


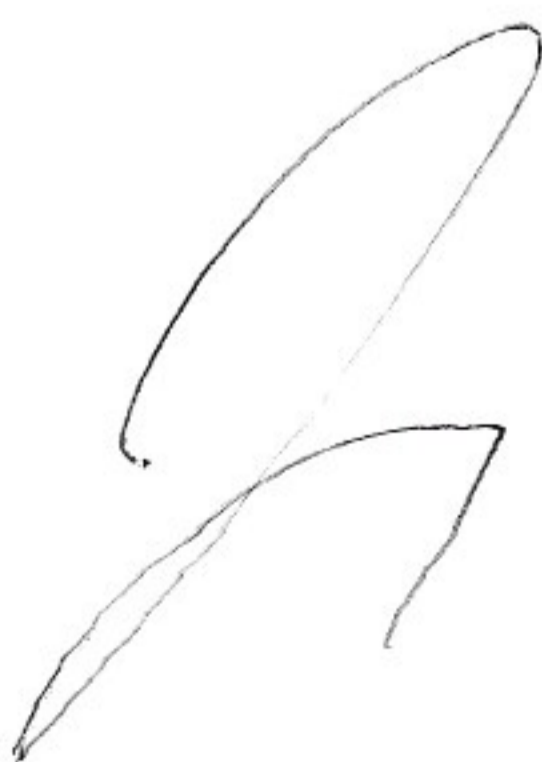
Library Board Minutes 12-15-15

- Ann called meeting to order at 5:24pm.
- All members present, Connie by phone.
- Jean moved to approve agenda, all in favor.
- Minutes from Dec. 7th meeting: Josh moved to approve, all in favor.
- FINANCES:
- Josh moved to pay bills, all in favor.
- NEW BUSINESS:
- Budgeting discussion.
- Jean moved we approve the budget with one adjustment to \$14,054 for books/films/recordings. All in favor.
- Revisions of FEH's design. Remove estimates of repairs currently needed from total, those can be addressed separately.
- David suggested that some of the remodeling also could be looked into separately. Wiring, geothermal?
- What is "Furnishings"? Can we look into choices in that department to get that \$233K down?
- Moving expense is something we could handle.
- Printing and Distribution of Documents could be too high as well.
- Ask Denny what we could do within our budget.
- Jean moved that David contact FEH to get an itemized list of what remodeling costs are for possible phases and delineate what costs we could cover before expansion, so that FEH can produce a new estimate closer to the \$3-\$3.5 million we expect we could raise. All in favor.
- Can we find out estimate of tuck-pointing that City Hall had done?
- Ann adjourned the meeting at 6:28pm.

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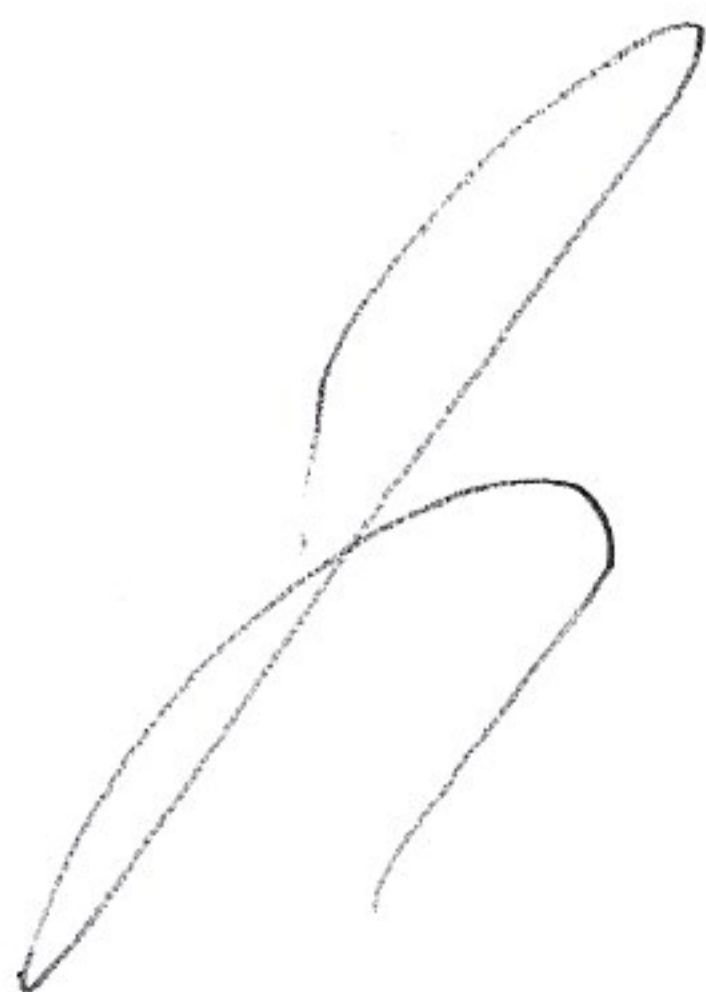
Library Board Minutes 12-7-15

- All board members present including Connie on speakerphone.
- AGENDA: David adding to agenda: Windstream contract, 800% speed/capacity increase. David has looked at ICN but actually found this increase appealing because of price and consistency, no need to change hardware, etc. Worst case scenario: \$70 a month.
- Added as Item C under New Business. Jeromy moved to approve amended minutes, all in favor.
- MINUTES: Minor typo, Josh moved to approve, all in favor.
- FINANCE REPORT: 130% on Miscellaneous Contracts, David says this is mostly Leon Dorothy.
- Ann expressed desire to see Utilities printed out, listed.
- Some confusion over bills, possible missing pages? Another sheet should be telling us who we're writing checks to for things like "Miscellaneous services." David will get on it for us for next week's meetings.
- Josh moved to pay the bills we have check information on. All in favor.
- NEW BUSINESS: PLOW website authorization for David? Jeromy moved we authorize David to start his class so that he can eventually run our website(s) as part of his director duties. All in favor.
- Mandy: Denny visited with Mandy privately to express his concerns about costs and how much the community can raise.
- In June 2011 Strawhacker did a feasibility study, determined that we could raise about \$1.3 million.
- Union County is rebounding, Des Moines is rebounding. Mandy does not recommend a new study, would rather factor in experience to amend study expectations.
- Factors: Inflation. Factions previously opposed to Lincoln School support Gibson site. Time spent working on this project: 6 years. Expectation: \$1.9 million possible from community.
- Corporate angle: Expectation of about \$1.1 million WITH cultural center.
- THUS: \$3 million total.
- Connie and Jeromy: Add \$700K to budget and then after money is raised go to city and look for that last chunk.
- Board should contribute ideas for budget cuts to David over the course of the week, then meet Monday to recommend some tangible cuts before pitching it to Denny for a re-estimate.
- Windstream: Josh moved that we expand our service for the quoted price discussed earlier. All in favor.
- OLD BUSINESS: David's thoughts: Do the free check on everyone?
- Add state registry to policy.
- Josh moved that we approve policy with amendment to add state sex offender registry to checks on all volunteers and employees. All in favor.
- Next meeting Tuesday Dec. 15th
- Ann adjourned meeting at 6:47pm.



