

Gibson Memorial Library Minutes Monday December 16, 2013

The meeting was called to order by Chairperson Ann Coulter at 5:25 P.M.

Members present were Jeromy Brown, Ann Coulter, Jean Ide, Connie Maxson, and Marilyn Ralls, director. Board member Calvin Huffman and council representative Nancy Loudon arrived at 5:30.

Moved by Maxson to adopt the agenda, seconded by Ide.

No one spoke at the public forum.

Blake Fry-Schnomeier and Brian Zachary of the Creston Arts Council spoke to the board about the possibility of using a portion of the Lincoln-to-Library for a community art center. (The letter and request is included with the minutes.) Discussion concerning heating, insurance, electric bill and adequate wiring was addressed.

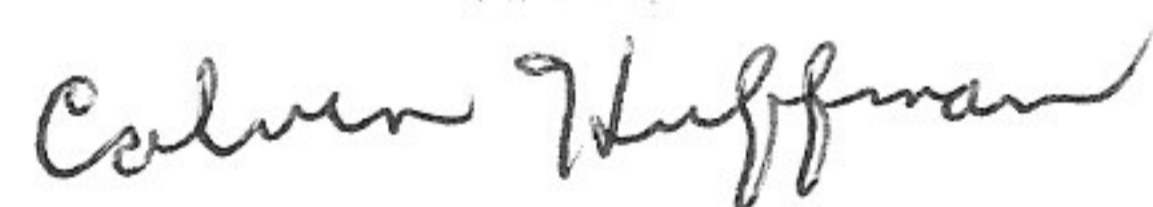
A motion was made by Maxson and seconded by Ide to accept the gift of a property located at 713 S. 111<sup>th</sup> Street in Douglas County in Omaha, NE from Edwin J. VanSurksum. An IRS required notice of the charitable gift at the appraised value of \$111,000 will be provided. All expenses associated with the acquisition, upkeep and sale of this property will be paid for by the proceeds of the sale of the property. The remainder of the funds will be designated to the Lincoln-to-Library restricted fund. The Board of Trustees will acknowledge the donation from Edwin and Virginia Stamper VanSurksum.

A motion by Brown and seconded by Maxson to retain Marketing Kinetics, Lamoni, Iowa to coordinate fundraising.

Next meeting will be Jan. 6, 2014 at 5:15 P.M.

Meeting adjourned at 6:35 P.M.

Calvin Huffman, Sec



Creston: Arts  
Depot Gallery  
116 W. Adams  
Creston, IA 50801

Creston Library Board

re: Arts Center

Library Board,

Creston: Arts would like to set up an Art Center in Creston. We have a number of artists in the community who would like to instruct, and this could form a community center. We would like to use some space at the Lincoln School Building. We would like to request the use of the downstairs room on the north side of the building with its own door for this community service. We are a non-profit organization that operates on a shoe-string budget. This will not be a profit venture, and as such we can offer no rent. We would just use the space until you have another use, and then we can move it.

Or, we can develop a long-term plan for the building that includes a community Art Center. We would activate the space immediately and create much needed artist studio space. People would have a positive interaction with the site. I have spoken with Jeremy Rounds of SICOG, and he thinks that an Art Center would enhance your grantability. I suggested the \$50,000 Derelict Building Grant and he was very excited. I am also intrigued by the idea of getting a staffer paid for through the Americorps, but there are many art grants.

A brief outline of our short and long term plans is this:

1. move a kiln, wedging table, pottery wheel and some lockers to the site
2. reach out to artists that need space or equipment to come and set up and work by appointment or regular hours.
3. have ceramics workshops for the community (kids, adults, families...)
4. create print facilities
5. Have workshops in all media
6. have a four week(?) Summer Art Camp
7. Assist library with art programming
8. create an afterschool/ evening/ weekend program that addresses all age and socioeconomic groups
9. change lives

We think that having an art center downstairs only adds to the value of your property at the present and in the future. Our goals are almost exactly the same as those of the Library and below I place a copy of those goals.

