

Library Board Meeting Minutes

Monday, December 5, 2016

Present were Ann Coulter, Connie Maxson, Jean Ide, Brian Jack, and Library Director David Hargrove.

--Ann called the meeting to order at 5:15pm.

--Brian moved to approve the agenda, Connie seconded, and all were in favor.

--Jean moved to approve minutes for the previous month, Connie seconded it, and all were in favor.

--Connie moved that we approve paying the bills for November, Ann seconded, and all were in favor.

--Director's report:

1. Had to replace battery backup for server and a the downstairs catalog computer, this will run about \$880.
2. Plans to host a robotics club with Haley Jones at extension. We'll use the remainder of the DEKKO grant to purchase 3-4 Dash units (robots). We'll also use our ipads for this.
3. Still working on consolidating duplicate accounts in our donor spreadsheets for Donorperfect, want to realize the value of this software as soon as possible.
4. We have a matrix of grant opportunities prepared by Marketing Kinetics: the board asked David to examine this and report back in January on grant opportunities coming up soon. That way the board can decide on whether to hire a part-time assistant.
5. Marion James, Ann, and Connie and David met with friends to advise them about letting the library apply for 501c3 grants in its name.
6. Mandy debriefed Ann and David on the last day in November, leaving us with several binders of material and a thumb drive reflecting her firm's work for the library.
7. David has undertaken considerable shifting on the second floor to maximize available space.
8. David finished PLM 1 & 2 and is now a state-certified librarian, as per his agreement with the board upon being hired.
9. David agreed to reach out to a potential board member to determine his interest.

--New business: David presented naming opportunities within the new building, and the board asked him to assign monetary values to them and report back to the board in January.

--Policy #3, Public Computer Access, was reviewed. Brian moved to approve the policy as it stands, Connie approved, and all were in favor.

--Ann adjourned the meeting at 6:15pm.





Gibson Memorial Library

Board Minutes: Monday, November 7, 2016, 5:15pm

Transcribed by David Hargrove

--5:30pm President Ann Coulter called the meeting to order. Present were: Ann Coulter, Connie Maxson, Brian Jack, Dir. David Hargrove

--Connie moved to approve agenda, Brian seconded, motion approved.

--no public forum: none present

--bills: David travelled to ILA, Terry traveled to genealogy conference in Omaha. David will ask Mike Bruce about \$200.00 locksmith bill. (David later learned that Mike installed a lock purchased from J. Byers) Council unanimously assented to having Websites to Impress redirect our domain names. Connie moves to pay bills, pending check with Mike, Ann seconded and all in favor.

--Director's Report: David is preparing data for DonorPerfect conversion and hopes to have live demonstration of DonorPerfect at next board meeting. David is shifting materials upstairs to create more room for audio-books and large-print materials; later will move newspapers downstairs with other periodicals and then move fiction into that space.

--New business: debriefing Marketing Kinetics and capital campaign. David will meet with Mandy to receive materials that she has accumulated since February, 2014. David is working with Jessica Duncan to convince friends (a recognized 501c3 non-profit) board to approve the library to apply for grants for the building project. Connie noted that any commitments we make in accepting grant funds should be reported to the city council. David will present potential naming opportunities at December board meeting.

--Review of Policy # 30, Gift Acceptance Policy, Brian moved that we approve it, Ann seconded, all in favor.

--6:15 pm Ann Coulter adjourned the meeting.





Gibson Memorial Library

Board Minutes for October 4, 2016

1. President Ann Coulter called the meeting to order at 5:15 pm. Connie M., Jean I. & David H. also present.
2. Consideration of Agenda: Jean wanted to add a discussion of hosting events in Lorimor and Afton. Ann moved to do so; all in favor.
3. Public Forum: none present.
4. Minutes: Ann moved to approve minutes, all in favor.
5. Finances not available.
6. Director's Report: We received a \$4,500 grant from South Central Iowa Community Foundation for donor development software. David opened a discussion of candidate board members. David will ask Mandy for a list of grant applications that Marketing Kinetics has applied to on the library's behalf, their deadlines, and why we are or are not under review by the funders. David will ask Mandy for .jpeg files of stock photos owned by the library, and copies of all templates for the case statement.
7. Ann adjourned the meeting at 6:50 p.m.

