

Gibson Memorial Library

Trustees Meeting Minutes

Monday, December 4, 2017

President Coulter called the meeting to order at 5:20 pm.

Present were: Councilman Terry Freeman, Ann Coulter, Susan Weight, Steve Chamberlain, Brian Jack, Connie Maxson, David Hargrove, and SueTeutsch.

Coulter proposed consideration of the agenda, Jack moved to approve it and Weight seconded, with all in favor.

No members of the public were present.

Coulter proposed consideration of November's minutes, Maxson moved to approve them and Jack seconded, with all in favor.

Coulter proposed that all November bills be paid in full; Chamberlain moved to do so, Weight seconded, with all in favor.

Director Hargrove reported that he and Assistant Director Teutsch were continuing to explore sharing passes to Living History Farms and Blank Park Zoo with area libraries. Hargrove noted that we paid Websites to Impress \$45 to retain three domain names for one year: gibsonmemoriallibrary.com, crestonpubliclibrary.com, crestonarealibrary.com. Hargrove noted that he'd be consulting with IA Comm. Network about removing remainder of old classroom cables. Hargrove noted that the Coffee Guys (the library's morning coffee group) were on the threshold of having donated a total of \$30,000 over the course of the last decade, and that some formal recognition was appropriate.

Old Business: In regards to fulfilling the 2015 strategic plan, Hargrove noted that two only public computers remained in the children's area; we've removed the ICN hardware from the Genealogy Room and will soon remove the cables; the East Union art instructor has installed new art in the upstairs reading room; he installed a PayPal button on the Friends of the Library's page of the library website, and he'd soon be purchasing wall mounts for I-Pads for installation in the children's area. Adult Programming Librarian Merle Lee Pugh was added as an administrator on the library's Facebook page to better promote programming. Coulter asked that Hargrove submit a written addendum to the strategic plan that reflected these updates.

New Business: Hargrove agreed to prepare a proposed budget for review at January meeting. Coulter added that the cost of utilities, and water in particular, should be considered. The board agreed that Hargrove should move forward with staff evaluations.

Coulter proposed consideration of recommended changes to Policy #14 on exhibits. Jack moved to approve Policies 14 and 14(a) as drafted by Hargrove, Weight seconded, with all in favor.

Coulter adjourned the meeting at 6:07 pm.

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DIA

Gibson Memorial Library
Board of Trustees
Minutes for November 6, 2017

President Coulter called the meeting to order at 5:21pm.

Present were: Ann Coulter, Susan Weight, Connie Maxson, Brian Jack, and Terry Freeman, and library director David Hargrove. Absent: Steve Chamberlain, who was in the field.

Considering the Agenda, Jack moved that for approval, Weight seconded, and all were in favor.

No members of the public were present.

Upon considering the minutes from the Oct. 9 meeting, Maxson moved for approval, Jack seconded, and all were in favor.

Upon considering the bills from October, Jack moved that they be approved and paid, Weight seconded, and all were in favor.

For the Director's Report, Hargrove noted that he was very close to installing Paypal buttons on the website linked to the Friends of Library –Building on Our Legacy account, which he created with Treasurer Emily Cook.

Old Business: Director's Evaluation – Board asked that Hargrove do more to inform them about opportunities for trustees receive education. Trustee education is a component of state accreditation. Staff evaluations asked that Hargrove do more to inform them about capital campaign and to keep them abreast of other events and changes in library policy. The board suggested that the director hold regular staff meetings, be sure to inform staff of developments in the library, and to determine what modes of communication with staff are most effective.

Old Business: Director's Report on Strategic Plan – Hargrove noted that two more downstairs public computers would be moving upstairs, he would better promote adult programming on social media, and mount multiple iPads in locking cases in the children's area.

New Business: Trustees reviewed and discussed FY 2017 Annual Survey (for state library), which was submitted by director on October 30. Connie Maxson noted that she and Peg Anderson had applied for a Sunderland grant and would soon apply for another DEKKO grant for the capital campaign.

Review Policy #14 on Exhibits: all agreed that existing policy addresses bith exhibits and public notices. Hargrove suggested dividing into two policies, one for each, which he'd present for review and approval at the December meeting.

Gibson Memorial Library

Board of Trustees Meeting

Minutes for Monday, Oct. 9, 2017

At 5:25 pm, President Ann Coulter called the meeting to order.

Present were: Coulter, Steve Chamberlain, Connie Maxson, Brian Jack, and Director David Hargrove. Susan Weight was absent.

Coulter proposed approving the agenda, Jack motioned to approve it, Chamberlain seconded, and all were in favor.