Thanks for your consideration,

Brian Zachary  
Secretary of the B.O.D. and Art Council of  
Creston: Arts

Creston: Arts Center

Art-Education-Joy

Mission: To be an art education and display center for children, families and adults in the widest possible definition of "the community".

goals:

- art education for kids-nebulous afterschool craft activities.
- art experiences- an introduction into a new media. these can be done for all age groups.
- Art education for families- evening or weekend classes where beginners of all ages can learn together.
- Art education for adults-more rigorous class-style education experience that mirrors and meshes with the education system. This could include computer classes on skills that are essential in today's design world like Adobe Photoshop and Illustrator.
- An Art Therapy Approach: Safety, encouragement and positive interaction are the backbone of our center. If we are the only positive interaction in a person's day, then we have done an immense thing. We support all budding artists of the community regardless of what section you think you are in. We want to be a place where every diverse segment of the community can come together in a positive atmosphere. Our activities, assignments and instructors will allow artist to express themselves and their emotions in an environment of non-judgmental critique and support.
- Studio Space/ Access to Equipment: Many people do not have the equipment or space needed to make art. Ceramic kilns and wheels are expensive. Silkscreen and Printmaking materials are expensive. Print Series and oil paintings take time to dry between layers and must be left spread out overnight. Many media require significant time segments. Our goal is to create a nominal fee structure for studio space and equipment time. Materials fees will be assessed as well. It would then be possible to get grants to partially offset these fees. If we allow equal access to the equipment and materials of art, we will set some people free to engage their creative spirits. Some great Art will have to come out of that.
- Student Display Space: It would be nice to have a permanent space dedicated to the work of students of all ages. The content could shift seasonally, however it would be wise to build a permanent collection for display.
- Local Art & Supplies Sales: It would be nice to have a small retail element that sells art supplies at low cost. This could be an "art closet". It would also be nice if local artists could sell their work on commission.
- Connect Artists with Art Jobs & Opportunities: teach artists how to organize, market, and display their work. teach artists how to engage in the online economy. Find art jobs for individuals or groups. teach people how to enter shows. Tell artists about grants, scholarships, shows and contests. Help students build portfolios and apply to art schools.
- Outreach: we would have a base of operations (storage!) for our participation in youth activities. We could use this infrastructure to attend a wider diversity of events such as Elderly Programming or Occupational Rehab.

Gibson Memorial Library Minutes Monday December 9, 2013

The meeting was called to order by Chairperson Ann Coulter at 5:20 P.M.

Members present were Jeromy Brown, Ann Coulter, Calvin Huffman, Connie Maxson; Marilyn Ralls, director; Nancy Loudon, council representative.

Moved by Huffman to adopt the agenda as amended, seconded by Maxson.

No one spoke at the public forum.

Minutes of the Nov. 4 2013 meeting were approved by Maxson seconded by Brown.

Maxson approved the payment by the city of the bills seconded by Huffman.

The finance report was reviewed.

Director Marilyn Ralls gave a report and video on the Edwin Vansurksum property donation located in Omaha.

New Business

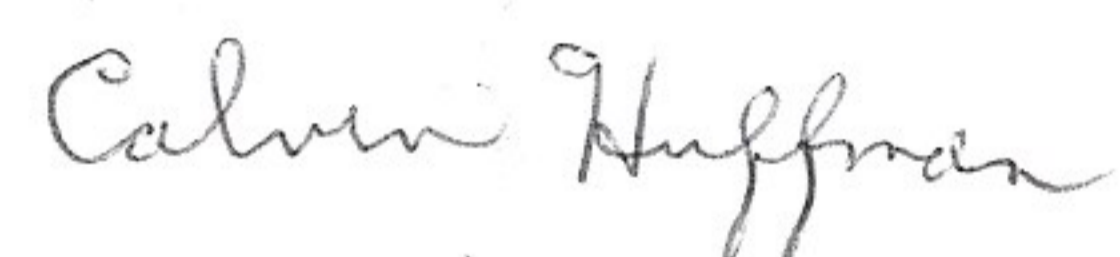
Marketing Kinetics from Lamoni, Iowa, represented by Mandy Kolesik and Marjie Foster gave an in depth presentation of their fundraising services.

