


Library minutes 12-15-14

- Ann called meeting to order at 5:18pm.
- Jean Ide is sick, Connie informed board she would be late.
- Jeromy moved and Josh seconded the motion to approve the agenda.
- Architects:
- Mike Bechtel, Associate AIA, and Bradley Leeper, AIA and company partner.
- They have spoken with Jeromy and Mike Taylor.
- Board offered more input about library's needs.
- Expansion is certainly recommended, although it invites great costs.
- First look at property resulted in a 65x90, 12000 sq feet addition that would bring the total space up to 20,000 sq ft.
- Priority matrix: Looking at what features add impact vs. their cost.
- Importance of getting a broad group and a base of support.
- A one-day plan could be drawn up that would provide opportunities for feedback.
- Experience with Greenfield Warren Opera House.
- Library experience: K-21, community, college libraries.
- They often do additions, which present logistical problems that can be solved with creativity.
- A significant bulk of their clients are repeat customers who ask them to return and add more.
- \$5000-\$15000 for the initial design-in-a-day.
- Sustainability is a priority, but also balanced. Geothermal definitely feasible.
- Solar isn't really up their alley, might require more exploration of new partnerships on our part.
- Very quick with 3d renderings for explaining plans.
- Mike Bechtel raised their need for our original plans and previous addition plans.
- "We can move faster than you can move." (Editorial comment: Impossible to question that one. Private vs. public means that we're really the slow ones, and experience has borne this out.)
- \$175 a square foot is likely estimate, with about a \$2.5 to \$3 million dollar final bill.
- Covered parking invites large costs.
- Ann adjourned the meeting at 6:54

Two handwritten signatures in black ink. The first signature is a large, stylized, cursive letter 'A'. The second signature is a smaller, more fluid cursive signature.

- Library board meeting minutes 11/17/14
- Ann Coulter called the meeting to order. All members present.
- Approval of the agenda moved by Connie, seconded by Josh.
- First item: **Architect**
- Mike Taylor discussed architect hiring practices.
- Jeromy Brown moved that if we cannot recover the soil data from Laugerman and Assoc. that we commission Garden and Assoc. to start the soil sampling process and get a report. Josh seconded. Ann raised a point of order that it was not on the agenda therefore a motion could not be made.
- It was instead agreed that we call Garden Tuesday and ask for more information. Ann agreed to do this.
- Jean moved that we contact OPN and Invision to make appointments as soon as possible to come in and talk to the board about making expansions to the library. Josh seconded, motion passed.
- Ann adjourned the meeting.

Two handwritten signatures in black ink. The first signature is a stylized, cursive 'A' with a loop. The second signature is a more fluid, cursive signature that appears to start with a 'J' and ends with a long horizontal stroke.

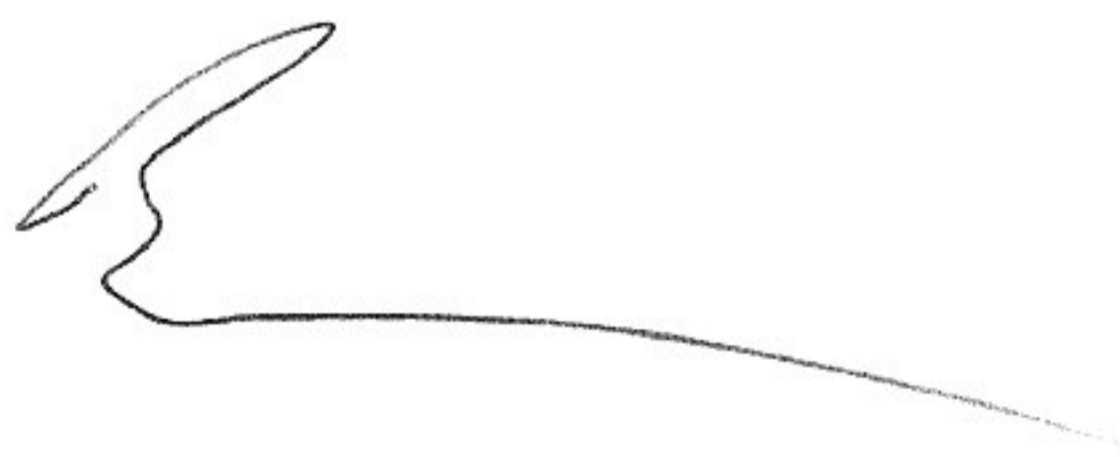
- Jean Ide called the meeting to order.
- New member Josh Borgmann was welcomed.
- Motion carried to approve the minutes of the Oct. 6 meeting.
- Finances were examined. Connie moved to pay the bills, Jean seconded.
- Director's report examined.
- Marilyn discussed her technology workshop.
- Marilyn said she's had a staff meeting towards her goals. Next one is Nov.13th.
- Marilyn will be gone 14th through Thanksgiving.
- Board members are to take a personality test for a discussion in December.
- Closed board meeting for Marilyn's evaluation will be on Dec. 1st, the same evening as our regular board meeting.
- Policy changes were looked at.
- Jean discussed, in light of the Ford Automotive/Huntsmann affair, having a two-step process for donations received.
- Board agreed this is more of a procedure that should exist in writing but not necessarily in our Library Policy.
- Policy 29: # 4 of Acknowledgment under Policy 28 referred to a benefits policy that does not yet exist.
- "Donation level benefits list" is Mandy's advised name for the policy that designates the rewards for various donation amounts.
- Motion made to accept Policy 28 with the aforementioned modification for the donation levels benefit list (Policy 28A&B, to be written).
- Receipt should be modified to have room for a name.
- Receipt copy should be provided to donor.
- Policy #29: Motion made by Josh to amend language of number 1 for clarity, seconded by Connie.
- Motion to add "#29" in the appropriate blank in the form 29A and approve 29A made by Connie, seconded by Josh, carried.
- Policy #30: Need a "pledge agreement form" to be designated "30A." Also needed is the thank you letter designated "30B." Connie moved and Josh seconded a motion to approve Policy #30 with aforementioned additions.
- Website Update: Mandy offered URL choices, recommended we buy all three. Jeromy moved and Connie seconded the motion to buy all three URLs cited by Mandy as our options.
- Mandy recommended we acquire high quality photos to be integrated into the website and recommended Sarah Brown.
- Do we need a logo?
- Meeting minutes (how?) and library policy recommended to be added.
- Motion to approve new website and changes and that Marilyn make corrections before it goes live made by Connie and seconded by Josh, carried.