Gibson Memorial Library

Board Minutes for October 27, 2016

1. President Ann Coulter called the meeting to order at 5:35 pm.
2. Roll Call: Ann Coulter, Jean Ide, Connie Maxson & David H. present.
3. Consideration of Agenda: approved.
4. Connie M. moved that the board give Marketing Kinetics a 30-day notice that the library is ending their monthly consulting agreement, effective Friday, October 28. All in favor. David to notify Mandy Houk the following morning.
5. Ann adjourned the meeting at 6:15 p.m.

DHargrove



Library Board Minutes 9-12-16

- I. Call to Order: Meeting called to order at 5:25
- II. Roll Call: Josh absent, Connie, Anne, Jeromy, Jean present.
- III. Consideration of Agenda: Jean wanted to add time to talk about her discussion with Susie Buffet.
- IV. Public Forum: No speakers.
- V. Minutes: Connie moved we approve the minutes, all in favor.
- VI. Finances
  - a. Bills: Jeromy moved to pay bills, all in favor.
  - b. Finance Report:
    - i. Questions about what exactly our balance in Restricted Gifts is, and how much we've been spending in order to accurately reflect the progress of this specific capital campaign.
    - ii. Discussion of hours anticipated to be spent logging data into DonorPerfect software. Marketing Kinetics is providing some foundation building but David would be expected to enter the actual data.
  - c. Director's Report:
    - i. Good news: Met with Jeremy Odom, Hy-Vee manager. He asked if we had received our checks from several batches. We have not, so he said he would get on that and make sure we get them.
    - ii. Dr. Hal Chase is coming to present in the library Wednesday night. Retired DMACC historian, esteemed and reputable, etc.
    - iii. \$2500 in additional donations came in within last two weeks.
    - iv. Been in contact with Julie Brooks-Clay from California, relatives here, family makes up Norman Dudley-Johnson Foundation. Major gift hoped for, being cultivated, input being taken into account.
    - v. David will be out of office on Friday because PLM2 starts. Certified Iowa Librarian status at stake.
- VII. New Business
  - a. DonorPerfect Contract:
    - i. Do not have to pay all three years up front. Approx. \$9700 for three years. Could save approx. \$400 if we paid up front. User-friendly and widely used.
    - ii. Connie moved that we buy a DonorPerfect software three-year commitment for \$9736. All in favor.
  - b. Mandy Houk on Capital Campaign
    - i. Kickoff Assessment:
      1. Events Committee is doing a great job. Great event, great turnout, sold lots of meals, Mandy can say it's comparatively good by any standard.
      2. How to present donations to public: We've brought in about \$48,900 in the past month. People donated at event, people went home and wrote checks, and we added champions. Working on a press release for the community.
    - ii. Fundraising Committee Developments



1. Talked about combining two sub-committees, Writing and Events into PR & Events Committee in order to unify and provide direction.
  2. Donor Development Committee has put together a list of 1600 donors together with histories. Moving on to identifying the fundraising pyramid that progresses bottom-to-top from many small donors to a few large donors.
  3. Would like to add more members to Fundraising Committee, identifying community members.
- iii. Grants/Foundations
1. Six grants that committees are starting worth \$1 million, half would be highly successful endeavor and this is only a start.
  2. Jean saw Betsy Bradley, native, lives in Omaha, friend of Susie and Warren Buffett. They haven't forgotten about us. She's currently working on the elections, currently focused on that, we can enter the picture later, likely. Opportunity must be prepared for wherein David travels to Omaha to speak to Susie Buffett in conjunction with grant application. Personal note to Betsy Bradley a part of this, Jean will facilitate this through their common contact. MK will provide some research to Jean by Nov. 1<sup>st</sup>.
- iv. Visioning/Commitment Exercise: Re-motivation of board would be helpful. Replacement of resigning board member Jeromy Brown necessary before this happens.
- v. Ask Training:
1. Oct. 26<sup>th</sup> agreed upon.
  2. Recommended to recruit additional members of committees for this training.
- vi. Dessert and Details Events:
1. Got to get these done in order to educate and prime the major gift people we're going to ask.
  2. Once major gift people have been identified by committee, commitments need to be firmed up. This is a preliminary to the Oct. 26<sup>th</sup> date for training and beginning donor asking, but by Nov. 15<sup>th</sup> it is a must for all board members.
  3. Not just about major donors, but also grassroots.
  4. Can be guacamole, really doesn't matter what it is as long as it tempts people to your meeting via their appetites.
- vii. Visual Donor Recognition/Naming Opportunities: Lots of creative opportunities here. MK will be working on providing us with more options we can use to incentivize donation.
- c. Policy Review: Capital Campaign Donor Privacy: Connie moved to approve, all in favor.