Reviewed the Schildberg Foundation Grant application, and a motion was made by Maxson seconded by Huffman for Marilyn to submit it as it is written.

A motion was made by Maxson seconded by Brown to approve the 2014 budget at a 2% increase for salaries with extra monies for professional development.

Next meeting will be Dec 16, 2013 at 5:15

Calvin Huffman, Sec.



Gibson Memorial Library Board Minutes November 4, 2013

Meeting called to order by President Ann Coulter at 5:20

Members present Jeromy Brown, Ann Coulter, Calvin Huffman Connie Maxson, and Director Marilyn Ralls.

Calvin moved to approve the agenda seconded by Connie.

Minutes of the last meeting were approved, as corrected by Connie; seconded by Jeromy.

No finance report.

Directors Report

Marilyn hired Judy Johnston as part time help. Sale of used computers netted \$114.00. Rocking chairs are in Lincoln school. Halloween dance brought in \$1101. Marilyn attended the Iowa Library Association conference.

Old business

Edwin Vansurksun property donation was discussed. An inspection of the property will be in the near future.

Tuesday use of Lincoln school was approved by Calvin seconded by Jeromy.

Jeromy gave a review of the workshop with Nancy and Connie.

New Business

An interview will be held with Marketing Kinetics on fundraising Monday Nov. 11, if they are available.

The Library Long Range Plan was approved as amended by Connie seconded by Jeromy. The next regular meeting will be Dec. 9. Meeting adjourned 6:30

Calvin Huffman, Sec.



Gibson Memorial Library Board Minutes Oct. 7, 2013

Meeting called to order by President Ann Coulter at 5:25

Members present Jeromy Brown, Ann Coulter, Calvin Huffman, Jean Ide, Connie Maxson, Director Marilyn Ralls, and City Council Representative Nancy Loudon.

Minutes of the last meetings were approved by Jean; seconded by Jeromy.

Jeromy moved to pay the bills; seconded by Jean.

The finance report was reviewed and item 167-5-411-6220 was challenged. Marilyn will have the city correct the error.

Directors Report:

Marilyn will conduct four interviews for a part time position until the return of Merle Lee Pugh.

A review was given for the ARSL conference in Omaha.

Four lights out in the Lincoln gym

A patron, owing a large bill, is being taken to court after many attempts at collection. Sue Teutsch is to attend the court proceedings.

Creston News Adviser is provided on disk.

Old business:

The date for the Halloween dance is Oct. 26. The Middle School 7:30-9:30. High School 10:-12:00 sponsored by the Friends of The Library.

A discussion of the costs of the Renaissance Group fees for different aspects of fundraising.

New Business:

It was decided that the wages for the part time replacement would be set according to experience.


A birthday party was held in Lincoln school by Melissa Heatherington. She will pay for the use of the school by providing graphic art work at a later date.

The shortest Halloween parade will be held on Myrtle Street Oct 26, 2013

The board will meet at Nancy's house for a work session to review the progress of the fundraising. Nancy will let us know the date and time.

Meeting adjourned 6:15

Calvin Huffman, Sec.



Gibson Memorial Library Board Minutes Sept. 30, 2013

Meeting called to order 5:15.

Board members present Ann Coulter, Calvin Huffman, Connie Maxson, Jeromy Brown arrived at 5:40 .Nancy Loudon, City Council Representative, Marilyn Ralls, director Nadine and Melvin Scadden were present.

Agenda was approved by Connie and seconded by Calvin.

Dave Hoeksema of the Renaissance Group Gave a presentation on fundraising

Meeting adjourned at 6:35

A handwritten signature in black ink that reads "Calvin Huffman". The signature is written in a cursive style with a long, sweeping underline.