- Connie moved that Marilyn work with Sarah Brown or another local person for photos, then withdrew the motion.
- Fundraiser: Mandy and board agree the original contract is completed. There is a possibility for a more part-time occasional consulting relationship until the board has a clear idea of where it's going.
- Mandy recommended an architect start working on the property to determine what can be done with the existing property and whether or not a South expansion is even necessary.
- Open bid process being looked down upon because lack of plans, etc. before being hired.
- Connie moved that we develop a minimum 25 hours a month contract with Mandy. Jeromy seconded, motion carried.
- Work session scheduled for Nov. 17th. to work on new Mandy contract and architect issue. We need to have an architect evaluate the site and let us know what our options.
- Mike Taylor should write RFP for site evaluation.
- Connie moved and Josh moved to adjourn, carried.

Two red ink signatures are present. The first signature on the left is a stylized, cursive 'B'. The second signature on the right is a long, horizontal, cursive line.

Library board meeting 10-6-14

- Ann Coulter called the meeting to order at 5:21
- All board members are present.
- Jean Ide approved to approve the agenda, Connie seconded.
- Minutes reviewed. Connie moved, Jean seconded motion to approve. Editorial motion made to advise Secretary to not abbreviate our Mayor's name to initials.
- Finances reviewed. Bills: Jean moved, Connie seconded motion to approve.
- Finance report review. No comments.
- Director Ralls described the Ready for Schools IPTV program. The library has gotten an ipad from this program. The library's lack of space was cited as impacting our ability to participate in this program.
- Ann Coulter was credited by Jean and Marilyn for writing the Elevate grant that netted the library an ipod and other benefits.
- Marilyn described her three day professional development trip.
- Policy review: The board looked over policy updates contributed by Connie, Marilyn and Ann.
- Rule changes include: making donor names public on annual reports unless otherwise requested by patron.
- Jean motioned that we review the final revised policies at the next board meeting, Brown seconded the motion.
- Board addressed the City Council recommendations: Gibson expansion only, little support for a \$700K bond from the board, public vote required.
- Eminent domain? City Council must address willingness to acquire neighboring properties.
- Architect: Define parameters, open bid.
- Soil assessment required.
- Nancy will get answers from Warren/City Council.
- Giving Tree donations will be recognized at this site now.
- Website update: Moved to November
- Jean made a motion to pay Mandy Kolesik all deferred funds for the library building project. Connie seconded the motion.
- Ann adjourned the meeting.

A handwritten signature in black ink, appearing to be a stylized 'A' or similar character.A handwritten signature in black ink, appearing to be a stylized 'C' or similar character.

September 2, 2014 Gibson Memorial Library Board Meeting

The meeting was called to order by acting chairman Jean Ide at 4:54 PM

Board members present were Connie Maxson, Jean Ide, and Calvin Huffman. Jeromy Brown arrived at 5:00PM and Ann Coulter at 5:09 PM. Also present was Library Director Marilyn Ralls, and Marketing Kinetics representative, Mandy Kolesik.

The agenda was approved as stated.

No one spoke at the public forum.

Minutes of the Aug. 4, 14, 18, and 25 were approved by Maxson seconded by Huffman.

The July bills were approved by Huffman, seconded by Maxson. Director Ralls attended an Aug. 12 workshop "Metal Health Issues". IPTV has chosen 25 towns in Iowa to "Improve Math and Literacy Skills and will meet at SWCC. Hy-Vee receipts total \$129,007.51. The Lincoln to Library hats will be replaced with donation boxes at the Banks, Quilts and other Notions, Library, City Hall, SWCC, and Java J'S. Elevate Iowa Open House. Need to contact donors to see how they want their money saved. The Library will be closed Sept. 20 from 10PM to 12PM for the Balloon Day Parade. The Library also will be closed at a time to be determined for Destiny Training on the new automation system.

Old business consisted of planning a closed meeting for reviewing Marilyn's goals.

New officers were nominated. Ann Coulter, Pres; Jean Ide, V.Pres.; Calvin Huffman, Sec. Motion Failed. Second motion Ann Coulter, Pres.; Jean Ide, V.Pres; Jeromy Brown, Sec. Motion carried.

The following Library Policies were reviewed; Policy #1 adds e-cigarettes to the smoking ban. Huffman approved Maxson seconded. Motion carried. Policy# 4

Approved by Maxson seconded by Brown as written. Motion carried. Policy #8
Approved by Maxson seconded by Brown as written. Motion carried. Policy# 10
Approved by Huffman seconded by Maxson as written. Motion carried. Policy #
12 approved by Maxson seconded by Brown as written. Motion carried. Policy #
15 deletes Video Cassette Recorder and adds iPod and Nook, approved by
Maxson seconded Brown. Motion carried. Policy # 28 (Donor Policy) was tabled
until a later date. A motion by Maxson seconded by Huffman that Connie and
Marilyn will incorporate procedures and policies so they are consistent with each
other and ready for the October meeting. Motion carried.

Huffman resigned from the library board.