## Library Board Minutes 8-1-16

- I. Call to order: Meeting commenced at 5:19
- II. Roll Call: All members present.
- III. Consideration of Agenda: Remove Donor Software from item 6 under New Business C. Jeromy moved to approve agenda, all in favor.
- IV. Minutes: Wording changes for clarity made, Connie moved that we approve altered minutes.
- V. Public forum: None present wished to speak.
- VI. Finances:
  - a. Bills: Phone bill is a little high because a discount wasn't properly applied, but will be. Josh moved to pay bills, all in favor.
  - b. Director's Report:
    - i. Ron Walter has retired after 12 years of service. A gesture from the board would be appreciated. New employee Marie Cameron has been hired. She has good contacts at meal site.
    - ii. E-rate paperwork was completed before deadline. Loan services funding secured.
    - iii. Postcards going out for campaign. Selectivity applied to avoid redundancies, cost overrun.
    - iv. Grapevine this morning.
- VII. Old Business
  - a. Gift receipts:
    - i. Form still says "Grimes," shall be corrected. Formatting clarifications discussed, agreed on. Agreed that clarity about our current name (Matilda J. Gibson Memorial Library) must be maintained, new name cannot be used until funds are raised for renovation.
    - ii. Connie moved, all in favor to approve gift receipt policy 28A.
- VIII. New Business
  - a. Donor Software: Guesstimate on recommendation of eTapestry: \$2700 annually. Tracks donors, makes searchable database, creates a To Do list for David, e.g. letters that need to be written. Data is our property. Upon discontinuation, we would get an Excel spreadsheet that could be used offline. Connie moved that we approve eTapestry up to a limit of \$3500. Issue: 5000 person limit on donors at current rate, cost would rise if we went over. Consensus that this is certainly workable for the foreseeable future. All in favor of motion.
  - b. Fundraising Committee Co-chair report:
    - i. Aric and Christy: Event programming flyer completed, minor changes, clarifications, and corrections suggested. Donor forms/receipts discussed, Mandy can print in-house. Respect for donor discretion necessary. Signs will clarify where each thing is taking place, working on that takes place Saturday.
    - ii. Events committee meeting Tuesday, 5pm in library.
  - c. Mandy Houk on Capital Campaign:
    - i. Strategy and Timeline document: Changes discussed. Ann will be more associated with local giving, Mandy will be focusing on letters of intent for corporate/foundation giving. Varying demands from potential donors. Pairs



recommended if any visits are required, likely David plus a board or committee member.

- ii. Next meeting: Set times and dates with groups. Look outside home for fundraising meetings. Windrow, Adams Street Espresso, etc.
  - iii. Christy Nielsen spoke of CWC (Chicks with Checks) group in town that donates to local causes. August 25<sup>th</sup> is a meeting about the library. She will talk to David about supplemental informational materials, possible presentation.
  - iv. Ask training: Donor committee has identified over a thousand donors. Looking at certain factors such as donation history will allow creation of an estimate of how much fundraising is possible. Ann has lots of info on how to do this, minutia and all. It's based on a formula with a lot of precedence behind it. Training should be a two hour session. Anticipated objections, responses, etc. Board members, possible fundraising committee members should be there. Note: must be an open meeting, state law requires. Wednesday, Aug. 21<sup>st</sup>, 5:15-7:45, Genealogy room. Food provided.
  - v. David suggests Jessica K. be listed as a Friend of the Library.
- IX. Adjournment: Meeting adjourned at 6:42. Next board meeting will be Sept. 12<sup>th</sup> due to Labor Day.