Calvin Huffman, Sec

Gibson Memorial Library Board Minutes Sept. 16, 2013

Meeting called to order 5:30

Board members present Ann Coulter, Jean Ide, Calvin Huffman, Jeromy Brown arrived at 5:45, Nancy Loudon City, City Council Representative. Marilyn Ralls , director was present.

No one spoke at the public forum. Melvin and Nadine Scadden were present.

Sewer drainage was discussed. Check with Mike Taylor to see if a camera may be used to find the problem.

Nancy stated that Jeremy Rounds needs information on itemized construction costs. She was advised to use a percentage increase.

Nancy and Calvin were given the opportunity to clean and paint the railing at the Library.

Sarah Brown gave the board information and ideas about fundraising.

Jeromy will contact Dave Hoeksema of the Renaissance Group about fundraising possibilities.

Meeting adjourned 6:05.



Calvin Huffman, Sec.



Creston Public library  
Board Minutes  
September 9, 2013

Members present: Ann Coulter, Calvin Huffman, Jean Ide, Jeromy Brown, Director Marilyn Ralls, City Council Representative Nancy Loudon.

Additions to the agenda: Old business under building added cleaning for book sale, haunted house, teen dances. Under new business added election of officers, overdue fees, staff insurance and cleanliness of building and grounds. Agenda approved as amended.

Minutes approved with correction to spelling of Jeromy Brown's name, additional funds from county for materials, not programs.

Ide moved to pay the bills; seconded by Huffman. Motion carried.

Finance report reviewed.

Director's Report:

- Attending ARSL conference is in Omaha on Sept 25-28. This is a national conference of small rural libraries. The Friends of the Library is paying for the hotel costs.
- Spoke with Kiwanis Club.
- Library participated in the pre-school one-stop event held at a local church.
- Old computer equipment to be put out for a silent auction.
- Creston yearbooks have been digitized and are available on CD-ROM.

Old Business

Lincoln School Building:

- The Lincoln School building has to be cleaned for the FOL book sale on balloon days. Will contact schools to see if some students will do volunteer hours and assist with cleaning on September 14 at 10:00 AM.
- The Creston police department used the building for training in late August.
- EAST Project group would like to do the haunted house again this year. Calvin made a motion to allow the group to do the haunted house. Ide seconded. Motion carried.
- Friends of Library members would like to have a Halloween dance for middle school students and a separate dance for the high school. They will coordinate with the school to determine a date.
- Marilyn gave update from Dekko grant information. They provided list of possible consultants. Jeromy will contact the Renaissance Group about possible meeting with board.

New Business

- Railings at the library need to be painted. Nancy Loudon volunteered to paint the railings on a weekend. Calvin Huffman will assist.
- Election of officers: Ann Coulter, president; Jean Ide, vice president; Calvin Huffman, secretary. Ide made motion. Brown seconded. Motion carried.
- Discussed employee insurance.
- Need to remind janitorial staff the need to thoroughly clean the restrooms. Look at faucets for possible replacements.

Meeting adjourned.

Respectfully submitted,

  
Ann Coulter

**Minutes of Gibson Memorial Library Board of Trustees  
Monday, August 5, 2013 -- 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 Ralls, director; Nancy Loudon, council representative; Jeremy Brown and  
Melvin Scadden.

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

**Public Forum:** Mr. Scadden asked the status of the Dekko Tool Belt grant.

Ide moved the approval of the July 1, 2013 minutes, second by Huffman.  
Motion carried.

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

Finance Report was reviewed.

**Director's Report:**

Discussion of the monthly statistics. July had been a busy month.  
Three year accreditation has been received.  
Annual Survey has been completed.  
Creston High School yearbooks are being digitized.  
Summer Reading Program: 304 Children, 78 Teens and 80 adults participated.  
\$4,000.00 was received from the Union County Board of Supervisors to be  
used for Children Programming.

