting March 16, 2010 at 6:00 P.M.

Chair declared adjournment at 6:15 P.M.

Dottie Dunphy

Minutes of Gibson Memorial Library Board of Trustees
Monday, March 1, 2010 – at Gibson Memorial Library, Creston, IA

Chairperson Ann Coulter 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: Ruth Bolinger, David Loggerman, Kevin Currie, Mike Taylor, and Warren Woods.

Consideration of Agenda:

Calvin Huffman moved to **accept the agenda**; Karin Colman seconded the motion. Motion passed with the addition of Experience Works presentation to New Business.

Karin Coleman moved to **accept the minutes** from the February 1, 2010 meeting; Calvin Huffman seconded the motion. Motion passed.

Ed Ritter moved to **approve the bills** for payment ; Calvin Huffman seconded the motion. Motion passed.
Dottie Dunphy moved the financial report: Karin Colman seconded the motion. Motion passed.

Marilyn Ralls (Librarian Director) Report:

Marilyn reported on the high volume of computer use. The new laser printer is installed and working. A customer fell on the last step descending to the first floor in the Library. Staff called 911 and the customer was treated for broken ribs. All necessary paper work has been done.

Old Business – none

New Business :

Ruth Bolinger made a presentation on behalf of Experience Works Program. This program would provide a volunteer network for the Library. It was decided to review the handout and discuss at a later date. Kevin Currie, Construction Consultant for Septagon Construction proposed a reconstruction plan for Lincoln School as a Library. He presented the Board with cost figures and answered question as they were proposed. Asbestos removal costs were discussed and it was agreed this would have to be considered prior to purchase.

The Board moved to postpone discussion of the personnel Handbook to another meeting.

Karin Colman moved to adjourn, seconded by Calvin Huffman, motion passed.

Meeting was adjourned at 7:15 P.M.

Next Meeting on March 15, 2010, at 5:00 pm at the Library

Dottie Dunphy, Secretary

**Minutes of Gibson Memorial Library Board of Trustees
Monday, January 4, 2010 – Creston Library, Creston, IA**

Chairperson Ann Coulter called the meeting to order at 5:00 p.m.

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

Consideration of Agenda:

Ann Coulter added Grants to New Business, Calvin Huffman moved to **accept the agenda**; Ed Ritter seconded the motion. Motion passed.

Karen Coleman moved to **accept the minutes** from the December 7, 2009 meeting; Calvin Huffman seconded the motion. Motion passed.

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

Financial Report: No Financial Report at this time.

Marilyn Ralls (Librarian Director) Report:

Marilyn reported that the Christmas Baskets Auction raised \$1,740.00. During the month of December \$3,244.65 was received in donations. January 9th and February 11th there will be an ICN Presentation on Trustee Essentials for Libraries. Marilyn reported that the ceiling on the second floor is leaking and collapsing. She has reported it to the City and they will be taking a look at it when it warms up and they can get up there.

Old Business:

Ann and Marilyn attended the City Council Meeting on budget and our Library was given an additional \$5,000, this is in addition to the \$2,000 for the year. Ann passed out a handout that will be shared with the Union County Board of Supervisors when we ask for the 2010 Library budget. We will be asking for \$20,000 again this year.

New Business:

The Board watched a video produced by the Library Trustees Association. The By Laws were reviewed and the Board deleted part of section AA and it shall read, "Appointments shall be for six year terms." Calvin Huffman moved to accept the change and Ed Ritter seconded the motion. Motion passed.

Ann Coulter introduced a possible grant to pursue for the Library from the USDA Rural Development-Grants Program. It was decided to do more investigating and report back to the Board.

Chair declared adjournment at 6:25 P.M.

Next Meeting on February 1, 2010, at 5:00 pm at the Library

Dottie Dunphy, Secretary

**Minutes of Gibson Memorial Library Board of Trustees
Monday, December 7, 2009 –Creston Library, Creston, IA**

Chairperson Ann Coulter called meeting to order at 5:00 p.m.

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

Consideration of Agenda:

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

Ed Ritter moved to **accept the minutes** from the October 5, 2009 meeting; Calvin Huffman seconded the motion. Motion passed.

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

Financial Report: Calvin Huffman moved to approve the financial report; Ed Ritter seconded the motion. Motion passes.

Marilyn Ralls (Librarian Director) Report:

Marilyn reported that the Christmas Baskets at the Library have already hit \$1,100 and bidding closes December 16, at 5:30 P.M. There will be an Alzheimer presentation December 8, 2009, at the Library. Marilyn has given a Library Policy Manual to the City Council. She reported that the Server for the Library has been returned to the manufacturer because of defects. There will be a public hearing to amend the budget and add \$5,000.00 to the Library Book Line. Raises will be given to Marilyn and Sue but not to part-time employees at this time.

Old Business: Grants:

SCICF Grants are not being awarded at this time.

New Business:

Wall Mart Corporation has given the Library \$1,000.00 donation. The Budget was reviewed and approved to go to the City Council. It was agreed to ask for 3% raises. Ed Ritter so moved and Dottie Dunphy seconded. Motion passed.