Library Board Minutes 11-09-15

- Jean Ide called meeting to order at 5:20.
- Ann and Josh absent, quorum present.
- Consideration of agenda: Connie moved we amend the agenda to table the work on the capital campaign. All in favor.
- PUBLIC FORUM: No members of public present.
- MINUTES: Ann didn't make the motion to approve minutes from last meeting, probably Josh.
- Background checks are only free on a specific website, should be clarified.
- Change minutes to say that background checks will be discussed in December's meeting.
- Connie moved to approve minutes as amended.
- FINANCES: Library has been paying Lincoln utilities for a year since it was taken from us. We have to make sure we will not incur further obligations. David will clear this up while Becky Johnson is still employed by the city.
- SWOT strengths and weaknesses.
- Our internet speed here is really bad, tests confirm.
- Connie: Can we buy internet service via T1 through ICN?
- Not possible to host new hardware on current connection speeds.
- Core statements: Ways to combine some in order to squeeze in more? First and second can be combined.
- Target specific groups like youth and seniors?
- David is now a monthly Creston News Advertiser columnist. Will also utilize polls in future.
- Creston Arts has purchased some Orr-Fisher paintings to donate to the library.
- Connie moved that we identify the top three results from the service response as the goals we will work on in our long range plan. All in favor.
- Discussion with Mandy will be on agenda for next meeting.
- Jean adjourned at 6:17.



Library Board Minutes 11-2-15

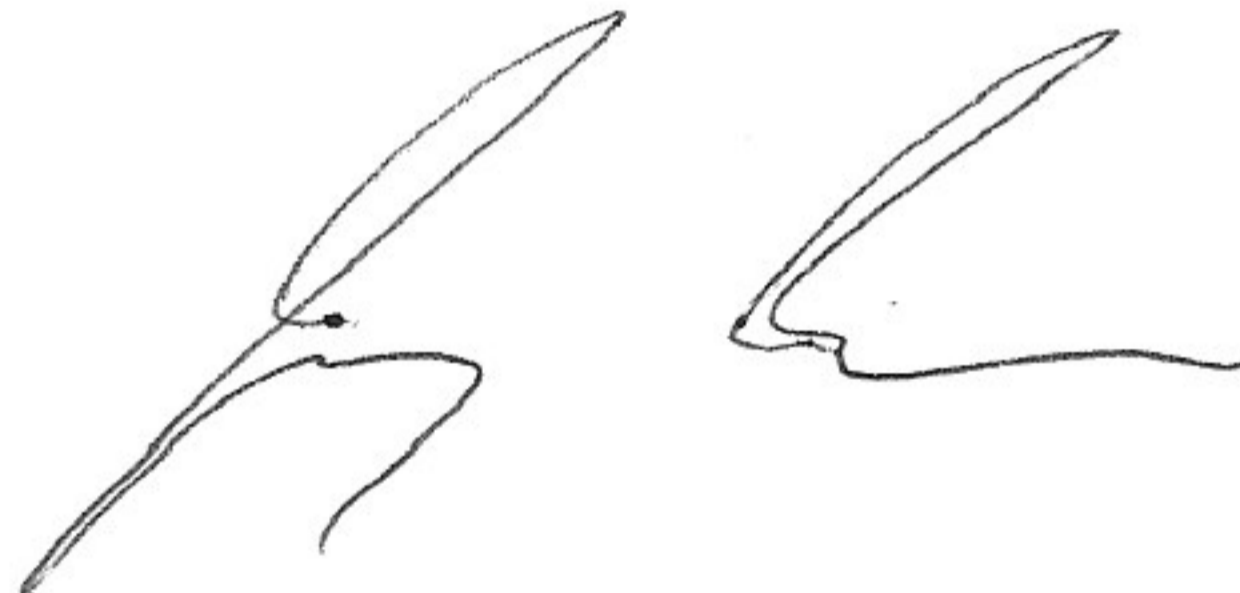
- Ann called meeting to order at 5:15
- Josh moved to approve minutes after moving finances and reports to end in order to allow Dennis Sharp to speak. All in favor.
- NEW BUSINESS: Dennis distributed booklets with all renderings of renovated building and budget projection.
- \$4.7 million projection. \$4.347 million without construction contingency of 10%
- A ballpark construction time: If we are in the building during construction, year and a half. If library relocates during construction, one year.
- Unexcavated space: extra \$500K to do. It's now or never, cannot be done in the future.
- Furnace replacement with geothermal included.
- Marketing Kinetics provided two sample case statements for us to review.
- Review of Policy #26: Board members exempt? Ann believes it's city responsibility.
- Practice has not been to background check all volunteers.
- Background checks at certain websites are free and fast.
- Tabling Policy for December's meeting for David to do more research.
- DIRECTOR'S REPORT: Oct. 21st swap meeting.
- We are only free of Lincoln School utilities since July.
- Websites to Impress billing is frustrating. David does not see what's wrong with old website or what new website offers. Frustrations aside, Nancy pointed out that we're under contract still and that these factors can only come into play when the contract is up for renewal.
- David is encouraged to do more research into what other libraries are using for websites, PLO, Wix, other possibilities for more hands-on web development in the future.
- Marketing Kinetics bill, David has been requesting more things from Mandy that could empower the library in the long term to build on the fundraising after MK has generated necessary money for renovation project.
- Jean moved to pay the bills, all in favor.
- Finance report needed for next week.
- MINUTES: Josh moved to approve both sets of minutes from October. All in favor.
- SWOT: Review next week? Everybody think about their priorities.
- Jean: Laurel Bergmeyer, works for Public TV, lives close to Creston, might be able to help us with video work for capital campaign.
- Jean is our envelope stuffer.
- Meeting adjourned at 7:05pm.



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Library Board Minutes 10-26-15

- Ann called meeting to order at 5:20
- All members are present.
- Marketing Kinetics: Most donors are community-centered, not necessarily devoted to one particular building or organization. They give to multiple endeavors.
- 296 individuals, families and businesses identified.
- Most give between \$100 and \$500
- 4% give in excess of \$1000
- Still need to cross-reference with those who have given to the library.
- Some have given in excess of \$25K to the library in the past.
- How many individuals can give \$10K or more? Large pool of generous folks in Creston.
- Fundraising Campaign Kickoff: Feb 7, 2016 2-4pm, date generally agreeable for the board.
- Three possible headlines for materials: Building on our Legacy, Discover Along With Us, Learn.Connect.Explore.
- David noted that the topic of the name change comes up often in discussions with the public. Mandy noted that the donors are on board with the name change.
- Jeromy moved that we adopt the campaign theme line, "Building on our Legacy." All in favor.
- Mandy distributed a suggested timeline with budget indicators.
- Pamphlet styles review
- Case Statement shown
- Costs of promotional activities explained.
- Connie moved that we approve the capital campaign expenditures for up to \$6000 through April, to be offset by donations down the road. All in favor.
- Additional meeting Nov. 9th proposed.
- Meeting adjourned at 7:12