**Old Business:**

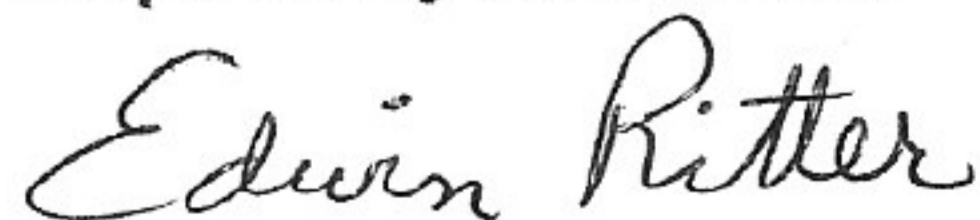
Window breakage at the Lincoln School was reviewed.  
Dekko Tool Belt Grant was reviewed.  
Information needed by Jeremy Rounds, SICOG, for Grant Writing was reviewed.  
Various sources of grants were discussed.

**New Business:**

Public Relations Policy #9 was reviewed. Motion by Ide to continue, second by  
Ritter. Motion carried.  
Officer election tabled until full board is present.

Chairperson declared the meeting adjourned at 6:10 p.m.

Respectfully submitted,



Edwin Ritter, Secretary

## Minutes of Gibson Memorial Library Board of Trustees

Monday, July 1, 2013 -- at Gibson Memorial Library, Creston, Iowa

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

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

Huffman moved the adoption of the agenda, seconded by Ritter. Motion carried.

No one spoke at the Public Forum.

Huffman moved the approval of the minutes of June 3 and June 10, seconded by Ritter. Motion carried.

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

May, 2013, finance report was reviewed.

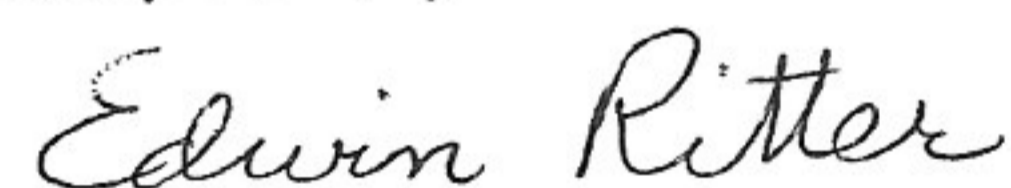
**Director's Report:** Groups were in regularly during the month of June. Monthly Statistics were reviewed. Marilyn distributed a copy "Getting to Know Your Patrons" for the board members to review.

**Old Business:** Building: HyVee receipts now total over \$117,000.00. Dekko Tool Box Grant was discussed. SICOG will assist with grant writing. Plans were made to have a float in the 4th of July Parade.

**New Business:** Library Confidentially Policy #17 was reviewed. Moved by Ide, second by Huffman to continue the policy as written. Motion carried.

Adjournment was 6:10 p.m.

Respectfully submitted:



Edwin Ritter, Secretary

**Minutes of Gibson Memorial Library Board of Trustees  
Monday, June 10, 2013 -- at the Gibson Memorial Library, Creston, Iowa**

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

Attendance: Ann Coulter, Calvin Huffman, Jean Ide, Edwin Ritter, Marilyn Ralls, director, Kay Raymond, Friends of the Library representative.

No one spoke at public forum.

Only agenda item was building.

HyVee receipts are now over \$100,000.

Discussed the building of the float for the Fourth of July parade.

Adjourned at 6:00 p.m.

Respectfully submitted,

*Edwin Ritter*

Edwin Ritter, secretary

**Minutes of Gibson Memorial Library Board of Trustees  
Monday, June 3, 2013 -- at Gibson Memorial Library, Creston, Iowa**

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

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

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

No public forum.

Huffman moved the approval of the minutes, second by Ide. Motion carried.

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

Finance Report was not available due to early date.

**Director's Report:**

Discussion of the monthly statistics.

Four summer reading programs: for preschool; up to fourth grade; teen; adults.