Next regular meeting Oct 6, 2014

Meeting adjourned 6:35 PM

A handwritten signature in cursive script that reads "Calvin Huffman". The signature is written in black ink and is positioned above the printed name.

Calvin Huffman, Sec

August 25, 2014 Gibson Memorial Library Planning Meeting

The meeting was called to order by Chairman Ann Coulter at 5:25 PM.

Board members present were Jeromy Brown, Ann Coulter, Calvin Huffman, Jean Ide, and Connie Maxson. Nancy Loudon, city council representative, and Marilyn Ralls library director were also present.

Discussion included possible buildings, building types, and building locations in Creston.

It was the discussion that the Library should continue to move toward a new facility.

A meeting with the City Council and Union County Development was discussed.

The Library will continue with the new web site.

The next meeting is scheduled for Tuesday September 2, 2014 at 4:45PM.

A handwritten signature in cursive script that reads "Calvin Huffman". The signature is written in black ink and is positioned above the printed name.

Calvin Huffman, Sec

August 18, 2014 Gibson Memorial Library Special Meeting Board Minutes

The meeting was called to order by Chairperson Ann Coulter at 5:15 PM.

Attendance included Ann Coulter, Calvin Huffman, Connie Maxson, and Jean Ide, with Jeromy Brown absent. Also present was Library Director Marilyn Ralls, fundraiser Mandy Kolesik, and Kyle Wilson of the Creston News Advertiser.

Huffman moved to approve the agenda seconded by Ide.

Wayne Pantini, Sarah Brown, and Karl Knock expressed ideas concerning the upcoming city council vote on the Lincoln School sale.

Decisions were made concerning talking points by each board member for the council meeting.

Meeting adjourned at 6:00 PM.

A handwritten signature in cursive script that reads "Calvin Huffman". The signature is written in black ink and is positioned above the printed name.

Calvin Huffman, Sec.

August 14, 2014 Gibson Memorial Library Special Board Meeting

The meeting was called to order by acting Chairman Jean Ide at 5:03PM.

Board members present were Jeromy Brown, Calvin Huffman, Jean Ide, and Connie Maxson with phone contact. Also present was Marilyn Ralls, library director; Kyle Wilson, Creston News Advertiser.

Agenda was approved as stated.

In the public forum Melvin Scadden questioned the validity of Marilyn Ralls editorial and the facts it mentioned.

Barbara Coenen asked if the people who gave the money for the building addition have been asked if their donation may be used for the Lincoln project.

Karl Knock stated it was a good plan and a well thought out plan that could be used as a public space and be incorporated with the walking trail and park.

In old business:

Brown moved and Huffman seconded that

The Library extends an invitation to Creston Arts Council to be part of the Creston Area Library and Cultural Center. As a partner they will be offered a long-term lease, collaboration in fundraising, and input into the architectural planning for their designated space. CAC will provide creating of permanent and traveling art displays throughout the campus and will provide art programming in exchange for reduced cost for use of space. Fundraising will be done collaboratively. Together both organizations commit to the literary and cultural enrichment of patrons of all ages.

Motion Carried.

Motion by Brown seconded by Maxson to designate Marketing Kinetics (Kolesik) to visit with Editor Wilson. Motion carried.

The new web Site design was discussed.

Maxson moved and Brown seconded a motion to have a work session with Wayne Pantini and Karl Knock Monday Aug 18 at 5:15 PM in the Library.

Meeting adjourned 5:39 PM.

Calvin Huffman

Calvin Huffman, Sec

August 4, 2014 Gibson Memorial Library Trustees Meeting

Meeting was called to order at 5:16 PM by Chairman Ann Colter. Members present: Jeromy Brown, Ann Colter, Jean Ide, Connie Maxson. Calvin Huffman arrived at 5:45. Also present Marilyn Ralls, Library Director; Nancy Loudon, City Council Representative; Kyle Wilson, Creston News Advertiser; Mandy Kolesik, Marketing Kinetics.

Ide moved to approve the agenda seconded by Maxson. Minutes of the July meeting was approved, with corrections, motion carried.

Sarah Brown spoke at the public forum concerning the chess club.

The library bills were approved by Maxson seconded by Ide, motion carried.

There was no financial report.

Director Ralls is meeting with Misty Gray to develop guidelines for staff and community relations. She will be attending a library meeting in Council Bluffs.

Maxson moved to employ "Websites to Impress" to upgrade the library website seconded by Huffman.

Huffman moved to partner with the Creston Arts Council and carry out a dialog seconded by Brown. The Arts council will meet with Kolesik and Loudon

Brown moved that Kolesik will meet with the architect to revise plans for the Creston Area Library and Cultural Center seconded by Maxson

There will be a public information meeting Sept. 18 with questions submitted prior to the meeting.

The fundraising campaign is scheduled for Sept. 27 weekend.

The next meeting will be Aug 18 at 5:15PM with the regular meeting Sept. 2 at 4:45 PM.

Meeting adjourned 6:44PM.

Calvin Huffman, Sec.

Calvin Huffman, Sec.

July 7, 2014 Gibson Memorial Library Trustees Meeting, Creston Iowa

The meeting was called to order by Chairperson Ann Coulter at 5:16 P. M.

Attendance included Jeromy Brown, Ann Coulter, Calvin Huffman, Jean Ide, and Connie Maxson. Also present was Marilyn Ralls, library director; Randy White, city council representative; Kyle Wilson, Creston News Advertiser; Mandy Kolwezi; Marketing Kinetics and Melvin Scadden.

Huffman moved to approve the agenda seconded by Brown, motion carried.

No one spoke at the public forum.

Minutes of the June 2 and June 9 meetings were approved by Brown seconded by Ide, motion carried.

The library bills were reviewed and approved by Maxson and seconded by Huffman, motion carried.

Director Ralls is working on developing staff meetings, staff evaluations, and community relations projects.