A large, stylized handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.



## Library Board Minutes 7-11-16

- I. Call to Order: Beginning at 5:20
- II. Roll Call: Ann, Connie, Jeromy, Jean, Christy present, Josh absent.
- III. Consideration of Agenda: No changes.
- IV. Public Forum: None present.
- V. Minutes: Connie moved, all in favor to approve.
- VI. Finance Report:
  - a. New fiscal year. We were over in several areas, but we gave over \$3000 back to the city overall. More revenue than budgeted for.
- VII. Bills: Jean moved, all in favor to approve.
- VIII. Director's Report:
  - a. Had to replace an HVAC unit for the east section of the building, Genealogy room is not very cool. Schroeder replaced the unit, \$1000 more than fixing it but the old unit was difficult to service.
  - b. Have a separate account now for building funds. Deposited \$18,000 there last month from the Johnson foundation and the Betty Hobbs estate.
  - c. Prior to RAGBRAI and Fundraising Kickoff, David will be pulling off signage and framing things that need to be posted publicly.
  - d. Want to finish leaves and boulder names. David can drill holes in the stone himself.
  - e. Donations box for RAGBRAI can be used for future events.
  - f. Hy-Vee: David sent manager Mr. Jeremy Odem an email, no response yet. When asked about checks earlier, Jeremy Odem said he'd get back to David. David proposes a meeting with Jeremy Odem and including Ann to help educate him and get him more enthused about our relationship. We need more information about what's going on at Hy-Vee with the future of the receipt program.
  - g. Patron approached us about a contact with an Omaha investor who is a friend with Warren Buffett and daughter Susie. We shall pursue this further.
- IX. New Business
  - a. Mandy on Capital Campaign
    - i. Big picture: Been so busy with case statement and getting ready for capital campaign. Training needed for each board member. September, preferably.
    - ii. Corporations and foundations portion: Big chunk of \$3.1 million must come from them. Autumn is a the key window for letters of intent for grants.
    - iii. Printing: When MK needs to print something, as long as it is within budget, the board doesn't need to approve every little thing, David handles it. Board agrees.
    - iv. Donor development: Six hundred names on Excel, but it's not great software for donor programs. We need a dedicated donor program. David has specific recommendations for programs already.
    - v. MK is getting a lot of plates spinning for this campaign.
    - vi. Writer's committee: Helps them as agenda for event is locked down and specifics can be mentioned. Meeting Thursday and ready to start getting material out there soon.
    - vii. Fareway is happy to put flyers in bags.



- viii. Board members should feel like coaches for the sub-committees, shouldn't be too time-intensive for board members.
- X. Old Business –
  - a. Policy #28
    - i. Old policy is that a board member writes a personal letter for gifts over \$500 worth. David suggests that since he's been handling those letters, we change the policy such that the library director writes these thank you letters.
    - ii. Grimes sample policy looked good to everyone.
    - iii. David will have a new policy page drafted for next month for our approval.
- XI. Adjourned at 6:59pm.

Two handwritten signatures in black ink. The first signature is a stylized, cursive 'A' with a long tail. The second signature is a stylized, cursive 'B' with a long tail.