Library Board Minutes 10-05-2015

- Ann called the meeting to order at 5:18.
- Agenda approved, Connie moved, all in favor.
- Minutes approved, Connie moved, all in favor.
- BILLS: Josh moved to pay bills, all in favor.
- DIRECTOR'S REPORT: Leon Dorothy has been working with David productively on site.
- 40 different donor types.
- No glitches.
- Oct. 21st SWAT process meeting
- Community and library data has been submitted to Misty on time.
- Catering from Upper Crust.
- David attended a director's round table in Atlantic in September, taking Public Management class in Grimes building.
- David won a \$250 scholarship to Iowa Library Association from a 100 word submission. Only costs \$100 so profit.
- Learning Express drop-down menu not working so well. David working with Heather at Websites To Impress.
- We obtained a state-of-the-art wheelchair for patrons in need as a gift.
- FOTL had a terrific book sale return.
- FOTL is filling our dumpster with good books. Makes us look bad so we are having them dump them elsewhere.
- Ann recommended a company for picking up books.
- Sue is happy with new software.
- OLD BUSINESS
- FEH Design: Concern with two exit/entrances for staff requiring someone on each floor at all times.
- Board felt that it was a good problem to have and that we have so many volunteer hours that we can cover it or just put up a sign to close the bottom floor in emergency situations.
- Still curiosity about possibility of expanding the unexcavated space, FEH will calculate extra cost after we approve current plans.
- Jeromy moved, all in favor to approve the design.
- Capital Campaign: Sarah Brown is doing some work for Marketing Kinetics to help Mandy, who wished to clarify.
- Need approval of design and amount of money in order to begin capital campaign.
- Will need new marketing materials, videos, etc. Need to have a meeting for approval of materials, ideas, and other events.
- Question: Are we still using Creston Area Library and Cultural Center? Yes.
- Grants need to be written in name of current library, Gibson Memorial. Name change comes after construction.
- MK ready for a meeting in three weeks, October 26th.
- David hopes for a signature fundraising event, annually preferably.
- Also, better donor tracking, communication, director involvement.

- Are we still interested in a community task force/steering committee to make recommendations to the board?
- Mandy has talked to six individuals, three interested.
- How about getting the Chamber of Commerce to vote on approval of what we're doing? Join that with City Council approval and defuse any notion of contention. David likes idea.
- Must be clear on limits of authority of steering committee.
- Mandy suggested that our natural first step might be to make some presentations about what's going on right now to groups like Chamber, County Supervisors, County Development Board, Kiwanis, Around Town, High Lakes Young Professionals, et al.
- Mandy recommended a second visit before any requests.
- Mandy will have MK start initiating meetings with those various groups, David presenting when possible. This can take priority over steering committee right now.
- Must have price tag first.
- POLICY #25: Few concerns. Time limit? Four hours. Connie moved that we approve the policy with the addition of a four hour time limit on iPad checkout.
- We are not receiving anything about utilities on bills. We need to know we're not paying for Lincoln School utilities.
- David will get itemized bills.
- Ann adjourned meeting at 6:49

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Library Board Meeting 9-8-15

- Ann called the meeting to order at 5:19
- All members present.
- AGENDA: Jean wanted to add item D to New Business to discuss a videographer.
- Jean moved to approve the amended agenda, all in favor.
- MINUTES: No attendance on 8-24-15 minutes. Amended. Jean moved to approve amended minutes, all in favor.
- BILLS: Concern about checks made out to individuals rather than companies. David will keep an eye on this.
- Connie moved to pay the bills, all in favor.
- Laptop has malfunctioned, "last of its generation." Will be replaced, perhaps a refurbished unit.
- Director's Report: Busy month! David preparing for accreditation. Attending a meeting in Atlantic tomorrow.
- Websites To Impress: Not impressive: Catalog is up, Ancestry finished, unable to get the link to the address for Learning Express up. Every 2-3 days they send an email asking David to test on our browsers here, as well as a mobile browser. David is concerned that they are spending too many hours working on this. \$85 for first hour of work, \$65 for every hour after that.
- David recommends not going to them every time there's a little fix needed, but to assemble a list of complaints and have them tackle them all at once.
- David willing to learn more about website design and hosting in order to handle some of the work involved.
- Dekko check received. Make sure to buy iPads directly from Apple.com in order to get educational discount.
- FOTL book Sale Sept. 18th and 19th.
- David will be on KSIB Sept. 14th to promote the book sale.
- OLD BUSINESS: Arts Community meeting: Good attendance, lots of resolutions about the role of Creston: Arts and other groups.
- David has submitted a letter of request to the collections manager at the ISU museum for art objects.
- David would like to weed out prints and unoriginal works, and shift attention to local art for display.
- Discussion of having a staff desk on ground floor in order to monitor meeting areas and to have some collection/computer/programming done downstairs.
- Cost of unexcavated area becoming excavated?
- "Cultural Center" not Arts Studio
- Scratching the kiln idea entirely.
- Retain wet area in cultural center.
- Stoves for a food club?
- Library needs to be able to lock and close off lower floor from upper floor.
- Genealogy downstairs?
- Study rooms at old East entrance?
- David will contact FEH tomorrow with our feedback.

- Still retain some of the computer area for kids while dispersing adult computers around upper floor and in ICN room below.
- NEW BUSINESS: Board members have received copy of standards.
- Who do we talk to about angled parking on the street?
- Tabling B, C of the New Business agenda for next meeting.
- Item D: Let's have David talk to Laurel Bauer Burgmeier about a video project for the library.
- Where is teen input in our design process?
- A teen liason? Two at each school?
- Meeting adjourned at 7:19 after a moment of levity.

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Library Board Minutes 8-31-15