Director Ralls gave a report on post card library updates, children's programs using Keith West, magician; and animals from the Blank Park Zoo.

The Omaha house was sold for \$95,000 cash, city council must approve, and the purchasers would like to close July 19.

The trustees were informed that Lincoln School needs dehumidifiers.

Mandy Kolwezi of Marketing Kinetics led a discussion on naming the new library to enhance fundraising. Brown suggested Creston Area Library and Cultural Center, seconded by Ide.

Scadden questioned that if the funds were raised and the city council did not approve the move, what would happen to the money raised. White replied the city council had reviewed each decision and if the funds were available there would be no reason not to move.

Ideas and discussion for a mission statement was held over for the next meeting.

Next regular meeting August 4, 2014

Meeting adjourned 6:45 P.M.

A handwritten signature in cursive script that reads "Calvin Huffman".

Calvin Huffman, Sec.

Board names new library

□ The name of the new library at Lincoln School — Creston Area Library and Cultural Center — will now move to Creston City Council for approval.

By **KYLE WILSON**
CNA managing editor
kwilson@crestonnews.com

Creston Library Board voted unanimously Monday evening on a name for the new library at Lincoln School. The name — Creston Area Library and Cultural Center — will now move to Creston City Council for approval.

At this time, it's unknown exactly when the council will discuss and possibly approve the new name.

The reason the name of the new library needed to be "firmed up" now was because Mandy Kolesik of Marketing Kinetics — marketing consultant hired by the board in mid-February — has begun seeking grants and corporate funding for the new \$1.8 million library.

"It's hard to garner funds without a name," Kolesik said.

The current public library on Howard Street in Creston is named Matilda J. Gibson Memorial Library. The Gibson name will not

carry over to the new library, however.

Kolesik informed the board the Gibson family wants nothing to do with the new library.

"We know from conversations (we've had), they don't want to support the new library," Kolesik said. "So, it doesn't make sense to carry that name moving forward."

Kolesik suggested the board add "and Culture Center" to the name of the new library because the word library has a connotation of a book repository.

"The new library will be much more than just a book repository," Kolesik said.

Melvin Scadden of Creston — in attendance at the meeting — asked the board why they would select a name for the new library when the move from the current library to Lincoln

has never been approved by Creston City Council.

"What happens if you raise all this money and the council votes not to make the move?" Scadden said.

Randy White, ward 1 city councilman, said he doesn't expect that to happen.

"If they raise the funds to move the library (to Lincoln)," White said, "and renovate it so we have a better library for this community without ever using any taxpayer money — I don't see why anyone wouldn't allow that."

The new library at Lincoln School is estimated to cost \$1.8 million.

That \$1.8 million raised will go toward renovating the old 17,000 square foot Lincoln School building to include space for a library, cultural center, social networking areas, technology training centers, conference and community rooms, children area, teen zones, quiet study and group study area.

To date, about \$285,000 has been raised for the new



White

"If they raise the funds to move the library (to Lincoln), and renovate it so we have a better library for this community without using any taxpayer money — I don't see why anyone wouldn't allow that."

— **Randy White**
Creston city councilman

library. Meanwhile, the sale of a donated Omaha house for \$95,000 is expected to be completed soon, which would push the total amount raised close to \$400,000.

The library board is expected to hold a public forum to provide and gather information later this summer or fall. A fundraising kickoff is slated for September and groundbreaking in 2015.

June 2, 2014 Gibson Memorial Library Trustees Meeting. Creston Iowa

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

Attendance included Jeromy Brown, Ann Coulter, Calvin Huffman, Jean Ide, and Connie Maxson. Also present was Marilyn Ralls, library director; Nancy Loudon and Randy White, city council representatives; Kyle Wilson, from CNA and Mandy Kolwezi: Marketing Kinetics.

Brown moved to adopt the agenda, seconded by Ide. Motion passed.

Ide moved to approve the minutes of the May 5 meeting seconded by Huffman. Motion passed.

No one spoke at the public forum.

The financial report was not available from the city, no action was taken.

Director Ralls reported the 81 individuals had signed up for summer reading so far. The staff has displays and supporting materials for the program. Coulter informed the board that the "Omaha house" sold for \$95,000. The building fund should realize \$90,000 after expenses.

Kolesik of Marketing Kinetics updated the board on the progress of the interviews. Based on the work of Marketing Kinetics, the Library board and the trends documented by the American Library Association (ALA), this organization will adopt to meet the community needs identified. These will include but not to be limited to 1. The need for increased literacy and test scores in Creston

2. The need for attractive highly functional meeting space (educational, business, hobby)

3. The need for a multi-generational learning environment

4. The need for culture and access to the arts

5. The need for tutoring, mentoring, and study space

Over the next few months, the board will make changes to the mission statement, services model, renovation plan, and programming to prepare to meet these needs.

Ide moved to to budget up \$4,100 for a transitional marketing plan, including an additional web page, seconded by Maxson. Motion passed.

Maxson moved to develop a marketing subcommittee, seconded by Huffman. Motion passed.

Brown moved to untable the Selection Policy from the May meeting, seconded by Maxson. Motion passed.

Brown moved to include sexual orientation to Criteria section F, seconded by Maxson. Motion Passed.

Maxson moved to amend Tornado language to omit "for a sighted tornado", seconded by Huffman.
Motion carried.

Next meeting will be June 9, 2014 discussing personal.

The next regular board meeting July 7, 2014.

Meeting adjourned 6:40

Calvin Huffman, Secretary

Calvin Huffman

Gibson Memorial library Trustees Meeting Monday, May 5, 2014

The meeting was called to order by President Ann Coulter at 5:22 p.m.