Coulter considered the minutes for September's meeting, Maxson moved to approve them, and Jack seconded the motion. All were in favor.

Coulter proposed approving September's bills for payment. Chamberlain moved to approve them, Maxson seconded the motion, and all were in favor.

Director's Report: Hargrove said ICN internet was a big improvement; cemetery walk was a success; now making weekly deposits to city clerk to improve cash-handling accountability; data suggests not many coming on Wedn. nights with no programming; HyVee manager brought check for \$400 to close out round two of receipts program.

Hargrove agreed to review and report on each goal stated in the 2015 strategic plan. Also he agreed to contact our ICN rep. about disconnecting outmoded classroom hardware, and to contact East Union art instructor about hosting a display of student art in the library.

Review of Policy #13: Hargrove agreed to revise it to reflect digital document delivery. In the meantime, Maxson moved to approve the policy as is, Chamberlain seconded, and all were in favor.

President Coulter adjourned the meeting at 6:27 pm.

A handwritten signature in black ink, appearing to be 'D Hargrove', with a long horizontal line extending to the right.

Gibson Memorial Library

Board Meeting Minutes from Monday, September 11, 2017

Present were: President Ann Coulter, Connie Maxson, Susan Weight, Brian Jack, Steve Chamberlain, Director David Hargrove, and Assistant Director Sue Teutsch.

Coulter called the meeting to order at 5:20 pm.

Coulter proposed that agenda be approved; Jack so moved, Weight seconded, all were in favor.

No members of the public were present.

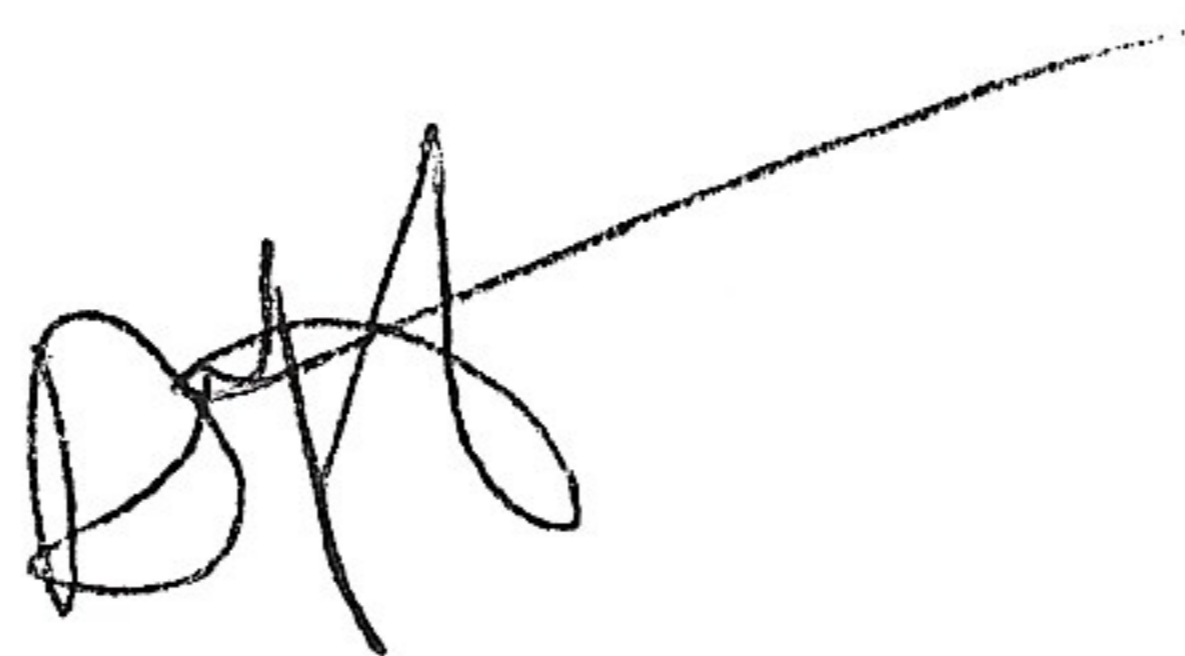
Coulter proposed that the minutes from August be approved; Maxson so moved, Chamberlain seconded, and all were in favor.

Coulter proposed review and approval of bills from August; Maxson so moved, Jack seconded, and all were in favor.