Chair declared adjournment at 6:00 P.M.

Next Meeting on January 4, 2010, at 5:00 pm at the Library

Dottie Dunphy, Secretary

**Minutes of Gibson Memorial Library Board of Trustees
Monday, November 2, 2009 –Creston Library, Creston, IA**

Chairperson Ann Coulter called meeting to order at 5:00 p.m.

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

Consideration of Agenda:

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

Calvin Huffman moved to **accept the minutes** from the October 5, 2009 meeting; Ed Ritter seconded the motion. Motion passed.

Calvin Huffman moved to **approve the bills** for payment; Dottie Dunphy seconded the motion. Motion passed.

No Financial Report

Marilyn Ralls (Librarian Director) Report:

Marilyn reported that library use numbers were much the same as last year. The coffee group donated \$427.05 this month. During October we had numerous sick days for the staff. There was NO Flu Shot Clinic. Marilyn reported that Sue and Donna attended the Summer Reading Program Workshop. We are having problems with the new server specifically with the power supply. The Governor of Iowa has reinstated the "Enrich Iowa," financing.

Old Business: Grants:

Sue is applying for the YACC Grant for Children Books. The Board agreed we would apply for the SCICF Grant and it is a matching grant. It was decided we would ask for \$7,000.

New Business:

Long Range Library plan will be brought up to date to include additional computers, server, and laptops now available in the Library. Calvin Huffman moved to accept these changes; Ed Ritter seconded the motion. Motion passed.

Chair declared adjournment at 5:39.

Next Meeting on December 6, 2009, at 5:00 pm at the Library

Dottie Dunphy, Secretary

**Minutes of Gibson Memorial Library Board of Trustees
Monday, October 5, 2009 –Creston Library, Creston, IA**

Chairperson Ann Coulter called meeting to order at 5:00 p.m.

Present and answering roll call: Ann Coulter, Calvin Huffman, Dottie Dunphy. New Board member Karin Coleman was introduced.

Consideration of Agenda:

Dottie Dunphy moved to **accept the agenda** Calvin Huffman; seconded the motion. Motion passed.

Calvin Huffman moved to **accept the minutes** from the September 8, 2009 meeting; Dottie Dunphy seconded the motion. Motion passed.

Calvin Huffman moved to **approve the bills** for payment; Dottie Dunphy seconded the motion. Motion passed.

Dottie Dunphy moved to **accept the Financial Report**; Calvin Huffman seconded the motion. Motion passed.

Marilyn Ralls (Librarian Director) Report:

Marilyn reported that we now have 12 computers and 3 laptops at the Library. Jackie Schaffer has retired and Merle Lee Pugh started two weeks ago. Marilyn is on vacation next week. The Identity Workshop was a success with a large number of people attending. It was reported that Friends of the Library made \$3,000 on the Balloon Days Book Sale.

Old Business: None

New Business:

The motion was made by Calvin Huffman and seconded by Dottie Dunphy that the price per copy from the new color copier would be set at .50 per copy and this would be added to the Public Computer Access Policy. Motion passed. **Library Cards:** Friends of the Library requested that their members not have to use library cards to check out books. The Board feels this is a step backwards, with identify theft being such a problem in today's society, we will stay with the present program.

Long range Library plan will be examined at the November meeting.

Chair declared adjournment at 6:36.

Next Meeting on November 2, 2009, at 5:00 pm at the Library

Dottie Dunphy, Secretary

**Minutes of Gibson Memorial Library Board of Trustees
Monday, September 8, 2009 –Creston Library, Creston, IA**

Chairperson Ann Coulter called meeting to order at 5:00 p.m.

Present and answering roll call: Ann Coulter, Ed Ritter, Dottie Dunphy.

Consideration of Agenda:

Ed Ritter moved to **accept the agenda** Dottie Dunphy; seconded the motion. Motion passed.

Ed Ritter moved to **accept the minutes** from the August 6, 2009 meeting; Dottie Dunphy seconded the motion. Motion passed.

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

Dottie Dunphy moved to **accept the Financial Report**; Ed Ritter seconded the motion. Motion passed.

Marilyn Ralls (Librarian Director) Report:

Marilyn reported that the statistics for August were up 786 for a total of 4,322 patrons using the Library. Computer usage is up 403 over numbers from last year. The coffee group has donated \$8,000 over a three year span. Some of this money has been used for matching grants. New computers have been ordered; 3 for patrons, 1 staff, 1 color printer, 6 -500 gig backups, and 1 server. Jackie is retiring on September 29, 2009. There will be a party for her on September 29, 2009, at the Pizza Ranch. September 22, 2009, is a town meeting at SWCC 9:30 A.M. – 3:00 P.M. The State Library has accredited the Creston Library. All staff at the Creston Library are certified at this time. Friends of the Library is holding the used book sale on September 18 &19 at Trinity Lutheran Church. Used books can be brought to the Library.