Library Board Minutes 6-6-16

- I. CALL TO ORDER: Meeting called to order at 5:20pm
- II. ROLL CALL: All members present except Ann.
- III. CONSIDERATION OF AGENDA: No changes.
- IV. PUBLIC FORUM: Nobody present.
- V. MINUTES: Connie moved to approve, all in favor.
- VI. FINANCE REPORT:
  - A. BILLS: Air conditioning troubles, new unit purchased. Good shape, spent money, no last minute rushes, looks good for next year's budget.
    1. Connie moved to approve the bills, all in favor.
  - B. Director's Report: Accreditation has been received for library.
    1. Chamber of Commerce letter of support, City Council, others.
    2. Big gift from a foundation.
    3. Summer reading is underway.
    4. Fourteen letters of support overall.
    5. Cleared up issue with donations for building fund vs. donations for other things like books.
- VII. NEW BUSINESS:
  - A. Mandy Houk on the Capital Campaign.
    1. Mandy has our case statement pamphlets. Going to have a cheaper design that can be printed up 10,000 times for community. These glossies are \$2 a piece.
    2. Committee structure: Some declines to go with the fourteen yeses. Committee members can bring up new names and board can approve.
    3. JUNE 15<sup>th</sup> meeting. Committee members need to be there to take the next step.
    4. August 7<sup>th</sup> event:
      - a. Matching gift of \$12k
      - b. Launch campaign to public
    5. David's column trying to go more than monthly.
    6. Desserts and Details: Home parties, instructions given on how to host, agenda in days before event. David or Mandy available to present, if requested.
    7. Some objections still remain from certain members of public, severity unsure. Question faces board: are people as passionately opposed as they were to the Lincoln project?
      - a. Project going on forever.
      - b. Don't trust city (Seldin, then that also fell through).
      - c. Why?
      - d. Cost overrun?
      - e. Staff still not behind it? (They are, unanimously)
      - f. Current issues suggest new additions might also be troubled.
    8. Board members will meet for half an hour with David or Mandy to talk about what role we can play.
- VIII. ADJOURNMENT: At 6:25pm





Library Board Minutes 5-2-16

- I. CALL TO ORDER: Meeting called to order at 5:17pm.
- II. ROLL CALL: All members present except Josh Borgmann.
- III. AGENDA: Connie moved to accept the agenda as printed. All in favor.
- IV. PUBLIC FORUM: Nobody here
- V. MINUTES: Jean moved to approve the minutes from the April 18<sup>th</sup> meeting. All in favor.
- VI. FINANCES: Bills not available til later.
- VII. NEW BUSINESS
  - a. Capital Campaign:
    - i. Many simulataneous endeavors: Case statement, identifying donors, special events, etc.
    - ii. Promo pamphlet, some stock images. Pleas on several pages, phone numbers, comprehensive points. Digital printing would be about 500 for \$250, recommended at this early stage but not for corporations. Later, with feedback from donors, corporations get off-set printer, 250 for \$1000, Color FX, 500 for \$1044.
    - iii. Connie moved that we approve the printing and the cost of the stock photos, quantity of 250 for \$499. Recommend 100 pound text, Gloss. All in favor.
    - iv. Letter: David wants corner image as large as possible without compromising the size of the letterhead.
    - v. Committee structure, four elements.
    - vi. Structure: co-chairs, committees underneath them: a) identifying donors, b)communications, c) special events.
    - vii. Jean moved that we should have a committee of 12-18 members, co-chairs and sub-committees with a monthly meeting to report back. All in favor.
    - viii. Co-chair possibilities: Jan Knock, Nancy Loudon, Kathy Ralston...
    - ix. Names assigned to board members to recruit for committee.
    - x. MK has identified several potential big gifts, will be researching.
    - xi. Aligning party groups with hosts.
    - xii. Matching gift policy: Not just for businesses or organizations: we also have a family interested in increasing matching gift amount.
- VIII. Adjournment, at 7:12pm





Library Board Meeting – 4/18/16

Present were Josh Borgmann, Jean Ide, David Hargrove, Ann Coulter, Christy Nielsen, Mandy Houk, Ann Wolf (Mandy's fundraising expert). Jeromy Brown and Connie Maxson were absent.

-Agenda approved; passed.

-Minutes changed; approved.

-Bills for April were approved; finances for April were approved.

-Director's Report - David met with the Chamber, UCDA, PEO, Rotary; letters forthcoming.

-Mandy: Leon coming as photographer, need to get photo release from subjects. He has stock photo examples; mix of free photos and originals.

\*Last draft of case statement is coming, board members please check for substance, pending approval on May 2.

\*Possibility of Friends membership for \$100 + donors is under discussion.

\*Discussion about naming rights; Ann W. says need to be determined. Name of library is not on the table.

\*Donor database software helps get need information in one place, coordinates communications, contact history, keeps people on same page, etc.

\*Committee: Discuss attributes, discuss individuals. Will meet twice to assist with 4-5 events throughout year. Spelled out in writing, everyone gets same info. Enthusiasm/vision for all stakeholders. Open to library staff!