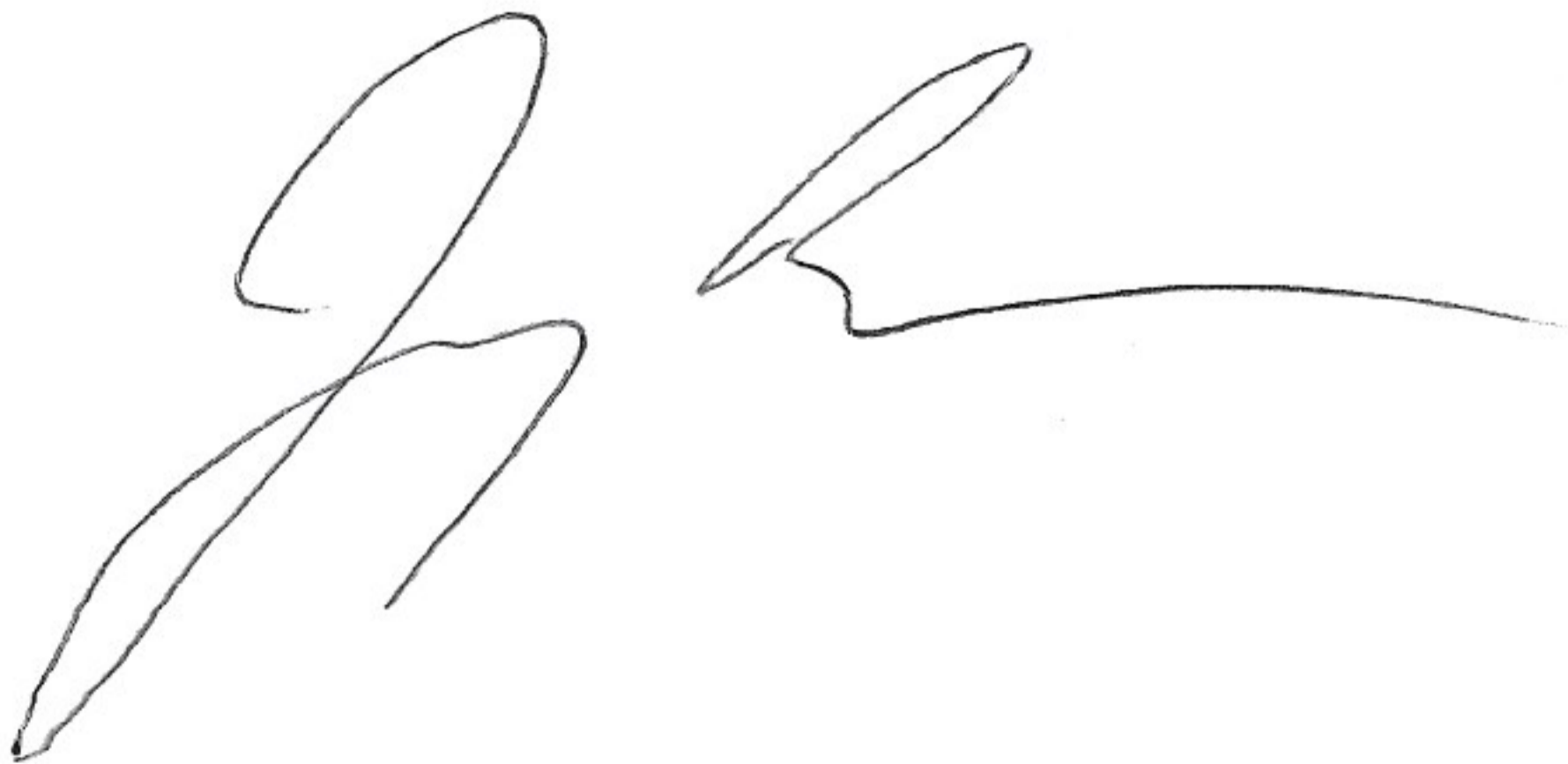
- Ann called meeting to order at 5:21pm.
- All members present, no City Council liason.
- Before feedback, update: David received an update from FEH that clarifies there is a door between the circulation area and the staff room. Otherwise the design remains, so far, unchanged from last week's meeting.
- David reaffirmed his desire to have a partnership with Creston: Arts but also other arts groups in the community.
- Questions/feedback from the public.
- Inquiry about changes to design since newspaper publication of early drawings.
- Are there computers in the adult section? Adults cruising computer in kids' section raises issues. David responded that they are at least within eyesight of the staff desk and that the library will eventually shift to iPads. Ann suggested that side facing the circulation desk would be the adult side and kids would get the side facing away.
- Questions about parking expansion: possible angled parking, possible acquisition of property to the southwest (\$25K and \$35K estimates of those property values).
- Inquiries about square footage of lower level.
- Karl Knock: Could storage lower floor north open to the east as well as to the west? Also, adult section doesn't seem to gain much space. David pointed out that gaining the current genealogy room for periodicals adds some space.
- Input: The library would get more patrons if it offered more selection, a children's section separate from the adults, more materials like photography books. Current collection is a "self-fulfilling prophecy."
- Just got Dekko grant for two large screen tvs and 20 iPads.
- Will we charge for meeting space? Not nonprofits.
- Creston: Arts still wants dedicated space. Board, public sentiment and director feel overall that space must remain available to all. Creston: Arts suggests that the art center studio on lower floor may be superfluous and not cost-worthy, based on a rough estimate of \$650K for that space. Would make use of smaller spaces, as long as they can be "messy." Willing to assist with some fundraising, etc. Interest in beginning ASAP with current space even. Unclear what other art groups would need, although theatre group does need lots of storage.
- Connie: Believes in potential of the arts center space, and that within time as awareness spreads around town, people will flock. Some nods from public in response. Flexibility as a virtue.
- Should we change "art center/studio" to "cultural center"?
- Arts teacher has three kilns at public school, but knows that there would be demand for a public space with kilns.
- Board question: Want to know more about kiln. Query about insurance, needs to be answered by insurance company.
- Creston: Arts still willing to make use of any space we offer.
- Shutterbugs group very interested in displays of public work.
- Learning center board representative: They would have many ideas for the cultural center space.

- Further public affirmation of need for space to be available for all, value of meeting rooms.
- Need to emphasize for the public that the cultural center is for all the public. Resistance to funding could be overcome with that realization.
- Lack of windows on ground floor, a "dark space" that people won't want to use.
- Meeting adjourned at 6:53pm.

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: Library board minutes 8-24

- Meeting called to order at 5:18
- All members in attendance.
- Minutes will be postponed until September meeting.
- Public forum: No comments.
- New Business: FEH design reactions.
- Some concerns about quantity of added space for the adult section. Young adult is moved out adding some to the adult section.
- Concern about need for a door between circulation desk and Staff room.
- Concern about lack of path of vision between director's office and circulation desk.
- Could we get a chart comparing before/after square footage for each section of library?
- Discovery centers we were just granted money for, where to they go? Story time area combined with a cart for the screen/iPads is a solution.
- Flexibility of art center. Board agreement that it should be available for a variety of arts-related activities that are as inclusive of the community as possible, e.g. photography club, theater club, cinema club, etc.
- Reach out to other county school art teachers?
- SWCC faculty as well.
- Arispe: Has art retreat center for rental. Contact?
- Director able to speak briefly with FEH and pass along some of our pressing concerns, will follow up further.
- Do we want FEH on the phone next meeting on 31st? No, that's just for meeting with Creston Arts. We would want them available at September 8th meeting.
- Public is very excited by increased children's space.
- Ask Dennis Sharp about the indoor kiln.
- Art office necessary?
- Kiln: Board leaning against indoor kiln. Many other sites use outdoor kilns.
- Mechanical area along the south: Can Dennis explain to us why it's that size?
- Need better turnout from Creston Arts for 31st meeting. Bailey Fry-Schnormeier should be contacted to coordinate more.
- Praise for the architectural continuity of the exterior.
- Mandy: What is timetable for a finalized design? Necessary to have one to begin any kind of a capital campaign.
- Approval of City Council key step before campaign. Required: Plans, estimates.
- Mandy projects a November launch window, which creates problems. May need to wait until Jan. 1st for a community campaign.
- Meeting adjourned at 7:03.



Library Board Minutes 8-3-2015

- CALL TO ORDER: Ann called the meeting to order at 5:16.
- ROLL CALL: All board members present plus City Council liason.
- CONSIDERATION OF AGENDA: Jean moved to approve the agenda, all in favor.
- PUBLIC FORUM: Nobody spoke. We let Melvin know that the charette may go until 8 on Tuesday, and there will be after-hours accommodation on Wednesday.
- MINUTES: Connie moved we approve the minutes, all in favor.
- FINANCES: Unable to see financial report due to City backlog of duties.
- Connie moved to approve the bills, all in favor.
- Director's report: Staff is very helpful towards our new director, David reports.
- Transitioning operating system from older system to Follet Destiny Manager (?). Working with Leon Dorothy to get system installed, migrate old circulation data.
- Needs to obtain City Council's permission to migrate the renovation donation payment info to the new Paypal account. Important to make clear to people they cannot pay their library fines via Paypal.
- Director has created a new staff contact list. All staff proficient at using email.
- Staff meeting held by Director, preparing for new tech and planning for this year's certification.
- Matilda Gibson is back on the wall.
- Director met with Mandy twice, working on donor list with thorough documentation. David has recovered/compiled a near comprehensive list of donors dating back to the 1990s.
- Director's goals include digitizing as much of the library's history as possible and integrating it into the website.
- OLD BUSINESS: Tea party: 31 paid tickets. Mandy recommends another press release, article in the paper today. Connie will open event. Wrapped up by 6 including cleanup. Windrow dinner at 7, 18 yeses.
- Lincoln School: 8 shelves left. Will be moved to Parks and Rec shed in Rainbow Park. Lois Monday has paid for \$155 for a chair and table, a display case, and five of the ten shelves she purchased, owing the Friends of the Library \$125 for the remaining five shelves.
- Connie moved that the Library's Paypal portal be connected to the library's 411 account for donation purposes. All in favor.
- NEW BUSINESS: Misty came to talk to the board about accreditation. Library plan needs to be updated for accreditation purposes this year (they last five years, can be used twice with some revision).
- Plan: Goal-oriented and service-based long-range plan unique to the library.
- Steps: Set date with consultant for community meeting. Invite community members for community meeting. Gather "community scan data" with director prior to meeting.
- Need to represent library constituencies, not necessarily just heavy users.
- Meeting: 3 hours, light supper provided by library, facilitated by consultant, 12-18 community members: discover community qualities together, identify service responses.
- Followed at some point by staff meeting facilitated by consultant, review and identify community needs.
- Trustees review the work, approve, adopt, communicated, review.