Old Business: None

New Business:

The Library Mission Statement was reviewed and accepted for the next three years. Dottie Dunphy moved to accept the motion and Ed Ritter seconded. Motion passed. At this time \$180.00 remains in the book budget for the Library. This was discussed and decided that board members will approach Creston Organizations for donations. This money is needed to keep the services like large print books and WILBOR subscriptions for another year. Fundraising ideas were discussed and it was decided to approach Creston based corporations and place donation jars around Creston, as well as putting shortfall money into the book budget. The ILA Conference is October 22, 2009, in Des Moines and all Library staff will attend. Friends of the Library will cover registration costs.

Chair declared adjournment at 6:15.

Next Meeting on October 5, 2009, at 5:00 pm at the Library

Dottie Dunphy, Secretary

**Minutes of Gibson Memorial Library Board of Trustees
Monday, August 3, 2009 –Creston Library, Creston, IA**

Chairperson Ann Coulter called meeting to order at 5:00 p.m.

Present and **answering roll call:** Ann Coulter, Ed Ritter, Dottie Dunphy, Calvin Huffman, and Marilyn Ralls, Librarian.

Consideration of Agenda:

Addition of New Grants was added under New Business, Ed Ritter moved to **accept the agenda** Calvin Huffman; seconded the motion. Motion passed.

Dottie Dunphy moved to **accept the minutes** from the July 6, 2009 meeting; Ed Ritter seconded the motion. Motion passed.

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

No financial Report.

Marilyn Ralls (Librarian Director) Report:

Marilyn reported that the computer use for last month was 1.435, the most ever. 284 Children registered for the Summer Reading Program and 110 completed the program. The 110 children received prizes and Cubs Baseball Tickets. This has been vacation time for the staff yet all areas have been covered. The amount of \$3,900 has been received from the Gates foundation in a matching grant. The morning Coffee Men have matched the \$3,900. The estate of Shirley and Art Lischer have given the Library a check for \$45,100 to be used for future Library needs. The 4th of July lemonade shake stand made \$100.00. The state of Iowa has provided bumper stickers to hand out saying, "Whatdoyougeek." Igeekthelibrary.org.

Old Business: None

New Business:

New Teacher Circulation Policy for the Library was discussed. Ed Ritter moved to accept the policy and Calvin Huffman seconded the motion. Motion passed. Wireless Policy for the Library was discussed. Dottie Dunphy moved to accept the policy and Ed Ritter seconded the motion. Motion passed. Holidays: The next Library meeting will be held on Tuesday, September 8, 2009 due to the holiday. Calvin Huffman moved to accept the motion and Ed Ritter seconded. Motion passed. Balloon Days, September 19, 2009 the Library will open at noon. Calvin Huffman moved to accept the motion and Ed Ritter seconded. Motion passed. Saturday, December 26, 2009 the Library will be closed. Dottie Dunphy moved to accept the motion and Ed Ritter seconded. Motion passed.

Board Officers for 2009-2010

President – Ann Coulter

Vice President – Calvin Huffman

Secretary – Dottie Dunphy

Ed Ritter moved to accept the slate of officers and Dottie Dunphy seconded the motion. Motion passed.

Following some discussion it was decided that the \$250.00 memorial money from Lynne Reeves and the estate money from Shirley and Art Lischer, be placed in the Library building fund. Ed Ritter moved to accept the motion and Calvin Huffman; seconded the motion. Motion passed. Marilyn will get permission from the Lischer Family to publicize the donation.

Chair declared adjournment at 5:50.

Next Meeting on September 8, 2009, at 5:00 pm at the Library

**Minutes of Gibson Memorial Library Board of Trustees
Monday, July 6, 2009 – at 1000 North Vine St, Creston, IA**

Chairperson Ann Coulter called meeting to order at 5:00 p.m.

Present and **answering roll call:** Ann Coulter, Ed Ritter, Dottie Dunphy, Calvin Huffman, and Marilyn Ralls, Librarian.

Consideration of Agenda:

Addition of Ear Buds was added under Old Business, Ed Ritter moved to **accept the agenda** Calvin Huffman; seconded the motion. Motion passed.

Dottie Dunphy moved to **accept the minutes** from the June 1, 2009 meeting; Calvin Huffman seconded the motion. Motion passed.

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

Dottie Dunphy moved to **approve the financial report:** Calvin Huffman seconded the motion. Motion passed.

Marilyn Ralls (Librarian Director) Report:

Marilyn reported that statistics were up for the month. The renewal for accreditation from the State Library has been granted. The Library web site is updated and being used. The web site includes Wi- Fi, Facebook, and live chats.

Old Business:

The Library Sex Offender Policy was discussed and it was decided to adopt the model provided from the Council Bluffs Library but to exclude the paragraph on homebound delivery service. Dottie Dunphy moved to accept the policy and Ed Ritter seconded the motion. Motion passed. The purchase of Ear Buds for Library use was discussed and it was decided to purchase 100 for use by patrons.

New Business:

Meeting Room Policy for the Library was discussed. Ed Ritter moved to accept the policy and Dottie Dunphy seconded the motion. Motion passed.