Attendance included Jean Ide, Connie Maxson, Ann Coulter and Jeromy Brown. Also present were Marilyn Ralls, library director; Nancy Loudon, city council representative; Warren Woods, mayor and Lyle Wilson, from CAN. Calvin Huffman was not in attendance.

Ide moved to adopt the agenda, seconded by Brown.

No one spoke at public forum.

Maxson moved to approve the minutes of April 7, seconded by Coulter.

The financial report was reviewed. 82% of our budget has been spent so we are on track. We will pay the Laugerman Architecture bill in June. Coulter will send the details of the bill for the board. Ide moved to pay the bills, seconded by Maxson.

It was reported by Director Ralls that the air conditioning needed work. We have 5 units. Brown had a question to clarify Marketing Kinetics billing.

Mandy Kolesik called in at 5:26 p.m. via cell phone. She gave a report/update on her work. She talked with the art council. They were/are looking at a building downtown but it needed a lot of work. They are still interested in working with the library and are interested in the lower level.

She wrote a grant for the architectural redraws from SCI Regional Foundation for \$9500 to cover all work and a virtual tour and redesign to be used with other grants.

For the Visioning Session she will send the board homework prior to the workshop. One of the items is the top 11 grantors for us to think about. Also we'll look at similar projects in other communities.

At the end of the session we'll want to figure out if we want to provide more than a library and how to transition. The word cloud enclosed in the packet is just for fun and an example of something we could do with each of our demographics.

Lincoln School is not on the historical registry. Also that designation only relates to the use of federal funding.

She visited with the Grimes Public Library to see how they go their funding and learned that most of it is being paid out of the city budget. Also, Mandy will be meeting with the City Council.

Director Ralls will be attending a meeting in Greenfield on May 6. She shared the Summer Reading Program brochure. Also, attendance is up from last month.

Old Business

We received an offer of \$75,000 and Coulter countered with \$113,000. The consensus was that we not lower the price at this time.

New Business

- A. Selection Policy—Maxson moved to table this policy until June. Director Ralls will research the concept of sexual orientation for inclusion in the policy. Brown seconded it.
- B. Computers—Director Ralls reported that she had been in contact with Infomax relating to the leasing of computers. A short discussion followed.
- C. SCICF Grant—in July, 2012 we were awarded a grant that requires a \$5000 match. Ide moved to send the \$5000, Brown seconded.

The next regular board meeting will be June 5th.

Meeting adjourned at 6:25.

Connie Maxson

Gibson Memorial Library Trustees Meeting Monday April 7 2014. Creston Iowa

The meeting was called to order by Vice President Jean Ide at 5:28 P.M.

Attendance included Calvin Huffman, Jean Ide, Connie Maxson, Ann Coulter via media conferencing from Des Moines. Also present was Marilyn Ralls, library director; Nancy Loudon; city council representative; Mandy Kolesik; Marketing Kinetics. Jeromy Brown was not in attendance.

Maxson moved to adopt the agenda, seconded by Huffman.

No one spoke at the public forum.

Maxson moved to approve the minutes of March 3, seconded Coulter.

Huffman moved to approve the financial report, seconded by Maxson.

It was reported by Director Ralls that the heat and water has been shut off at Lincoln School. Ralls and Coulter met with our state legislature Jack Drake who is very pro library. Our state senator was not in Des Moines.

The staff is preparing materials and prizes for the summer reading program.

Ralls will attend the area Directors roundtable meeting in Greenfield on May 6.

Sue is visiting K/6 classes and Donna Jr. Hi to sign up students.

Overall library attendance is above last year.

The use of Lincoln School by the Arts Council was discussed. Sarah Brown is to be contacted to clarify any problem.

Omaha house was discussed, and how to proceed on counter offers. Ann is to be the spokesperson for bids less than \$80,000. Connie intends to stop at the property while she is in Omaha. (See attachment)

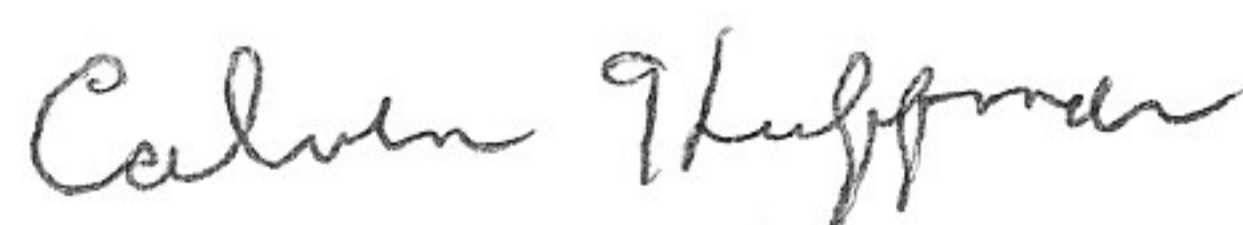
The Volunteer Policy was discussed. Huffman moved that a background check provision be included, seconded by Maxson. The policy was approved as amended.

Mandy Kolesik of Marketing Kinetics gave a review of the fundraising progress. She has completed over 40 interviews, and working on donations, grant searching and foundation funding. A meeting to discuss the vision of the new library was set for April 21.

The next regular board meeting will be May 5 at 5:15 PM.

Meeting adjourned 6:55 P.M.

Calvin Huffman, Secretary



Hi everyone,
FYI---

Leon and I went to Omaha today and we drove to the house. We walked around the yard and then I called the realtor. He was actually very positive about the house--he did a nice job describing it and did share that the previous owners had used it as rental property, which I didn't realize. He was candid about the work needed. He also told me it he thought it was a good value. It is in a quiet neighborhood. There is a giant tree in the front yard and a couple of trees in the back that probably need to come down and replaced. I took some pictures and can send them later.