- Connie recommends we pay attention to charrette feedback as a precursor to this process, both for ideas and people (David's additional suggestion).
- Connie also recommended stronger connections to our local schools and their goals.
- Misty will send David available dates.
- Connie moved that the board begin identifying dates. Misty recommended we have community meeting by at latest November. All in favor.
- Mandy: Talking to donors, building donor list w/Director, finding who is willing to support.
- She wants to target individuals who are passionate about the library for a steering committee.
- By Sept. 1st she expects to have a list of names.
- Launch of capital campaign: Within ten days of charrette FEH expects to have drawings.
- Sept 14th is likely next board meeting, board finds this date unsatisfactory.
- Things Mandy has added to capital campaign proposals: A Friday night kickoff dinner w/ distinguished guests, past donors, fundraising (\$30/\$35 ticket price). Share schematic. Then the Saturday following, a community fun rally w/kids. Coloring contest, essays, video clips.
- Nancy suggested that we share the schematic with City Council and ask for a vote of support for our efforts.
- 1st-3rd of October for Mandy's kickoff?
- Special meeting: 24th 5:15 to discuss the plans from the charrette and set date for kickoff.
- Reminder that paper must publish any possible quorum.
- Sept. 8th is regular board meeting.
- Connie moved that Policy #24 be accepted. All in favor.

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Library Board minutes 7-6-15

- Ann called the meeting to order at 5:20
- All board members present.
- No motions to change agenda.
- No members of public speaking.
- **Minutes:** Josh moved to approve minutes, all in favor.
- **Bills:** Nancy noted internet problems and asked if we should still use Leon's remote services. Ann says the problem was solved remotely and that if there is ever a problem that can't be, Leon will come here to fix it.
- Josh moved to pay the bills, all in favor.
- **Finance report:** We spent 92% of our budget from last year. The letter of concern that we were overbudget shall be dismissed.
- **Director's Report:** Summer reading is going great. Not able to offer Wednesday programs this year so certain numbers are lower. Existing programs have good turnout.
- Friends of the Library report: Scholastic Book Fair, \$1281 for Sue to spend. "Wilbur" will now be "Bridges." (Statewide consortium of ebooks).
- **Old Business:**
- **Meeting Room policy.**
- Possible alternate: "Any group with a 501(3c) status may use the library for an open-door meeting on a first come/first served basis as long as there is space available during normal library hours."
- Jean moved to keep the policy as-is, all in favor.
- **Donor Recognition Reception:** FOTL does not feel they should be responsible for this. Ann researched City Hall. Mandy speaking for FOTL says August 7 feels rushed. They desire to assist and for it to be an event for supporting the Library, but feels that the Board should mostly oversee this joint effort. Jessica Duncan has created an invitation that FOTL will mail out. \$460 cost, \$150 donation, estimated benefit will raise a net total of \$300.
- Unlikely to be able to unveil anything from FEH by Aug 7, partially due to late signing of contract.
- Master donor list remains missing, which inhibits a donor appreciate effort.
- Mandy proposes moving event to second half of September.
- Supertel reservation must be canceled, Jean will do it.
- Mandy proposes a dinner at the Windrow inviting Board members, spouses, Mayor Woods et al, to honor Ed VanSurksum. Invite the Stampers also. Let Mandy know about other names that should be invited.
- Mandy also wants us to think about September 26th as a new launch date for our capital campaign. Let FEH finish their work and then combine it with our donation.
- **Removal of items from Lincoln School:** FOTL will offer them for sale at the book sale.
- Jeromy will post shelves on Creston Swap for \$25 OBO.
- Connie moved that any money from sale of bookshelves goes to FOTL.
- **New Business:**
- Dennis Sharp: No drawings of original building, just from last remodel.
- Work on computer model has begun. Building assessment necessary, will be spending time looking for issues.
- Board was shown an example of budget development from Hiawatha. At first glance the additional construction appeared to be about 50% of the total cost. But the line item format provides numerous details.
- Balloon Days is 19th of September, steer clear FEH!
- Mandy will help with building a task force in July in preparation for August Charrette.

- Connie moved that we have the FEH Charrette on August 5-6. All in favor.
- Mandy will try for a task force meeting the week before.
- Mandy implores board to look for possible connections for collaboration on board.
- Ann adjourned meeting at 7:00pm.
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Library Board Minutes 6-23-15

Present: Ann, Josh, Jean, Connie, Jeromy, Acting Director Sue

- Interview with Jessi Wakefield for Library Director position.
- Ann called meeting to order at 5:15pm. All members present.
- Connie moved to approve the agenda all in favor.
- Connie moved we go into closed session, all in favor.
- Exited closed session at 6:34
- Connie moved that we offer the library director position to David Hargrove, effective as soon as he can start. All in favor.
- Ann will call David tonight and ask that he decide by Friday. If he declines, the offer will revert to Jessi Wakefield.
- Jean got a call from Supertel on prices. \$125 for half a room (seats 100). lowana said no way.
- Mandy needs to be here at meeting on 6th.
- Jean will reserve room for August 7th.
- Meeting adjourned at 6:47pm.

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Library Board Minutes 6-17-15

- Ann called the meeting to order at 5:19pm
- Connie moved we go into Closed session at 5:20pm
- Exited closed session at 6:54pm.
- Connie moved to adjourn at 6:54pm.

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Library Board Minutes 6-8-15

- Ann called meeting to order at 5:23.
- All present except Connie.
- Jean moved to approve agenda, all in favor.
- Errors in new websites, should be corrected before we link our address to the new website.
- Masters Donors List still missing.
- Josh moved to approve minutes, all in favor.
- Jeromy moved to pay bills, all in favor.
- Two purchase orders for books denied due to being over book budget, we had been told previously that we could move other moneys into book budget.
- Summer Reading program off to a good start. Good attendance and good word of mouth.
- Library will be participating in Chalk the Town July 2-4
- Marcus Mackintosh visiting for Read With Me program.
- Friends of Library having a bake sale tonight at Farmer's Market, doing Scholastic book sale.
- FEH contract signed and will be sent out Tuesday.
- Director's Report: Numbers down generally, volunteer numbers way up.
- Meeting Room policy: Jeromy motioned to approve policy as is, all in favor.
- Director search: 17, 18th and 23rd good window, 16th Nancy has City Council. Jean will contact Jessica Wakefield and David Hargrove to schedule evening interviews with them.
- Renew Ancestry.com membership.
- Maintenance proposal: Sue will ask Kevin and Mike about the maintenance recommendation to see what they say.
- Ann adjourned at 6:10

A handwritten signature in black ink, consisting of a large, stylized initial 'A' followed by a horizontal line that ends in a small hook.