Lynne Reeves, Library Board Member, passed away on July 6, 2009. It was discussed and decided a leaf would be purchased in her memory by the Library Staff and Board Members. The Library will close the morning of her funeral and the Board will attend as a body. She will be missed.

Ed Ritter moved for adjournment and Calvin Huffman seconded. Meeting adjourned at 6:15
Next Meeting on August 3 , 2009, at 5:00 pm at the Library

Dottie Dunphy, Secretary

**Minutes of Gibson Memorial Library Board of Trustees
Monday, May 11, 2009 – at 1000 North Vine St, Creston, IA**

Chairperson Ann Coulter called meeting to order at 5:00 p.m.

Present and answering roll call: Ann Coulter, Dottie Dunphy, Calvin Huffman, and Marilyn Ralls, Librarian.

Consideration of Agenda:

Calvin Huffman moved to **accept the agenda**; Dottie Dunphy seconded the motion. Motion passed.

Dottie Dunphy moved to **accept the minutes** from the April 6, 2009 meeting; Calvin Huffman seconded the motion. Motion passed.

Dottie Dunphy moved to **approve the bills** for payment; Calvin Huffman seconded the motion. Motion passed.
Dottie Dunphy moved to approve the financial report: Calvin Huffman seconded the motion. Motion passed.

Marilyn Ralls (Librarian Director) Report:

Marilyn reported that on March 12, 2009 everything was moved back into the library and staff and patrons are pleased with the facility. Marilyn reported that Sue has the Summer Reading Program all organized and the theme for this year is, "Be Creative at Your Library." Ann and Marilyn attended a customer service meeting in Fontanel where they gathered many new ideas. Steve Hunt has been let go from the library staff due to budget cuts. Marilyn went over the statistics sheet included in the packet.

Old Business:

None

New Business:

The Video & DVD Policy for the Library was reviewed and it was decided to add a \$1.00 charge for lost DVD cases. Calvin Huffman motioned and Dottie Dunphy seconded. Motion passed.

Calvin Huffman motioned and Dottie Dunphy seconded and the meeting was adjourned at 5:15 P.M.

Next Meeting on June 1, 2009, at 5:00 pm at the Library

Dottie Dunphy, Secretary

**Minutes of Gibson Memorial Library Board of Trustees
Monday, April 6, – at 1000 North Vine St, Creston, IA**

Chairperson Ann Coulter called meeting to order at 5:00 p.m.

Present and answering roll call: Ann Coulter, Ed Ritter, Lynn Reeves, , and Dottie Dunphy. Also present was: Calvin Huffman , invited quest, Marilyn Ralls, Librarian.

Consideration of Agenda:

Lynn Reeves moved to **accept the agenda**; Ed Ritter seconded the motion. Motion passed.

Ed Ritter moved to **accept the minutes** from the March 2, 2009 meeting; Lynn Reeves seconded the motion. Motion passed.

Lynn Reeves moved to **approve the bills** for payment; Ed Ritter seconded the motion. Motion passed.
Lynn Reeves moved to approve the financial report: Ed Ritter seconded the motion. Motion passed.

Marilyn Ralls (Librarian Director) Report:

Marilyn reported that on March 12, 2009 everything was moved back into the library and staff and patrons are pleased with the facility. Marilyn reported that Sue has the Summer Reading Program all organized and the theme for this year is, "Be Creative at Your Library." Ann and Marilyn attended a customer service meeting in Fontanel where they gathered many new ideas. Steve Hunt has been let go from the library staff due to budget cuts. Marilyn went over the statistics sheet included in the packet.

Old Business:

There has been a transfer of the library CD to the checking account for the time being due to low interest rates. Due to recent rains we have a leak on the south side of the buildings' chimney, this has happened before. The Board suggested Marilyn call Dave Logerman to ask who is responsible for fixing this?

New Business:

The cell phone policy for the library was reviewed and a motion to accept was made by Lynn Reeves and seconded by Ed Ritter. We have received the budget from the City of Creston and there will be no pay raises for this year. We have lost \$17,200 from the budget for books and films.

Lynn Reeves motioned and Ed Ritter seconded and the meeting was adjourned at 6:00 P.M.

Next Meeting on May 4, 2009, at 5:00 pm at the Library

Dottie Dunphy, Secretary

**Minutes of Gibson Memorial Library Board of Trustees
Monday, March 2, – at Library, Creston, IA**

Chairperson Ann Coulter called meeting to order at 5:00 p.m.

Present and **answering roll call**: Ann Coulter, Ed Ritter, Mary Herold, and Dottie Dunphy. Also present was: Marilyn Ralls, Librarian.

Consideration of Agenda:

Ed Ritter moved to **accept the agenda**; Mary Herold seconded the motion. Motion passed.

Ed Ritter moved to **accept the minutes** from the February 2, 2009 meeting; Mary Herold seconded the motion. Motion passed.