\*Think about locations for home meetings; Ann W. says good for local businesses to host such events as well.

\*Mandy get spreadsheet of candidates; Many & David will get contacts and compose letter.

Adjournment, 6:38 pm

David H



## Minutes

Library Board of Trustees

Monday, April 4, 2016

5:15 p.m. Gibson Memorial Library

- I. Call to Order—President Ann called meeting to order at 5:30.
- II. Roll Call—Members present included Ann, Jean, Josh and Connie. Others present included David Hargrove, Christy Nielsen, Kyle Wilson, Mandy Houk and Michele Bubolz.
- III. Consideration of Agenda—Jean moved and Josh seconded approval of the agenda.
- IV. Public Forum—no one requested to speak to board.
- V. Minutes—Josh moved, Connie seconded approval of the minutes from March 7 meeting.
- VI. Finances
  - A. Bills—Not yet available
  - B. Finance Report—These reports were not available yet from City.
  - C. Director's Report/FOL Report—David reported on the following items in his report:
    - Phil Dixon gave public presentation about the Negro League (baseball) this past weekend. It was well received with 22 people attending.
    - On May 19, Margaret Smalic, author, will give a talk at the library.
    - E-rate and Enrich Iowa paper work is completed.
    - David will be speaking to Rotary, PEO, Union County Development and as many other groups as can be scheduled regarding our building project. He shared it with the Board. He used 3 issues/questions for the structure of the presentation 1. Why do we need libraries when we have the Internet? 2. Why do we need a bigger library in Creston and 3. We support the library but we love the current location?
    - Friends meeting was held and David reported that they are daunted by the entry fees for RAGBRAI concession. They have recently purchased a CD cleaner for the library and it works really well.
- VII. New Business
  - A. Mandy Houk on the Capital Campaign
    - Mandy reported her group is contacting organizations with influence to give presentations and ask for a letter of support. These include Chamber, Learning Center, Ladies Literary, Lions, Daughters of the American Revolution, Elks, Stand-up Business, Home Schoolers and Creston Arts. Connie will make contact with the following organizations to ask for time on upcoming agendas School Board, Retired Teachers, & Hospital Board.



- Mandy reviewed the draft of the Case Statement via power point. She asked for feedback and will send an edited draft to board later this week for further feedback.
- She will bring further information to the Board at a special meeting on April 18.
- She will be contacting Leon Maxson to ask if he could help take pictures for the case statement.

B. Review Policy #1: Customer Rules and Regulations

VIII. Adjournment—meeting adjourned at approximately 7:10.

*Connie Maxson*



Library Board Minutes 03-07-16

- Ann called meeting to order at 5:19pm.
- All members except Connie present.
- AGENDA: Jean moved to approve the agenda, all in favor.
- MINUTES: Josh moved to approve the minutes, all in favor.
- BILLS: Josh moved to approve the bills, all in favor.
- Finance report appears normal.
- DIRECTOR'S REPORT: Installed a scanner&computer downstairs thanks to the Friends of the Library, particularly Kay who donated them. Can scan film, negatives also. Free of charge to the public.
- 411: over 2000 dollars in donations. Peggy Freemeier Memorial netted much of that.
- Budget approved by the city, restored to \$14K, takes pressure off 411.
- County gave us a raise: \$22,500 from county from \$20K, increase of \$2500.
- Two speakers scheduled for spring:
  - April 2<sup>nd</sup>, historian Phil Dixon, book on the Negro Leagues. We're providing travel expenses and a donation.
  - May 19<sup>th</sup>, historian of Civilian Conservation Core.
- Appearances will be publicized wisely.
- Randy White phoned David about west entrance, concerned it's not in our estimate. We need a precise number on what that would run.
- FOTL not doing a garden walk this year, want to do RAGBRAI fundraiser. Would qualify for non-profit.
- Ann: We did have some money added to budget to help with some repairs.
- MANDY: Details on Goals, Strategies, Timeline, Champions, etc.
- Get David on agenda for local organization meetings, (Chamber of Commerce, FOTL, Coffee Guys, UCDA board, School district, PTA, Hospital/medical community, Art community, etc.)
- We would ask organizations to write letters in support of campaign.
- Christy mentioned Area Business Coffee as a new group, associated with Mindy Stalker.
- Elks, Kiwanis needed too.
- Home parties to gather individual support, spread info, identify donors, etc.
- These will be Mandy-lite, with MK preparing info, approaches, methods for people running home parties.
- June 5<sup>th</sup> kickoff weekend: School is out. Avoid July and August for fundraising with families, heavy vacation time.
- Local orgs will donate food, then add cover charge to fundraise.
- Advantages to having kickoff here: Help people see space limitations of library.
- David has strong interest in signature fundraising event that could be held annually, Mandy says a branded event doable.
- David would like to get testimonials from other libraries about the benefits of their expansions/upgrades.
- Case statement sent to us this week.
- Website: Kyle Wilson recommended Michelle Jones of Shutterbugs club for some local people photos.