Library Board Minutes 6-8-15

- Ann called meeting to order at 5:23.
- All present except Connie.
- Jean moved to approve agenda, all in favor.
- Errors in new websites, should be corrected before we link our address to the new website.
- Masters Donors List still missing.
- Josh moved to approve minutes, all in favor.
- Jeromy moved to pay bills, all in favor.
- Two purchase orders for books denied due to being over book budget, we had been told previously that we could move other moneys into book budget.
- Summer Reading program off to a good start. Good attendance and good word of mouth.
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- Renew Ancestry.com membership.
- Maintenance proposal: Sue will ask Kevin and Mike about the maintenance recommendation to see what they say.
- Ann adjourned at 6:10

Library Minutes 5-4-2015

- Jean called the meeting to order.
- All present except Ann.
- Josh moved to approve the minutes, all in favor.
- Bills: Mandy explained that we can either have her bill us by retainer or by the hour, so in the future as long as she is on retainer her tasks will not be itemized unless she sees herself going over 30 hours a month.
- Josh moved to pay the bills, all in favor.
- Jean: Job description should be moved to appendix so that a board meeting isn't necessary every time we want to update the description.
- Mandy: Our old website needs to redirect to the new site. Ann can fix that.
- Director search: Josh concurred with Jeromy that we need to look outside of the state.
- Job listing on website?
- Jean: Do we have a packet ready for when we get an application?
- Connie will work on description of benefits package.
- Sue will run FEH contract down to city attorney to review. Already approved by board so Sue can sign it.
- VanSurksum: Mandy proposes we hold events to honor Ed VanSurksum and/or Joy Johnson (author of B.O.O.B. books) with a tea. Make it a nice event, a fundraiser, \$25 a plate, acknowledge Ed and other big donors from the past. Summer before State Fair ideal: Friday August 7th? FOTL helps run event?
- Master Donors list: Anyone know where it is? Mandy and Sue have been unable to find it.
- Issues with past donors who did not receive due honor should be resolved before we go out hunting for new donations. Caution to be given to private donations, some people don't want others to know they have money.
- Mandy will be calling donors and meeting with them to find out their feelings and look for cases of unrecognized donations.
- When we get a design charrette scheduled, involve citizen, top donors, champions, even previous opponents.
- Jean adjourned meeting at 6:23
- Sue is doing a great job!

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Meeting called to order at 5:20

- Motion by Jean, seconded by Josh to approve minutes.
- Josh moved to approve the minutes, all in favor.
- Bills: Jean moved to pay bills, all in favor.
- Director's report: Print circulation is up.
- Architects: No estimate from Invision available.
- Nancy recommends we reproduce the estimate of the winning architect to City Council so that they understand what the Board is investing in this process.
- Board discussed virtues of various architects. Mandy pointed out that FEH offered a considerable volume of services for a relatively flat fee.
- Jeromy moved that we select FEH Associates for the architect to expand Gibson Memorial Library. Passed with all in favor.
- Mandy will craft a public release to share with the board on Tuesday, April 7th.
- City has complained that we are .7% over budget on salary. Ann has calculated salary and this does not add up, especially considering the director resignation, leaving us \$4,591 under the director's salary budget.
- Josh moved we pay a stipend of \$100 a week to Sue Teutsch to be Acting Director until a replacement Director is hired. All in favor.
- Sue's term as Acting Director is set as beginning on April 1st, 2015.
- Mandy will draft a post seeking a Director, application deadline May 15th. Master's preferred, Bachelor's required. Applicants must know that we are undergoing architectural changes.
- Jeromy moved that Mandy craft a Director's position ad draft and give the board three days for feedback, after which she will incorporate suggestions, then forward the ad to Ann who will distribute it through the proper channels.
- Items at Lincoln School: Display case, potentially useful but lack of storage space until after renovations. Nancy will find city website to sell it via auction.
- Old computers: Silent auction on old computers, attempt for \$25 a piece. What isn't sold will be given to recyclers.
- Jeromy moved that Rule 5 of Policy #22 be changed to, "Exceptions may be made to the ban on cell phone conversations in the Library at staff discretion only."
- Jeromy suggested that Rule 1 of Policy #22 to, "Please set any cell phone to vibrate/silent or turn it off upon entering the Library."
- Josh moved that we accept the suggested changes, all in favor.
- Delegated to Mandy that she draft a letter to FEH Associates to inform them that we have chosen them as architects and that she add verbiage from FEH to her press release.
- Ann moved to adjourn at 6:37pm.

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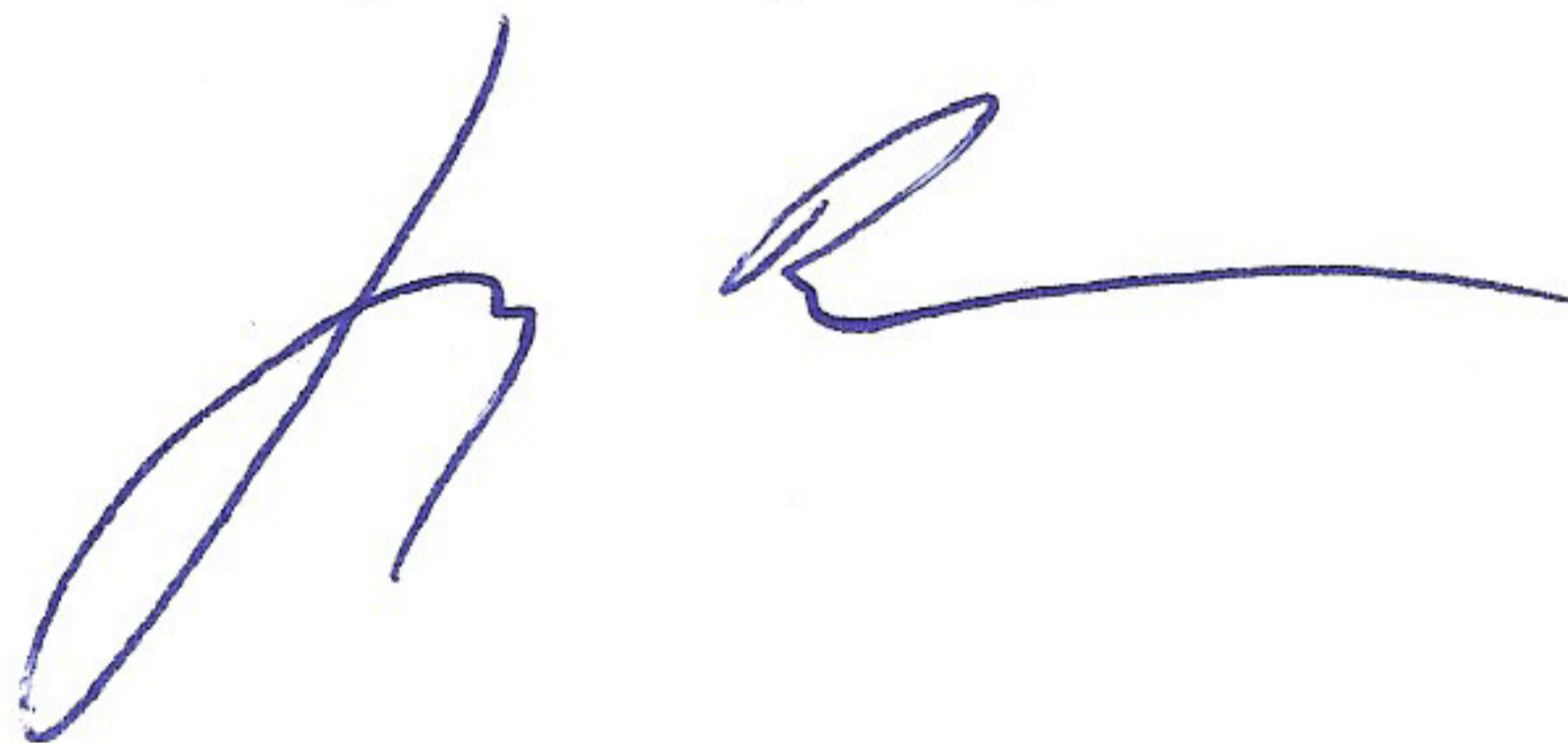
Library Board Minutes 3-16-15