Connie

Sent from my iPad=

4/14/2014

Gibson Memorial Library Trustees meeting, Monday March 3, 2014. Creston Iowa

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

In attendance were Jeromy Brown, Ann Coulter, Calvin Huffman, Jean Ide, and Connie Maxson. Also present was Marilyn Ralls, library director; Nancy Loudon and Randy White city council representatives.

Huffman moved to adopt the agenda, seconded by Brown. Motion carried.

No one spoke at the public forum.

Maxson moved to approve the minutes of the Feb. 3, seconded by Brown. Motion carried.

Maxson moved to approve the financial report upon clarification of the Alliant Energy bill, seconded by Huffman. Motion carried. (See attachment)

Director Ralls reported that Misty Gray conducted a trustees training program Feb. 17. There will be an on-line workshop Wed. March 19 at 6:00 P.M. titled "City Library, City Service". March 5 director Ralls will attend the Library Legislature Day in Des Moines. The county supervisors allotted \$20,000 for our budget and \$4,000 for books. The Sadie Hawkins dance was held in Lincoln School. The Friends of the Library had a scrapbooking workshop March 1 attended by about 30 people. The southwest corner of Lincoln School has developed a leak.

Facilities for the Arts Council were discussed and a need for a contractual agreement between the City and the Arts Council was discussed, the city administrator will be contacted.

The Omaha realtor contacted Mike Taylor, City Administrator, indicating he thought the property was overpriced by \$20,000. We decided to keep the price the same.

Mandy Kolesik of Marketing Kinetics gave a report on the progress of the Capital Campaign. She summarized both pro and con remarks of her interviews.

Next meeting April 7, 2014

Meeting adjourned 7:00 P.M.

Calvin Huffman, Secretary



caldyan@mchsi.com

From: "Marilyn Ralls" <mralls_crestonlibrary@hotmail.com>
Date: Tuesday, March 04, 2014 3:44 PM
To: "Ann Coulter" <coulter@swccowa.edu>; "Connie Maxson" <conniemaxson@gmail.com>;
"Dianne Huffman" <caldyan@mchsi.com>; "Jean Ide" <jeanide@wildblue.net>; "Jeremy Brown"
<jbrown@diagonalschools.org>; "Nancy Loudon" <threeloudons@iowatelecom.net>; "Randy
White" <randingo2u@yahoo.com>
Subject: Lincoln's Alliant Energy Bill

After a trip to city hall, a long discussion with Becky, and a phone call to Alliant we have figured it out. The January bill was higher than Alliant thought possible. So the higher ups decided it wasn't right and billed us at the December amount. They were wrong and it was the higher amount. They added it to the Feb. bill without an explanation. Becky talked with them and they will send her another bill with all the information on it. So we do owe \$2,992.73. Gibson's bill comes mid month. I will be curious to see that amount.

Marilyn Ralls

Director
Gibson Memorial Library
200 W. Howard St.
Creston, IA 50801
Phone: 641.782.2277
Fax: 641.782.4604
email: mralls_crestonlibrary@hotmail.com

3/5/2014

Gibson Memorial Library Trustees meeting, Monday Feb. 3, 2014. Creston, Iowa

The meeting was called to order by Vice president Jean Ide at 5:13 P.M.

The attendance was Jeromy Brown, Calvin Huffman, Jean Ide, and Connie Maxson. Ann Coulter was absent. Also present was Marilyn Ralls, library director and Nancy Loudon, city council representative.

Huffman moved to adopt the agenda, seconded by Brown. Motion Carried.

No one spoke at the public forum.

Maxson moved to approve the minutes of Jan. 13, seconded by Brown. Motion carried.

Maxson moved to approve the financial report, seconded by Huffman. Motion carried.

Ralls talked to the Deko group concerning the tool belt grant. The Library is selling all audio cassette tapes as they are outdated. The city cut \$4,000 from the book budget, but added \$3,000 for computers. The Library requested \$187,618 and received \$187,971. Ralls and Coulter met with the Union County Supervisors requesting library funds.

The service agreement contract with Marketing Kinetics was signed. Ralls will contact them about a thirty (60) issue in the contract.

Maxson moved that the taxes and insurance be paid on the Omaha donation house, seconded by Brown. Motion carried.

Maxson moved to list the house for \$120,000, seconded by Brown. Motion carried.

Maxson moved to raise the postal charge on Library Loan books from \$1.25 to \$2.00. The actual cost to the Library is \$3.02, seconded by Brown. Motion carried.

There will be a Trustee Training meeting Feb. 17, 2014 with Misty Gray from the Iowa Library Services.

The next regular meeting will be March 3, 2014



Calvin Huffman, Secretary

Gibson Memorial Library Minutes, Jan. 13, 2014

The meeting was called to order by Chairperson Ann Coulter at 5:15 PM.

Members present were Jeromy Brown, Ann Coulter, Calvin Huffman, Marilyn Ralls, director; Nancy Loudon and Randy White city council representatives.

Huffman moved to approve the agenda, seconded by Brown.

No one spoke at the public forum.

The minutes of the Dec.9 and 16 were approved by Brown and seconded by Huffman. Spelling of Van Surksum was corrected by Brown and verified by director Ralls.

Huffman moved and Brown seconded a motion to pay the bills.

Director Ralls reported that the Friends of the Library will have a scrapbook workshop at Quilts and Other Notions. The city reduced the book budget from \$17,000 to \$13,000 but added \$3,000 for computers. Ralls and Coulter will meet with the county supervisors Mon Jan. 20 for county funds. Title to the Van Surksum donation house was received Dec. 30, 2013. Discussion was held on the realtor contract. A local person may be interested in the property.