Director's Report: Hargrove detailed logistical and staffing challenges of being open an extra week night (Thursday) until eight. Not only would we have to hire another employee, in order to have proper coverage of three scheduled employees, we'd have to convince two existing staff members to work that night. As it stands, everyone including Sue and David work one night a week. Neither Sue nor David can work Thursday night. Clarinda, Red Oak, and Shenandoah are only open one week night, whereas we're already open two. Winterset is open four nights, but they have five full-time employees and four part-time. David distributed a detailed written explanation for why this is currently unworkable, and agreed to gather feedback from the community about what night is best for programming and to keep a count of how many visitors we have after six on Wednesdays.

Policy #11 on interlibrary loans was up for review. Board updated it to reflect \$2.00 borrowing charge per item and removed outdated language about state reimbursement for loans. Weight moved that the board approve it so revised, Maxson seconded, and all were in favor.

At 6:11 pm, Coulter adjourned the meeting.

A handwritten signature in black ink, appearing to be 'DA', with a long horizontal line extending to the right.

Gibson Memorial Library

Trustees Meeting Minutes

August 14, 2017

Present were Ann Coulter, Connie Maxson, Susan Weight, Steve Chamberlain, Brian Jack, Councilman Terry Freeman, and Library Director David Hargrove.

At 5:22 pm, President Coulter called the meeting to order.

No members of the public were present.

Maxson moved that the minutes from July be approved as written, Chamberlain seconded, all others were in favor.

Finances: Coulter asked if city accountant should have recorded payment to State Library of Iowa as for Gale databases rather than for EBSCO as payment register indicated.

Jack moved to pay the July bills, Weight seconded, and all others were in favor.

Board members unanimously agreed that the service-desk countertops should be replaced.

Maxson noted the need to replace the capital campaign sign on the southwest corner of Howard and Maple.

Maxson moved that the staff be allowed to close on Tuesday, Sept. 12 for the State Library of IA Roundtable program at SWCC, and as the library will switch internet service providers that day. Jack seconded, and all others were in favor.

Director Hargrove reported that we overspent rather than underspent state aid, there was minor vandalism to the ornamental iron on the front steps, and it may be possible to hire an AARP Senior Community Service employee to facilitate being open Thursday nights.

Jack moved to hire an AARP employee towards the purpose of being open Thursday nights, Weight seconded, and all others were in favor.

At 6:13 pm, Coulter closed the meeting.



Library Board of Trustees

Monday, July 10, 2017

Meeting Minutes

At 5:20 pm President Ann Coulter called the meeting to order.

Present were: Terry Freeman, Ann Coulter, Connie Maxson, Susan Weight, and library director David Hargrove

Ann C. proposed the agenda, Connie M. moved to approve it, and Susan Weight seconded; all in favor.

No members of the public were present.

All present expressed their gratitude to Jean Ide for completing her six-year term of service on the library board. David H. presented her with a bouquet of flowers, and displayed the updated plaque (ordinarily located in the east foyer) that shows past board membership and terms of service.

Ann C. proposed consideration of the minutes for June, Connie M. moved to approve the minutes and Susan W. seconded; all in favor.

Upon consideration of the finances for FY 16-17, Ann C. wondered why \$310.06 remained showing in the direct state aid line at year's end. David promised to inquire with the city accountant.

Ann C. proposed payment of the bills for June, Connie so moved, and Susan W. seconded; all in favor

In the director's report, David H. gave a comparative analysis of current internet service with Windstream and service for ICN, arguing in favor of switching to a 20mb ICN connection at \$79.90/month with a one-time install fee of \$500. David installed links for new Gale state databases. David reminded the board that the library was hosting a UCDA business coffee on Friday, July 14. David reports that Steve Chamberlain of Lorimor has accepted the position of county representative on the board, pending approval by the supervisors.

In new business, Connie M. moved that the library switch their internet service provider from Windstream to Iowa Communications Network (ICN), Susan W. seconded, all in favor.

Ann C. proposed a review of board policy #9 (Public Relations); Connie moved that the board approve the policy as written, and Susan W. seconded; all in favor.

Ann C. adjourned the meeting at 6:10 pm.

Minutes

Library Board of Trustees

Monday, June 5, 2017

Present were Ann Coulter, Jean Ide, Connie Maxson, Brian Jack, Terry Freeman, and David Hargrove.

At 5:15 pm, President Coulter called the meeting to order.

Brian moved that the agenda be approved, Jean seconded, all in favor.

No public forum; none in attendance.