- Ann called the meeting to order at 5:15
- Josh moved and Connie seconded to approve the agenda.
- FEH Presenting, John Karrmann, Principal, and Dennis Sharp, President
- Established in 1898, extensive Library experience, LEED (Leadership in Energy and Environmental Design) accredited.
- Approx. 60 previous library projects. Most funded by combination of funding methods, almost every one of them has a degree of public funding.
- Tripled Onowa's library size.
- Slide show depicted some expansions, stressed their seamless look.
- Stressed community involvement as part of their method.
- 2-3 day process, more people involved the better.
- Library trends: Flexibility, user-directed services, green design, collaboration spaces, tech, community partnerships .
- Designer Michelle Cramblit has worked on 20-22 library designs for the company.
- Emphasis on furniture and interior design.
- Emphasis on Budget Sensitivity, "soft costs" awareness in addition to fundamental construction costs.
- FEH did a sketch of the site, explored ideas for expansion lines, building over parking.
- Work with Jack Porter at the State Historical Office often.
- PERSONNEL: Looking at current ads for Library directors for input on designing our job description for new applicants.
- Further discussion of architects. Board intends to make a decision at next meeting April 6th.
- New Vision Building Document dated 3-16-15, Josh moved to approve document contingent in it being a living document that can be amended in the future. Jean seconded, all in favor.
- Motion made to give Marilyn Ralls an additional two weeks pay as an exit plan, passed.
- Next meeting will determine acting director until replacement is hired.
- Meeting adjourned.
-

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Library board Minutes 3-2-15

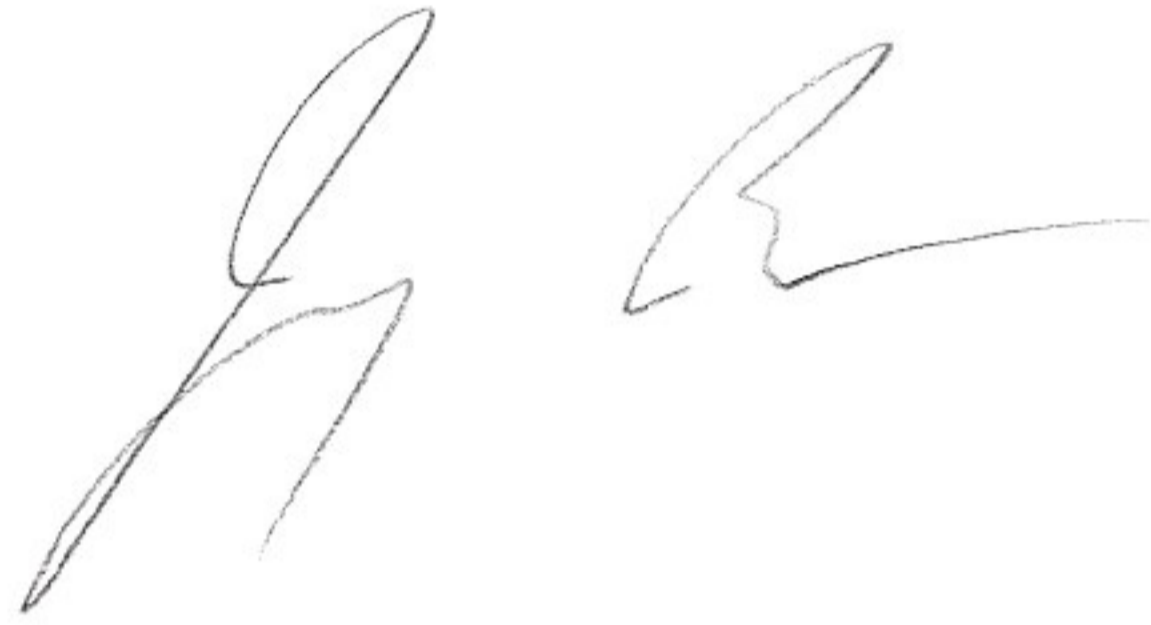
- All present except Ann and Nancy.
- Tabling Foundations until next Meeting.
- Adding Winterset Library to Agenda.
- Add Van Surksum to Agenda.
- Public Forum no contributions.
- Connie moved and Josh seconded motion to approve minutes.
- Connie moved, Jean seconded to approve motion to pay bills.
- Director's Report: Hy-Vee receipts up over \$30,000. Friends did cookie bouquets, happy with numbers. Scrapbooking last Saturday night, good profit.
- Mandy distributed Architect rubrics to help make our rationale more objective.
- FEH scheduled for March 16th at 5:15- Carmen, and a Denny Sharp
- OPN raised relevant questions of cost and location, but we are left with Gibson as our only option for the Creston Area Library and Cultural Center
- Jean visited the Winterset library that FEH worked on. \$2.8 million for renovation, but what is the cost of fixing the job that FEH did? Unknown.
- Connie moved, Josh seconded motion to approve Library Board Policy #18
- New Vision Building Document reviewed.
- Put on agenda for 3-16 meeting to vote on approval of New Vision Building Document final version.
- Van Surksum appreciation: Recognition of proceeds from home, extra \$20K and Paul Revere artwork.
- Mandy recommended asking Mr. Van Surksum to ask what he would like us to do to recognize his contribution.
- Jeromy moved and Connie seconded to go into closed session at 6:29pm.
- Board went back into open session at 6:40.
- Connie moved that we accept resignation of Marilyn K. Ralls as Director of the Gibson Memorial Library effective March 31st; in addition, it is the board's desire to offer a severance package to Marilyn to be determined prior to March 31st. Jeromy seconded, all voted in favor.
- Jean moved, Jeromy seconded to adjourn meeting at 6:45pm.

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Library board minutes 2-2-15