Director's round table included a tour of the Clarinda and Shenandoah libraries.

**Old Business:**

Discussed placing a sign at Lincoln school showing progress of the fund raising.

Friends of the Library gave a gift of \$15,000 to the building fund, and

a gift of \$20,000 was received from the Virginia VanSurksum Memorial.

Nancy's family cleaned the awning over the entrance.

**New Business:**

Fax Policy was reviewed. Moved by Ritter, second by Ide to approve. Motion carried.

Moved by Ide, second by Huffman to close at six p.m. July 3rd. Motion carried.

Library will be closed for the July 4th holiday.

Discussed entry in the Fourth of July parade.

Chairperson declared the meeting adjourned at 6:20 p.m.

Respectfully submitted,

*Edwin Ritter*

Edwin Ritter, Secretary

Minutes of Gibson Memorial Library Board of Trustees  
Monday, May 6, 2013 -at Gibson Memorial Library, Creston, Iowa

Meeting called to order by Chairperson Ann Coulter at 5:30 p.m.

Attendance: 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 Ritter. Motion carried.

No one spoke at the Public Forum.

Huffman moved the approval of the the minutes of April 1, April 10, April 22, second by Ide. Motion carried.

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

Finances were reviewed.

Director's Report:

Friends gave \$6,000.00 to purchase books. \$2,000.00 will be used each for teen, children and adult books.

Library elevator passed inspection.

Summer Reading Program to start May 30.

Donna and Sue will conduct a Kid's First program.

Copier is to be repaired.

Roger Nurnberg and Genealogy Society are seeking a grant to cover the expense of putting the obits on line.

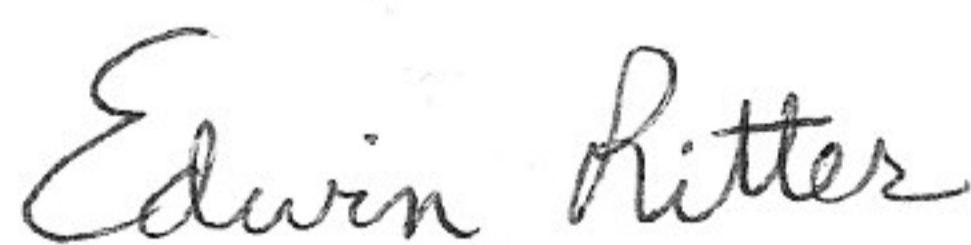
Des Moines Register newspaper was discussed. Consensus was to continue to have it available.

Old Business: Building: Reviewed HyVee receipts report; discussed a sign to be placed at Lincoln School showing the donations raised toward the goal.

New Business: Safe Child Policy; Policy # 22 was reviewed. Huffman moved approval of the policy, second by Ide. Motion carried

Adjournment at 6:00 p.m.

Respectfully submitted:



Edwin Ritter, Secretary

**Minutes of the Gibson Memorial Library Board of Trustees  
Monday, April 11, 2013, at Gibson Memorial Library, Creston, Iowa**

Meeting called to order by Karin Coleman in the absence of Ann Coulter, at 5:20 p.m.

In attendance: Karin Coleman, Jean Ide, Edwin Ritter, Marilyn Ralls, director. Nancy Loudon, city council representative. Ann Coulter joined the meeting later.

No one spoke at Public Forum.

Old Business: Building: Nancy shared information from Mike Taylor on using PayPal to receive donations. She also shared information on Creston natives, suggestions for possible Open Houses.

Jeremy Rounds, grant writer from SICOG, discussed possible grants available that he could assist in preparing the forms asking for the grants. He also discussed what information needed in preparing the applications.

Because of scheduling conflicts, the next meeting will be regular meeting date of April 1.

Respectfully submitted:



Edwin Ritter, Secretary.



**Minutes of Gibson Memorial Library Board of Trustees  
Monday, March 4, 2013, at Gibson Memorial Library, Creston, Iowa**

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

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

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

Public Forum: Mr. Scadden asked again about the council giving permission to move the library to Lincoln School. The city administrator is researching the council minutes.