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

Marilyn Ralls (Librarian Director) Report:

Marilyn reported on the on going job of keeping up with the dust and cleaning in the library due to the reconstruction project. Vanita Moberg presented a program at the Library, “**Good Reading / Good Writing**” with suggestions on keeping track of books you have read. Marilyn announced that on April 21, 2009, at the Library, there will be a program on evaluating a Library Director. She encouraged all Board members to attend. She announced that the Creston News Advertiser is now on News Bank. This will mean an additional cost of \$365.00 a year to the Library. This is more costly then on Microfilm but Marilyn will investigate cost comparisons and also what is on News Bank.

The Library has issued 622 new cards from March 1, 2008 – March 1, 2009.

Marilyn said the hope is to be moved back in and have reconstruction completed by March 16, 2009.

Old Business – Circulation Policy:

The Board added the sentence, overdue materials that have gone to a second overdue notice may not be renewed. The motions was made by Ed Ritter and seconded by Mary Herold and the motion passed.

New Business :

The Board reviewed the Library ICN Policy and voted to remove the sentence specifying hours that the ICN Room is available. Ed Ritter so moved and Dottie Dunphy seconded the motion.

The cost for tiling in the entry is \$4,545.00. The Board moved to pay the bill. Ed Ritter so moved and Mary Herold seconded. NOI request information was reviewed, this has been brought up before and turned down. It was decided to refer these materials to Mike Taylor for his suggestions.

Locks for two doors need to be replaced. Quality Glass has given an estimate of \$81.00 for the replacements.

Mary Herold moved and Ed Ritter seconded to go ahead with the replacements.

The Board reviewed the idea of a .27 levy tax and setting up a foundation to help generate funds for the Library. It was agreed to contact other Libraries that have a foundation in place to see how the money can be used. The new budget should be finalized by March 15, 2009. This budget cuts funding by \$6,000.00 in the book budget and the possibility of cutting staff hours. Judy Kading and Judith Wachter are organizing an evening coffee house gathering entitled, Gibby’s Coffee House on April 4, 2009 from 7:00 P.M. to 9:00 P.M. at the United Methodist Church. The proceeds will go to the Library. Mary Herold announced that she and her husband are moving to IA Falls, IA and this was her last meeting. She will be missed.

Meeting was adjourned at 6:15 P.M.

Next Meeting on April 6, 2009, at 5:00 pm at the Library

Dottie Dunphy, Secretary

Minutes of Feb. 2 meeting:

The Gibson Memorial Library Board of Trustees met Feb. 2, 2009, at the library. Present were Director Marilyn Ralls, Ann Coulter, president, and Ed Ritter and Mary Herold. Lynn Reeves and Dottie Dunphy were absent.

Ed moved and Mary seconded that the agenda be approved. Motion carried.

Ed moved and Ann seconded that the minutes of the last meeting stand approved as read. Motion carried.

Mary moved and Ed seconded that the bills be paid. Motion carried.

Director's Report: In order to repair the flood damage, library materials were moved out of the children's department and the work area on Wednesday, Jan. 21. The library was able to re-open on Thursday, sooner than anticipated. The original plan was to be closed until Feb. 2.

Materials were moved by the staff, city workers, and FEMA people.

Stats are up from last year. Videos have been packed away until the library has been repaired, but DVDs are still available for checkout.

New Business: The circulation policy was discussed. Changes were as follows: "DVDS" was added to the "Videos" section. Checkout will be for two days.

"Books in print/audio format" was added.

Moved by Ed and seconded by Mary to approve the circulation policy with the changes. Motion carried.

Ann adjourned the meeting at 5:43 p.m.

Mary Herold, Secretary Pro Tem
Mary Herold, Secretary Pro Tem

**Minutes of Gibson Memorial Library Board of Trustees
Monday, January 19, – at Library, Creston, IA**

Chairperson Ann Coulter called meeting to order at 5:06 p.m.

Present and answering roll call: Ed Ritter, Mary Herold, and Dottie Dunphy. Also present was: Marilyn Ralls, Librarian; Sue Teutsch, Assistant Librarian; Mike Taylor, City Manager; Rick & Shawn Foster, Foster Construction

Consideration of Agenda:

Ed Ritter moved to **accept the agenda**; Dottie Dunphy seconded the motion. Motion passed.

New Business:

Board members were given a letter from Warren Woods, Mayor City of Creston. This correspondence outlined and encouraged budget cutting and department spending in light of the economic conditions for 2009.

Mike Taylor, City Administrator reported that one third of the FIMA money has been received and hopeful the rest will follow. This money will be used for repairs to the first floor of the Library. Mike Taylor introduced Rick and Shawn Foster of Foster Construction. Mr. Foster announced that renovations would begin February 2, 2009. On behalf of the company Mr. Foster assured the group that all precautions would be taken to do the job in a timely manner. It was decided that the library would be closed starting January 28, through February 1, to accommodate removal of all materials on the first floor. With the help of staff, board, Boys Scouts, and high school students the first floor will be packed up and the area cleaned out. Mr. Foster offered the use of the company trailer truck to store the items. This allows for less packing and unpacking. The truck can be stored at the company sight for security. It was decided the staff would pick the color for the walls and the carpet for the floors. It was suggested and agreed that the ceiling will be painted as well. Foster Contractors will also make the necessary changes and repairs for the drain in front of the library door.