- Forward Mandy any photos you have!
- Mid-April (fundraising) meeting suggested, 18<sup>th</sup>.
- ACS sent us proposal to give us a four by eight foot banner at the Adams County Speedway (plus ten tickets for grandstand admission) in exchange for the copying and printing that they do here. Quote on what he printed last year is \$355.
- Jeromy moved to approve deal with ACS as proposed. All in favor.
- Review of Policy #19: Jean noted that Public Forum should be moved up in order to reflect how it happens at meetings.
- Meeting adjourned at 6:41pm.

A handwritten signature in black ink, consisting of a large, stylized initial 'B' followed by a horizontal line and a small flourish.



**Library Board of Trustees Minutes**  
**Monday, February 8, 2016**

**Call to Order**—Ann called meeting to order at 5:15

**Roll Call**—Josh, Ann, Jean, Connie, in attendance Jerome Brown absent

David, the Director and Randy White and Christy, (city council reps) were also in attendance.

**Consideration of Agenda**—Josh moved, Jean seconded, yes

**Public Forum**—no comments

**Minutes for January 4**—Connie moved, Jean seconded, Approved

**Finances**

**Bills**—questions about the bills included elevator. Jean moved to pay bills, Connie seconded it. Approved.

**Finance Report**—David reviewed these reports

**Director's Report/FOL Report**—

David shared his report to the Supervisor's meeting he attended with Jean. He was able to show that they are getting a good return on their investments. He shared the improved public services. Jean thanked David for putting together the written report.

David and Sue finished their PLOW training yesterday.

Adult coloring was a very successful and plan to hold them at least monthly.

Misty approved our long-term plan for accreditation.

We received several contributions this month and received a renewed commitment from the Dudley and Norma Johnson Foundation. (411 account--\$5-7000)

Or Fisher painting displayed and will have more paintings displayed beginning in March. Other art things happening as well. FOL is purchasing a computer to go with the scanner that Ann donated.

Valentine Cookies sale going well.

*Connie Mason*



## **New Business**

### **A. Mandy Houk on Revised FEH Estimate and Capital Campaign**

Denny presented ideas for cost reductions—see the attachment....Original was 4.7 mil, by making reduction able to reduce to 2.9 mil. Wanted to allow flexibility to ultimately let us finish later. Lower level would be concrete walls and current lower level as it currently with no changes. We would gain a meeting room in lower level even with

Bottom part of page is soft cost and many of them still need to be done. However, he did take out furnishings, equipment, the security system, self-check and some cabling. These lowered the cost of the project.

The cultural center is something the community was excited about but we still go into it even though it wouldn't be finished. We could use it for activities.

The outside of the building façade still looks like the drawing. The footprint is still the bigger plan. The upstairs is still enhanced as originally drawn. It still has the vision of the board for programing.

Mandy thinks we can still do the fundraising. Donors want to be able to attach their money to "something." Meeting room would be a draw to the community.

Jean moved that David prepare a resolution of the revised plans/cost for city council approval. Josh seconded. Motion carried.

Assuming we get city council approval—Mandy will revise the case statement and bring those materials to our March board meeting for our approval.