Coleman moved approval of the minutes of February 4, February 11 and February 18, seconded by Ide. Motion carried.

Moved by Ide, second by Ritter to pay bills. Motion carried.

Finance report was not available due the early date.

Director's Report: Marilyn had attended a workshop at the Johnston Library on Librarians as Leaders in Community. She considered the workshop excellent. Marilyn and Ann will attend the Legislative Day for Libraries at the state house. The Coffee House event held at the Library has 15 participants and 28 in attendance.

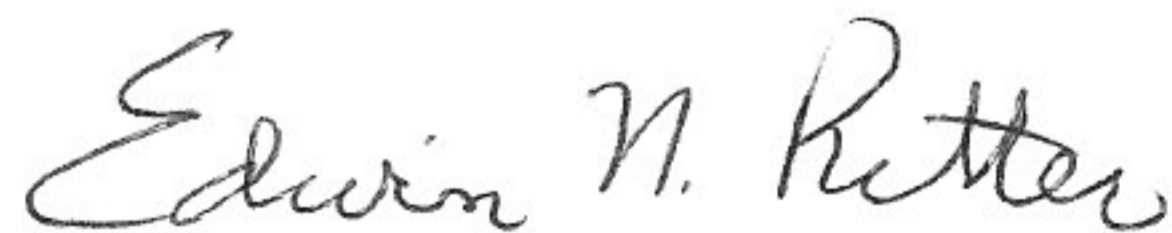
Old Business: Reports: donations, HyVee Receipts. Discussion on having and Open House during Library week, April 14-20. It was decided there was not adequate time to prepare. Suggestions were made as to possible speakers to use in such events.

A representative from the Dekko Foundation will visit with us on Wednesday, April 10th, to advise us on fund raising.

Jeremy Rounds from SICOG will visit with us on March 11th.

New Business: Ide move to table Personnel Handbook so the trustees can review it, second by Coleman. Motion passed.

Respectfully submitted:



Edwin Ritter, Secretary

**Minutes of Gibson Memorial Library Board of Trustees  
Monday, February 18, 2013 – Creston Library, Creston, IA**

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

Present and **answering roll call**: Ann Coulter, Calvin Huffman, Jean Ide and Karin Coleman. Also present: Marilyn Ralls, Librarian; Nancy Loudon – city council representative; Melvin and Nadine Scadden.

**Consideration of Agenda:** Karin Coleman moved, Calvin Huffman second motion passed

**Public Forum:** Is the city going to want to get rid of this building? Can we move without the approval of the city council? Ann will check into these questions.

**Old Business**

Lincoln to Library sign is falling apart. Grants – Dekko – What days can we meet with Sharon Smith? Jean will contact her.

SICOG - went over list of grants given to Jean and Marilyn.

Paypal to make donations? Nancy will talk to the city.

Budget to city council tomorrow night, February 19. Public hearing March 5 for budget. We have not heard from the county.

Next meeting will be on March 4 at 5:15 pm.

Meeting adjourned at 5:45pm

Respectfully submitted,



Calvin Huffman, Secretary Pro Tem  
ch/mr

**Minutes of Gibson Memorial Library Board of Trustees**  
**Monday, February 11, 2013 –Creston Library, Creston, IA**

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

Present and **answering roll call:** Ann Coulter, Calvin Huffman, and Jean Ide. Also present: Marilyn Ralls, Librarian; Nancy Loudon – city council representative, Melvin Scadden  
Karen Coleman arrived at 5:25 pm.

**Consideration of Agenda:**

Calvin Huffman moved to accept the agenda; Jean Ide seconded the motion. Motion passed.

**Public Forum:** None

**Old Business:** Dekko grants. June Bower is willing to help us write a grant. Jean will talk with June. Give June all our information packets to help write grants. Jean will contact Sharon Smith with Dekko.