Meeting was adjourned at 5:50 P.M.

Next Meeting on February 2, 2009, at 5:00 pm at the Library

Dottie Dunphy
Secretary

**Minutes of Gibson Memorial Library Board of Trustees
Monday, December 1, 2008 – at Library, Creston, IA**

Vice Chairperson Lynne Reeves called meeting to order at 5:00 p.m.

Present and answering roll call: Lynne Reeves, Ed Ritter, Mary Herold, and Dottie Dunphy. Also present was: Marilyn Ralls, Librarian. Ann Coulter, joined the group later.

Consideration of Agenda:

Mary Herold moved to **accept the agenda**; Ed Ritter seconded the motion. Motion passed.

Ed Ritter moved to **accept the minutes** from the November 3, 2008 meeting; Lynne Reeves seconded the motion. Motion passed.

Dottie Dunphy moved to **approve the bills** for November 2008; Ed Ritter seconded the motion. Motion passed.

Marilyn Ralls (Librarian Director) Report:

Marilyn handed out a report on the statistics for library use during November 2007 - 2008. Friends of the Library Basket fundraiser has begun and will end December 17, 2008. There are 12 baskets to bid on. The adult Winter Reading Program, "Dewey or Don't We," will start in January. The contractor has been in and the books on the first level will have to be fogged because of the mold problem. The Board asked Marilyn to consult with Mike Taylor concerning a FEMA Grant in question.

New Business:

Salaries and raises were discussed and the Board asked Marilyn to get a salary comparison for department heads of the City of Creston. A 3 – 3 1/2 % raise will be asked for this year. Marilyn announced that the Accreditation would be completed by the end of February. The Board reviewed the Budget Sheet and asked Marilyn to question some of the category numbers with the City.

Long Range Plan:

After reviewing the 2006-2008 Long Range Plan the Board agreed to use the updated Mission Statement. Marilyn will update the accomplished goals along with new goals and present it at the next meeting.

Meeting was adjourned at 5:50 P.M.

Next Meeting on January 5, 2009, at 5:00 pm at the Library

Dottie Dunphy
Secretary

**Minutes of Gibson Memorial Library Board of Trustees
Monday, November 3, 2008 – at Library, Creston, IA**

**Vice Chairperson Lynne Reeves called meeting to order at 5:00 p.m.
Happy Birthday Marilyn!**

Present and **answering roll call**: Lynne Reeves, Ed Ritter, and Dottie Dunphy. Also present was: Marilyn Ralls, Librarian. Ann Coulter, joined the group later.

Consideration of Agenda:

Ed Ritter moved to **accept the agenda**; Dottie Dunphy seconded the motion. Motion passed.

Dottie Dunphy moved to **accept the minutes** from the October 6, 2008 meeting; Ed Ritter seconded the motion. Motion passed.

Ed Ritter moved to **approve the bills** for October 2008; Dottie Dunphy seconded the motion. Motion passed.

Marilyn Ralls (Librarian Director) Report:

Marilyn reported that she and Ann Coulter attended the IA Library Conference in Dubuque. It was a two-day conference and the Time Management portion of the conference was excellent. The software program Pac'd to Go has been loaded on the new computers for the purpose of eliminating any unwanted items on the computer. Marilyn attended Pac'd to Go workshop at the library. She learned how to wipe a computer clean, install Windows, and worked on Microsoft Steady State (like Centurion Guard). Marilyn reported that the elevator needs a new battery and bell. Forty people came to the Library to receive flu shots in October. The Library Statistics sheets for October and September were handed out.

New Business:

Marilyn presented a copy of a Laptop Policy for the Library. Some changes were suggested and Ed Ritter motioned to accept the policy with changes, Lynne Reeves seconded the motion, motion carried. There was some discussion on timelines and actions taken to evacuate the Children's Room and other areas on the first floor to prepare for renovations due to flooding. It was decided to contact Bunn-O-Matic to request the use of one of their trailers. The date for renovation has not been set.

Meeting was adjourned at 5:50 P.M.

Next Meeting on December 1, 2008, at 5:00 pm at the Library

Dottie Dunphy
Secretary

**Minutes of Gibson Memorial Library Board of Trustees
Monday, October 6, 2008 – at Library, Creston, IA**

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

Present and **answering roll call**: Ann Coulter, Mary Herold, Ed Ritter, and Dottie Dunphy. Also present was: Marilyn Ralls, Librarian.

Consideration of Agenda:

Mary Herold moved to **accept the agenda**; Dottie Dunphy seconded the motion. Motion passed.

Dottie Dunphy moved to **accept the minutes** from the September 8, 2008 meeting; Mary Herold seconded the motion. Motion passed.

Ed Ritter moved to **approve the bills** for September 2008; Mary Herold seconded the motion. Motion passed.

Mary Herold moved to **approve the finance report** for September 2008; Ed Ritter seconded the motion. Motion passed.

Marilyn Ralls (Librarian Director) Report:

Marilyn reported that the lemonade shakes stand for Balloon Days brought in \$477.00 with tips. The \$143,990 has been put into a CD until the building project is restarted.