Old business

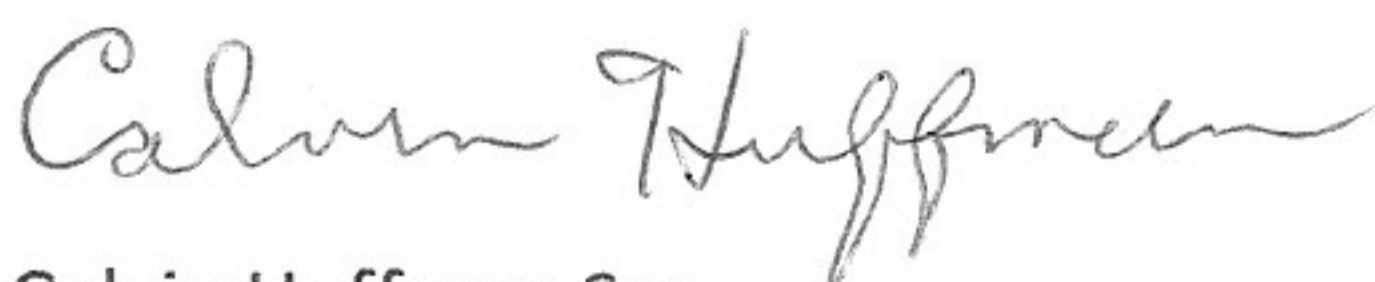
Marketing Kinetics contract was reviewed.(contract attached) Questions were asked about the 30/60 day cancel clause and the \$3,000/\$5,000per month fee. The Art Council letter (attached) was reviewed. Mike Taylor, City administrator will be contacted concerning fire code, insurance, utilities, and liability.

New business

Chuck Ireland delivered the \$1,000 donation from the Hy-Vee receipts project, Ann and Marilyn will get a picture of the event for the Creston newspaper. Trustee training will be schedule for Feb 10, 17, or 24. The board discussed raising the inter library loan postage from \$1.25 to \$2.00.

The next meeting will be Feb.3, 5:15 PM.

Meeting adjourned at 6:30 PM.



Calvin Huffman Sec.

Creston: Arts Council,
c/o Depot Gallery
116 W. Adams
Creston, IA 50801

Creston Library Board

re: Arts Center

Library Board,

Creston: Arts, an art council for the Creston area, would like to use a room at the Lincoln School, for an Art Center; specifically the room in the northwest corner of the lower level. This room has a closet, and a door to the outside. It also has a sink, which we would like to use. Mainly, the room will be used as a class room/ studio space and storage area for art supplies and equipment. The room will remain locked unless a member of the Creston: Arts Board of Directors is present to supervise.

We will begin to assemble workshops in the space as soon as possible. We will also start to plan a 4-week Summer Art Camp for kids. We plan to use as many teenage counselors as we can find. We are hoping to provide a place for people who have not fit into other traditional extra-curricular activities. That being said we are aiming for inclusivity, not exclusivity.

In addition to our own summer camp, we are speaking with the Crest Area Theatre and Quilts and other Notions to assist with any youth activities they have for this summer.

At this time, we will not move a kiln into the space. We will investigate the details needed to do this in the future and will inform you before making any changes of this kind. If we have Ceramic or Glass workshops, the pieces will be taken off-site to be fired. Our intention is to make a hospitable community center but to make few, if any, modifications to the space. Eventually we would like to be allowed access to the bathrooms. In the future, we are planning to open an afterschool drop-in center for kids & families. Anything of this nature would be discussed with the Library Board well in advance.

We have added the space to our Liability Insurance Policy taken by the Depot Gallery from Hometown Insurance in Creston, contingent on our being granted use of the space.

Finally, we really appreciate the opportunity to work with you. We think highly of the library as The Original Art Institution in Creston, and hope that our goals of art, education and community can align with yours.

Thank you very much.

Sincerely,

Brian Zachary, Secretary
Creston: Arts Council & Board of Directors
bczukowski@yahoo.com
(641) 247-1663

16

Creston: Arts Council 2013

Who

Incorporation: Creston: Arts is a nonprofit 501c3 corporation seeking to provide a public service to the community, and able to accept your tax deductible donation. We are members of the Creston Chamber of Commerce.

Mission Statement: *The primary objective of this corporation shall be to provide a vehicle for coordination, advancement, promotion, and administration of all phases of the arts in Creston and the surrounding area.*

2013 Board of Directors/ Art Council: We meet quarterly to discuss new and ongoing programs. Members of the Art Council join members of the community to form committees to administer various Arts programs. Blake Fry-Schnormeier ,President; Bailey Fry-Schnormeier ,Vice-President; Brian Zachary, Secretary; Chris Coke, Treasurer; Susan Walker; Val Allen; Mike Carroll; Sheila Sutton; Sandy Webb; Vidette Dixon-Borgman; Karl Knock; Bernie and or Carol Stamper; Linda Dainty

What

Media: Creston: Arts operates a Facebook page and a page at the Creston City website. We publicize art events in SW Iowa. We also use them to interface with artists and the public. In 2014 we are attempting to acquire CrestonArts.org and operate our own web site. Our goal is to calendar all types of Arts events in SW Iowa.

Depot Gallery: in 2013 we hosted 11 months of shows. We displayed work from 11 individual artists and 4 group shows and hosted over 1,000 visitors. We are a free public art gallery that seeks not only to display the work of talented local artists, but also to bring great art to Creston to inspire us all. Our Fundraising is nearly complete for a track hanging system in the gallery. This will allow us greater ease for hanging art and less damage to the walls. The shows for 2014 are almost all scheduled. The gallery hours are M-F 11:30-1:30 and Saturday 1-4, or by appointment. If you want to bring a class or a group, we are happy to open for you. Call Brian, (641) 247-1663.