Nancy has visited with Bob Christianson and will drop off packets of information to take around to their neighborhood. Brian Zachary is using the Lincoln hat to talk about the library at the art center. He will also talk to his group of friends for donations.

Ann gave Nancy a list of Lions members that were present during her talk about Lincoln. She will call them.

Warren Woods will visit with businesses in town. Has he done this? What has he done?

Jean has tried to get our legislators to come a visit.

Jean and Marilyn will meet with Jeremy Rounds at SICOG on Tuesday, February 12.

Need to do another open house tour.

Public Computer Access Policy Huffman moved to accept changes to policy of adding color copies \$.50, Coleman second Passed

Meeting adjourned at 5:45pm

Respectfully submitted,



Calvin Huffman, Secretary Pro Tem  
ch/mr

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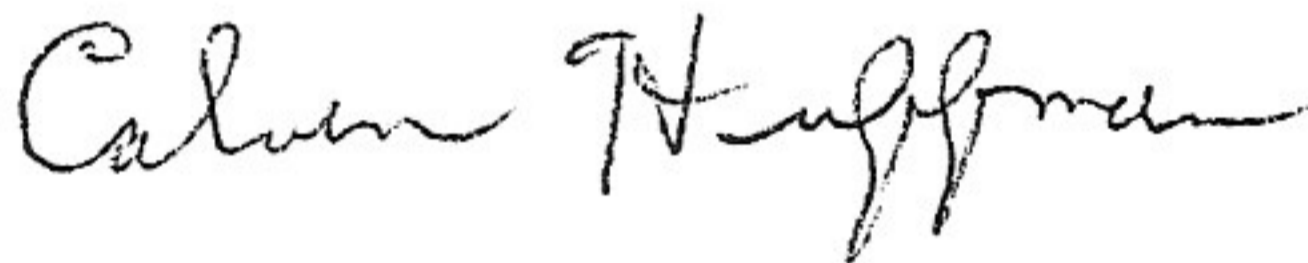
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Calvin Huffman, Secretary Pro Tem  
ch/mr

Minutes of Gibson Memorial Library Board of Trustees  
Monday, February 4, 2013 -at Gibson Memorial Library, Creston, Iowa

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

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

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

No one spoke at the Public Forum.

Ide moved the approval of the the minutes of December 3, December 10, January 7 and January 21, second by Coleman. Motion carried.

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

Director's Report: Library lost electricity on January 17 for an hour and half. Marilyn will attend a work shop February 15 in Urbandale on Library Leadership.

Old Business: Building: Reviewed HyVee receipts report; reviewed January donations. SICOG will assist the board with grant writing.

New Business: Public Computer Access, Policy #3, was reviewed. Coleman moved adoption with changes, second by Ide. Motion carried.

Respectfully submitted:



Edwin Ritter, Secretary

**Library Board of Trustees**  
**Monday, January 7, 2013**  
**Gibson Memorial Library**  
**5:15 p.m.**

The meeting was called to order at 5:17 p.m. Present were Ann Coulter, Calvin Huffman, Karin Coleman, and Jean Ide. Also present were Marilyn Ralls, director; Nancy Loudon, City Council Representative, and visitor, Melvin Scadden.

The agenda was accepted as is.

Public form, Melvin Scadden asked if donations would be returned to donators. Each person will be visited with at the time of donations. They will be asked at that time. It will be suggested that money goes into the endowment fund if the plans for Lincoln don't succeed.

Bill payment was approved. Finance report was reviewed.

Director's Report – The winter adult reading program was discussed. Cookie Orders for Valentine's Day will be taken starting around January 21. Marilyn is finishing up the accreditation report. Ann, Jean and Marilyn will be meeting with the Unions County Supervisors on January 14.


Funding for Lincoln School was discussed.

Budget for Fiscal Year 2014 was reviewed and staff salaries were discussed.

Bylaws of the Board were reviewed,

Meeting was adjourned at 6:35 p.m.

Respectfully submitted,



Calvin Huffman, Secretary Pro Tem  
ch/mr