The Town Meeting held at SWCC on September 18, 2008 was excellent and very well attended. On October 18th flu shots will be given for the public at the Library.

Marilyn reported that new software (free) Steady State has been loaded on the 3 new laptops in the Library. We have 5 new computers bringing the total computer number to 21 for the Library. The new computers have been purchased from the Gates money.

Ann Coulter and Marilyn will be attending the IA Library Conference in Dubuque.

New Business:

Marilyn sent out a request from other Libraries in IA asking about the flooring in the various buildings. According to the responses, tile seems to be the favorite choice of floors. She will be gathering estimates from various floor stores and report to the Board. The City is collecting bids for the wall repairs.

Meeting was adjourned at 5:45 P.M.

Next Meeting on November 3, 2008, at 5:00 pm at the Library

Dottie Dunphy
Secretary

**Minutes of Gibson Memorial Library Board of Trustees
Monday, September 8, 2008 – at Library, Creston, IA**

Chairperson Ann Coulter called meeting to order at 5:00 p.m.

Present and **answering roll call**: Ann Coulter, Mary Herold, Ed Ritter, Lynne Reeves and Dottie Dunphy. Also present was: Marilyn Ralls, Librarian, and Sue Teutsch, Assistant Librarian.

Ann Coulter **called the meeting to order** and welcomed Mike Taylor, City Administrator, who reported on the meeting concerning the “mold” problem being experienced on both floors of the Library. Mike said that FIMA would pay up to 75% of repair costs as well as the City a percentage. Estimates are from \$20,000 to \$40,000 to take care of the “mold” problem including new flooring. The roof is estimated at \$8,000 to \$12,000 for repair. Some of the concerns are the length of time the Library may have to be closed for repairs and where to store everything from the first floor during repair time. Mike will continue to investigate solutions to these problems.

Lynne Reeves moved to **accept the minutes** from the August 4, 2008 meeting; Mary Herold seconded the motion. Motion passed.

Mary Herold moved to **approve the bills** for August 2008; Lynne Reeves seconded the motion. Motion passed.

Ed Ritter moved to **approve the finance report** for August 2008; Lynne Reeves seconded the motion. Motion passed.

Marilyn Ralls (Librarian Director) Report:

Linda James and Myra Spindler will work at the Library on September 18, 2008 so that the Library Staff can attend the State Library Town Meeting at Southwestern Community College.

The Friends of the Library Book Sale on September 19, and 20, 2008 will be held at the Trinity Lutheran Church in Creston.

Due to prior situations there is a lock and chain put on the dumpster outside of the Library.

A Library patron struck employee Terry Madison on the head with a book. She is receiving health care from his insurance coverage.

Marilyn presented a statistics report for 2008 and 2009.

Building Addition:

Jodi Emerson has volunteered to help coordinate fund raising efforts for the building project. A list of ten individuals would be compiled to help with fund raising efforts.

Ed Ritter proposed, and it was agreed, that the building project be put on hold for the present time while we are dealing with the flood damages.

New Business:

Balloon Days:

A Lemon Shakes Stand was discussed for the Balloon Days parade on September 20, 2008. Lynne Reeves passed out Creston Library T-shirts and aprons. Cost of the shirt is \$20.00 and the apron \$5.00. Ann Coulter provided a handout with needs, recipe, and notes for the stand. Ed Ritter motioned and Lynne Reeves seconded that the Library will be closed during the parade so that the staff can attend. The spot for the stand is reserved in front of the Creston Depot. It was agreed that we put a \$2.00 price on the cold drinks and \$1.00 for hot drinks. Dottie Dunphy will contact the owners of Jova J's to see if

**Minutes of Gibson Memorial Library Board of Trustees
Monday, July 7, 2008 – at Library, Creston, IA**

Meeting was called to order by Chairperson Ann Coulter at 4:48 p.m.

In the absence of Trustee Ed Ritter, Secretary, Dottie Dunphy was appointed Secretary Pro-temp.

Present and answering roll call: Ann Coulter, Mary Herold, and Dottie Dunphy. Also present were: Marilyn Ralls, Librarian; and Ester Mae Cox, Consultant.

Ann Coulter called the meeting to order; Dottie Dunphy moved to accept the agenda; Mary Herold seconded the motion. Motion passed.

Mary Herold moved to accept the minutes from the June 16, 2008 meeting; Dottie Dunphy seconded the motion. Motion passed.

Mary Herold moved to approve the bills for June 2008; Dottie Dunphy seconded the motion. Motion passed.

Dottie Dunphy moved to approve the finance report for June 2008; Mary Herold seconded the motion. Motion passed.

Marilyn Ralls (Librarian Director) Report:

- Flooding Report – Marilyn meet with Mike Taylor to discuss all flooding expenses. Tyler Insurance Services Inc will be checking the Library roof for hail damage.
- WILBOR – service to download audio books was used 25 times the first month.
- Statistics were down during June due in part to the Library being closed 3 days and 2 hours because of weather related problems.
- The lemonade shake booth for the 4th of July netted \$546.00
- Summer Reading Program – Sue is doing an outstanding job with this program – it started June 2, and ends July 18, 2008.