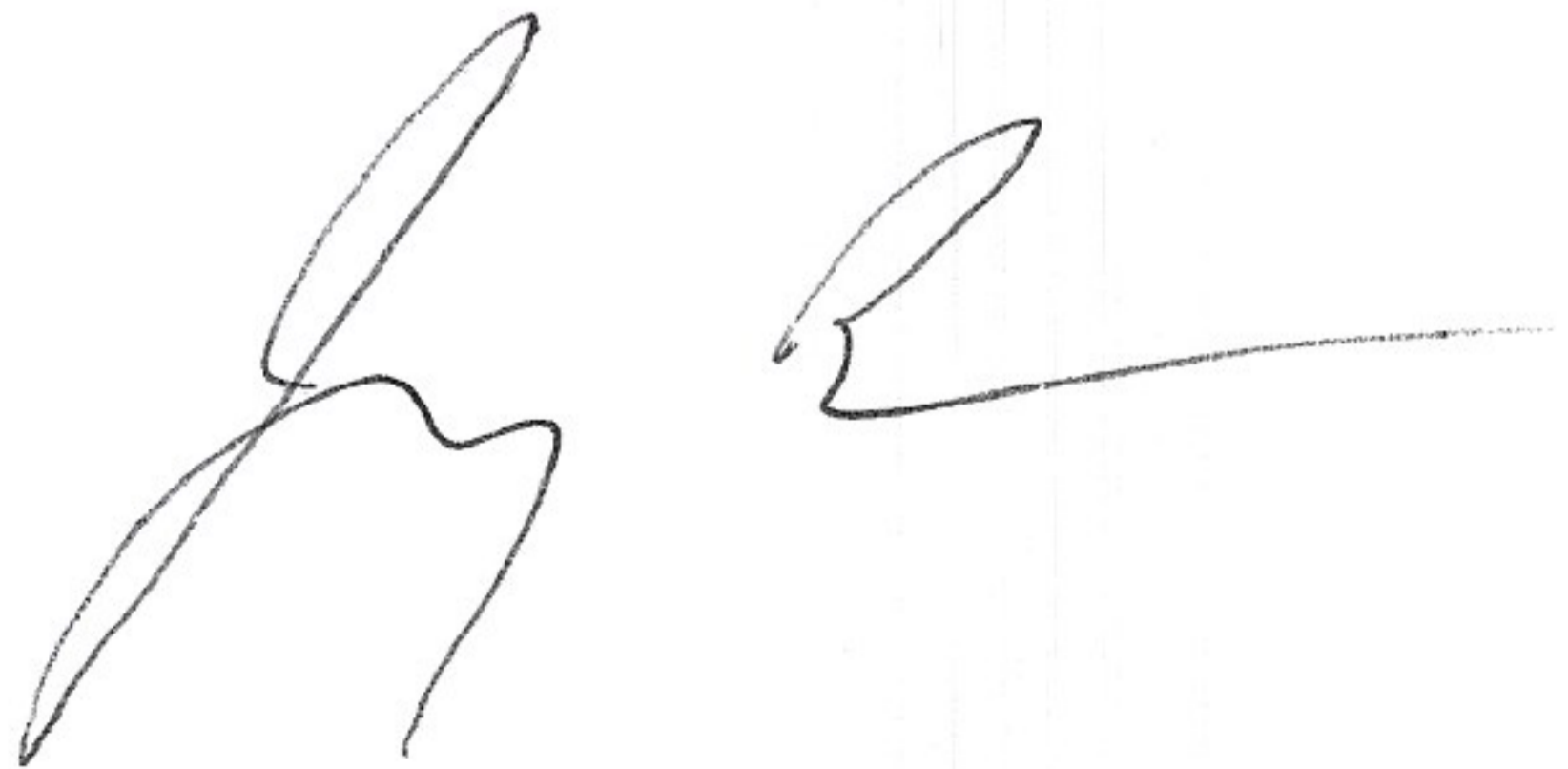
- Ann opened meeting at 5:25pm.
- Closed session postponed.
- Soil samples added to Old Business.
- No public forum.
- Advised that minutes include who carries out tasks.
- Advised that minutes be careful about summarizing conversations using parentheticals that resemble commentary.
- Connie moved, Josh seconded to approve minutes as amended.
- Bills: grant expenses to Dorothy J Leon – money received from State Library.
- Review of Mandy bill, explanation . Nancy and Ann not seeing enough cc'd emails from Mandy.
- Connie moved Josh seconded to pay bills.
- Director's report: Attendance is down by 300 from last year.
- Friends of the Library: cookie bouquets, gluten-free, scrapbooking still on 27th and 28th at Quilts and Other Notions.
- Website: no updates from Mandy, site is live, all three URLs go to same site.
- Gibsonmemoriallibrary.com
Crestonpubliclibrary.com
Crestonarealibrary.com
- Problem: At time of meeting, websites went nowhere.
- Nancy talked to Mandy about wanting feedback and documentation about her activities.
- Jumped to Building Requirements on Agenda to accommodate Mandy.
- Neumann-Monson out, not interested in small library projects anymore.
- FEH recommended, Mandy offered information.
- FEH worked on Winterset, which they don't tout, problematic results. Connie suggested this as a good question to ask, not necessarily something that rules them out.
- Jean will go to Winterset and talk to Nancy Trask about FEH.
- Jean brought up architect who worked on Adel Library, Jerry Purdy Archt.
- Mandy explains process of determining space for a library, formulas that take into account a variety of data.
- Connie requested a personalized version of the formula for our library from Mandy.
- Nancy addressed soils report. Connie suggested we hire architects first, who can then work with Austin, etc. to study it.
- Ann reminded us old estimate of soil solution was about \$100K.
- Marilyn will clarify with Mandy that we'd like more detailed reports of her time.
- Review of city budget cuts, cumulative prospective library cut of \$17,199 from 2015-2016 budget, which is 9.4%.
- Do we slash a day? Required to stay open until 6 two days a week.
- Mornings are bad, coffee folks raise a lot of money.
- Open 51 hours a week.

- \$200 for one day in wages saved x 52 weeks.
- Jean expressed strong opposition to cutting a day or more than an hour a day.
- Noted: Miscellaneous contracts, go back to previous levels, accept \$1700 cut.
- Office equipment was \$3K this year and \$0 usually, we're going back to \$0. \$1500 cut.
- Dues: Accept \$2K cut. \$2949 salary/pay cut
- Connie made motion to cut \$17,199 as per recommended, Josh seconded.
- 4-1 (Jeromy dissenting) in favor, motion carried.
- Jean moved, Josh seconded to accept Internet Access Policy #2
- Ann moved to adjourn at 7:27pm.

Two handwritten signatures in black ink, one on the left and one on the right, appearing to be initials or names.

Library minutes 1-12-15

- Ann called the meeting to order at 5:26
- Connie moved Jean seconded to approve the agenda.
- Jean moved and Josh seconded to approve the minutes for two previous meetings.
- Connie moved to pay bills, Jean seconded.
- Marilyn described an incident today where a patron caused a disturbance in the restroom, introduced himself as "Duane Johnson," which resulted in a police call and removal.
- Hy-Vee receipts, Marilyn took in \$150K in receipts last year. Now up to \$23K.
- EBCE student Jordan Shimer (?) will be here with a job coach M-T-Th-F.
- Winter Reading program started Friday.
- Patrons are requesting tax materials, the booklet is over 100 pages so the IRS has been contacted with requests for more. We will be charging a fee for printing out such materials.
- Friends of the Library: Cookie Month is coming up, they'll be taking orders soon.
- 10th, 11th, 12th of February there will be decorating.
- 27th and 28th of Feb. is Scrapbooking at Quilts and Other Notions
- June 16th Open Table
- FOTL meets again next Monday.
- Contract talks: Mandy outlined specific changes in the contract, primarily in section 1, Consulting Services and Fees. No deferment, a shorter term (six months), and an adjustment of duties to conform to our current status seeking architects and a new plan.
- Jeromy moved, Connie seconded to consent to Mandy's contract, motion passed.
- Concerns about soil report: Difficult to understand, twenty years old (is that even an issue? Expert opinion), desire to have Austin come in to talk to us about it.
- Building plan not updated, Mandy's assistance deemed necessary.
- Pay Pal also not taken care of yet.
- Public support: Twibbons, Facebook presence. Mandy believes that emphasizing the library's needs is a necessary strategy. Perhaps a mailing?
- Keep FOTL active and engaged.
- Inviting previous opposition to visioneer with us about what they hope for. Outside facilitator would be beneficial, Connie suggested. AEA?
- Architect: Neumann Monson will be invited to meet with the board.
- Photo release form moved to be approved by Connie, seconded by Josh.
- Meeting adjourned at 6:22

The image shows two handwritten signatures in black ink. The signature on the left is a stylized, cursive name that appears to be 'Mandy'. The signature on the right is also cursive and appears to be 'Josh'.