### **B. Review Policy #28: Recording and Acknowledgement of Gifts**

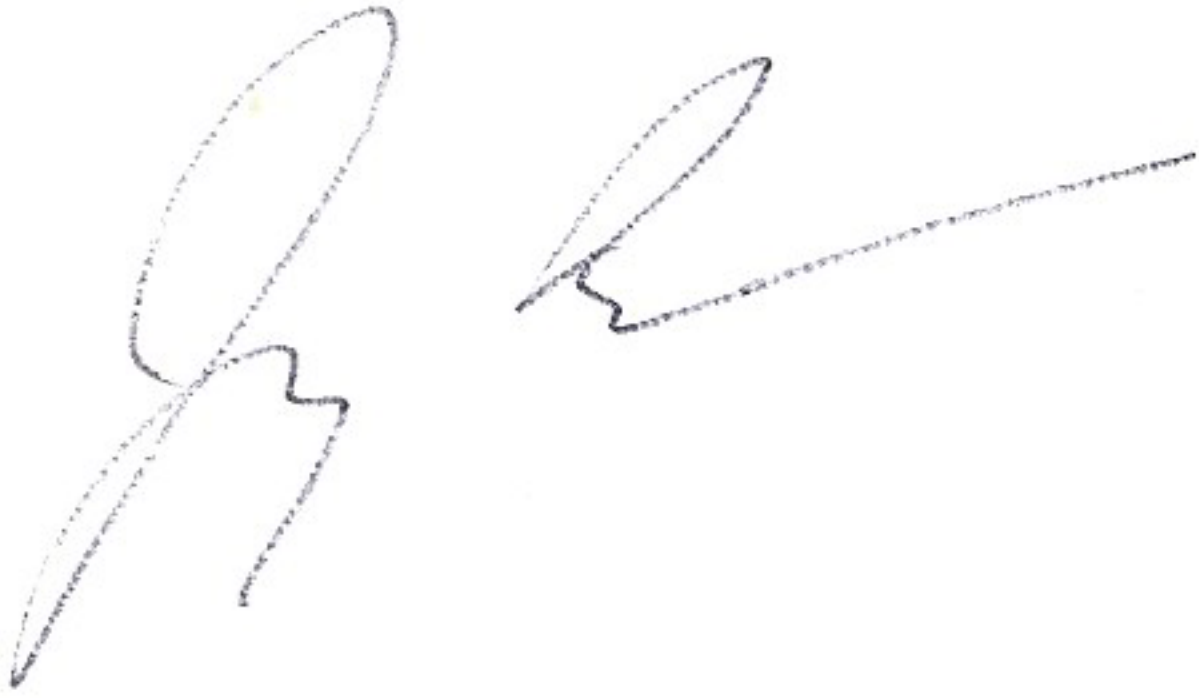
Connie moved, Josh seconded to approve policy as presented. Approved. David mentioned that Pam McCracken is creating a master list of donors for us.

**Adjournment--6:30 p.m.**



Library Board Minutes 1-4-15

- Ann called meeting to order at 5:18pm.
- All board members present except Josh. No City Council Liason appointed yet.
- AGENDA: Under New Business B: February board meeting.
- Connie moved to approve agenda as amended, all in favor.
- MINUTES: Connie moved we approve minutes as is, all in favor.
- Too early for bills.
- DIRECTOR'S REPORT: Gift from Kathy Ralston and husband of \$500. Eight or ten different parents gave us money for expansion from building plan as a sign of good faith.
- Oliver Sacks volumes gift from local donor.
- Denny: Reiteration of email received, will do a cost-free initial review but detailed analysis and redrawing will require library payment.
- Not renewing contract with WebsitesToImpress
- They appear to have registered our URLs with their company name. They are asking if we want them to release them. We want them transferred to us.
- NEW BUSINESS: Teacher Circulation Policy
- Connie moved we approve Policy 27 as written, all in favor.
- Feb. board meeting: Caucus is 1<sup>st</sup>, can we move to next week, Feb. 8<sup>th</sup>.
- Ann adjourned the meeting at 5:54pm.

Two handwritten signatures in blue ink are located below the list of minutes. The signature on the left is a stylized, cursive name, possibly 'Ann'. The signature on the right is a more fluid, cursive name, possibly 'Connie'.