First Fridays: On the first Friday of each month, The Depot Gallery hosts an Artists' Reception for that month's artist 6-8 pm. It is a unique opportunity for the public to meet the artists and talk to them about their art. The Upper Crust stays open late for dessert tastings and Live Music. There are always places like A&G, The Lobby, and the Elm's Club open for food and drinks. We are working to have more events, like the poetry readings at Adams Street Espresso, to add to the fun of First Fridays in Uptown Creston.

Creston: Arts Uptown: We help place dozens of pieces of local art in businesses in Uptown Creston. This allows us to hang many quality local artists who may not have enough work for a full show. Then we produce a postcard with the locations printed on it, in effect, making a small "Art Crawl". We distribute 200-400 postcards per year at 4th of July, Balloon Days, and Christmas as an economic development device.

Chalk the Town: We hosted a chalk mural event with The Creston Chamber for the 3rd of July. We gave businesses free chalk to give out, and made a list of participating businesses to distribute. We also made larger murals for some businesses in exchange for donations to Creston: Arts. It was a great success and a lot of fun, but also a lot of work. We feel that we can surely make this event even larger, with a chalk art contest and public mosaic mural, however this will require more volunteer workers. Outlines can be done first, and large areas of color filled in by careful people

--ROUGH DRAFT -- CONFIDENTIAL--
CONSULTING SERVICES AGREEMENT

This agreement is made by and between Marketing Kinetics LLC, an Iowa Corporation and The Gibson Memorial Library (Creston Public Library), effective at the onset of services to begin January 13, 2014.

1. Consulting Services and Fees

- a) **Services.** M. Mandy Kolesik of Marketing Kinetics LLC shall provide the services as outlined below. Team members will assist when necessary, in full representation of Marketing Kinetics.

Project Description

Capital campaign and fundraising services will include:

- Creation of CC budgets and timelines
- Review of current documentation
- Interviews with key team members, donors, community members as needed
- Identification of current donor opinions
- Qualification of Community support
- Identification of objectives and obstacles
- Visibility plan to overcome objectives and obstacles (media relations, community relations, advertising, promotion)
- Research potential of current donors
- Identification of new donors
- Identification of new grant opportunities
- Identification of new corporate and foundation gifts
- Preparation of donor rights, responsibilities and gifts
- Creation of policies for gift acceptance, gift rejection, in-kind gifts, etc
- Preparation of CC collateral, including web presence
- ✓ • Train all involved in "ask"
- Contact donors, influencers
- Prepare presentations,
- Make presentation accompany other askers
- Preparation of gift follow-up pieces
- Create processes for follow up

Additional expenses include photography, graphic design, web design, programming, travel and mileage expense, hospitality and event expenses, and marketing expenses as approved in advance by Library Management.

**--ROUGH DRAFT -- CONFIDENTIAL--
CONSULTING SERVICES AGREEMENT**

This agreement is made by and between Marketing Kinetics LLC, an Iowa Corporation and The Gibson Memorial Library (Creston Public Library), effective at the onset of services to begin January 13, 2014.

1. Consulting Services and Fees

- a) **Services.** M. Mandy Kolesik of Marketing Kinetics LLC shall provide the services as outlined below. Team members will assist when necessary, in full representation of Marketing Kinetics.

Project Description

Capital campaign and fundraising services will include:

- Creation of CC budgets and timelines
- Review of current documentation
- Interviews with key team members, donors, community members as needed
- Identification of current donor opinions
- Qualification of Community support
- Identification of objectives and obstacles
- Visibility plan to overcome objectives and obstacles (media relations, community relations, advertising, promotion)
- Research potential of current donors
- Identification of new donors
- Identification of new grant opportunities
- Identification of new corporate and foundation gifts
- Preparation of donor rights, responsibilities and gifts
- Creation of policies for gift acceptance, gift rejection, in-kind gifts, etc
- Preparation of CC collateral, including web presence
- ✓ • Train all involved in "ask"
- Contact donors, influencers
- Prepare presentations,
- Make presentation accompany other askers
- Preparation of gift follow-up pieces
- Create processes for follow up

Additional expenses include photography, graphic design, web design, programming, travel and mileage expense, hospitality and event expenses, and marketing expenses as approved in advance by Library Management.

"Confidential Information"), will not be disclosed to any third person without the express written consent of the other party.

- b) The Confidential Information of the discloser may be used by the receiver only in connection with the Services.
- c) Neither party will use the name or trademark or trade name (whether registered or not) of the other without the express prior written consent of the other, except that Marketing Kinetics LLC may use Client's name for reference purposes only and such use shall not infer Client's endorsement or promotion of Marketing Kinetics products and/or services.

3. Limitation of Liability

- a) In no event shall either party be liable to the other party for any incidental, consequential, indirect, or punitive damages (including but not limited to lost profits), regardless of whether such liability is based on breach of contract, tort, strict liability, breach of warranties, failure of essential purpose or otherwise, and even if advised of the possibility of such damages.
- b) The foregoing limitations of liability will not apply to claims (a) for the disclosure of confidential information by Marketing Kinetics LLC or Client, or (b) infringement liability against which Marketing Kinetics LLC must indemnify Client under Section 5 of this agreement.

4. Termination

- a) Either party may at any time and without cause terminate this agreement by giving thirty (60) days' written notice of termination to the other party.
- b) Termination of the contract will be effective at the completion of the two monthly invoices following notice of termination. Payment for the completed services will be made within 30 days of the completion of each and every invoice.
- c) Within 30 days of final invoice, client shall also pay full amount for all expenses incurred by Marketing Kinetics LLC in relation to project. In the event of termination by Client, Client shall also pay Marketing Kinetics LLC hourly rate of \$180 per hour for any demobilization or other costs resulting from such early termination.

5. Indemnification

Each party shall indemnify, defend and hold harmless the other, its employees, principals (partners, shareholders or holders of an ownership interest, as the case may be) and agents, from and against any third party claims, demands, loss, damage or expense relating to bodily injury or