Building Addition:

Ester Mae Cox reviewed the presentation booklets and will make some changes and additions.

New Business:

The Board reviewed the Institutional Checkout Policy – policy #8. Some changes and additions were made and Marilyn Ralls will be implementing them.

Microfilm – the newspaper microfilm cost has gone to over \$1,000.00. The company is located in Cedar Rapids and due to weather problems has been late in sending the microfilm. The Board requested that Marilyn contact them and ask the cost to digitize and inquire about the delays in sending.

Next Meeting:

Meeting on August 4, 2008, at 4:45 pm at the Library

Fundraising Meeting on July 21, 2008 at 5:00 pm at the Library

No other business appearing, the meeting was adjourned at 6:00 pm. Mary Herold motioned for adjournment and Dottie Dunphy seconded. Motion passed

Dottie Dunphy
Secretary Pro Tempore

Service Fee Policy:

The policy was reviewed and Ed Ritter motioned for acceptance of the policy and Mary Herold seconded it. Motion passed.

Meeting was adjourned at 6:20 P.M.

Next Meeting on October 6, 2008, at 4:45 pm at the Library

Dottie Dunphy
Secretary

Minutes of Gibson Memorial Library Board of Trustees
Monday, June 16, 2008 – at Library, Creston, IA

Meeting was **called to order by Chairperson Ann Coulter** at 5:05 p.m.

In the absence of Trustee Ed Ritter, Secretary, Ester Mae Cox was appointed Secretary Pro-temp.

Present and **answering roll call**: Ann Coulter, Lynne Reeves, and Mary Herold . **Also present** were: Marilyn Ralls, Librarian; Terri Koets, City Council Representative; and Ester Mae Cox, Consultant.

Mary Herold moved to **accept the printed agenda with addition of a Report by Marilyn Ralls**; Lynne Reeves seconded the motion. Motion Passed.

Marilyn Ralls (Librarian Director) Report:

- Flooding Report – started on Wednesday evening with 3 people at Library (Ron, Jackie, Marilyn) and sirens going off.... shut the doors, left front door open.... at 11:15 p.m. Kevin Kruse from Public Works called Marilyn to indicate there was flooding under the door.... She called Sue, Ann, Lynne, Mike to come and help..... went through front door all the way to the children's room.
- Closed on Thursday.... Then it all happened again.... 2 inches of water in workroom, Marilyn's office flooded, Rubbermaid tubs of material floating. Sue, Jackie, Donna, and Ron came in again to help remove the water..... it was in children's room and under computers... power supply units were damaged....puddled to fiction and nonfiction area.... John Hays and Mike Baker came to help... with large sump pump and hose...managed to get a window open and get hose in through that for water removal.... staff posted sign "Closed until further notice".
- Thursday, moved stuff upstairs... Marilyn's computer is toast...the server is wet (motherboard and processor)....Atlantic loaned Creston a server... Ann went to Atlantic to pick it up on Sunday.... replaced router and modem.... Mike Taylor (City Administrator) indicated that Marilyn should keep of list of items that have to be thrown away and track the extra hours of staff and volunteers working on the flood clean-up efforts.
- Discussion that Sue and Marilyn should both receive a comp day also.
- Bought 4 large fans to help the drying out process
- Friday afternoon the State Librarian called and requested report on flood damage, which Marilyn sent in... This will be a snippet on the American Libraries Magazine.
- Marilyn had photos on her computer to share with Board members.
- Wilbor Story in Creston News Advertiser last Thursday (June 11)
<http://wilbor.lib.overdrive.com> (for downloading audio books from the Library)

Building Addition:

- Library Fund-Raising Project on front page today – Lynne Reeves supplied information
- Lynne Reeves reported that she hadn't reached Todd Nelson (attorney), but had tried. No information coming from
- Lynne hasn't talked to Dekko about fund-raising extension – feels sure though that Dekko will extend another month

- Ann and Marilyn to send electronic copies of fund-raising background pieces to put into presentation books – make 10
- Fund-raising to date is at \$142,240.00

Fourth of July Lemonade Shakes Fund Raising:

- Teri will ask for 1 or 2 cases of lemon and ½ or full case of oranges (from grocery store) and get necessary ice from Elks Club
- Ann has big sign (Warren made) and tent and Moneybox
- Marilyn will reserve the space and get necessary change and take Library water jug and get big cups from Casey's and gloves and water
- Charge will be \$1.50 (if cool day) and \$2.00 (if hot day)
- Last year Ann had her grandkids in a red wagon for advertising
- Everyone: bring coolers, cutting board & sharp knife (for cutting fruit in half)
- Sugar – my notes are inconclusive about WHO is bringing the sugar and tables ? Teri, Lynne, Ann?

Next Meetings:

- **Meeting on July 7 at 4:45 pm** at the Library
- **Fundraising Meeting on July 21 at 5:00 pm** at the Library

No other business appearing, the meeting was adjourned at 6:15 p.m.

Ester Mae Cox
Secretary Pro Tempore