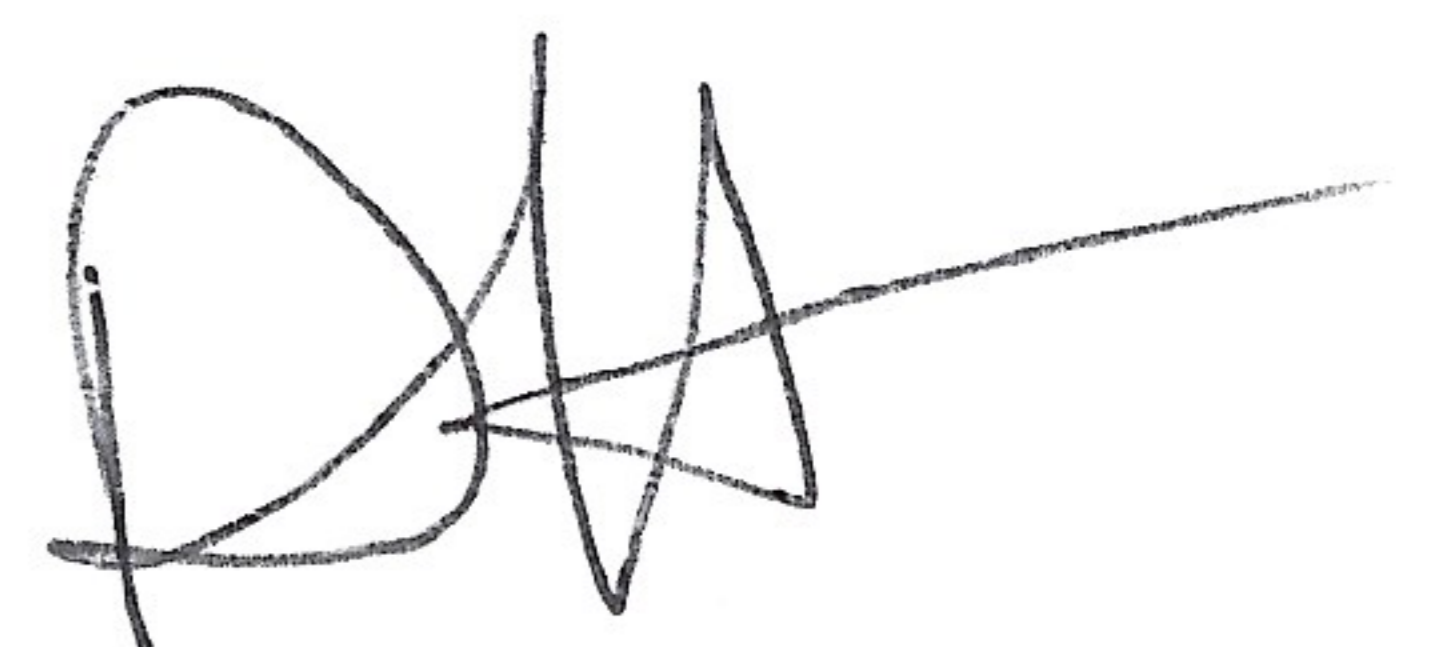
Connie moved that the May minutes be approved, Brian seconded, all in favor.

Connie moved to approve that the May bills be paid, Jean seconded, all in favor.

David reported that:

1. Summer reading was underway with good attendance.
2. He and Kay met with Scott Coen of SSB for capital campaign; he and Connie met with Kelly Richardson of Great Western Bank to apply for their community grant.
3. There would be a June 22 meeting of several folks organized by Peg.
4. Events committee would meet June 7 & capital campaign committee proper on June 21.
5. Aric and David will meet with J. Rounds of SICOG on June 12.
6. Outside repairs done: screens & several broken windows and rotted sills replaced, masonry on stoop repaired. Next project is to tuck-point the masonry.
7. David working on friends' tab to the library website. Their treasurer will have to open a separate account for the PayPal link.
8. Welcome Susan Weight to the board, pending June 6 approval by city council. Her education contacts should benefit our relationship with local schools, and it's great to have another librarian on the library board.
9. Online viewing and renewing of checkouts is now possible via the library catalog.

Connie moved that we review and approve Policy # 8, "Institutional Checkout Policy," Jean seconded, and all in favor.



Library Board Meeting
Monday, May 15, 2017
Minutes

Present were: Ann Coulter, Jean Ide, Brian Jack, Connie Maxson, David Hargrove, Peg Anderson

President Coulter called meeting to order at 5:15pm.

Jean asked about meeting with Dwight Conover for capital campaign. FNB board meets May 25, hope to hear when we can meet with them.

Ann asked for motion to approve agenda; Jean so moved, Connie seconded. All in favor.

No public forum; none present.

Minutes from April 3; Brian moved to approve, Connie seconded, all in favor.

Bills - Will have invoices from Dave Schaefer contractor on repairs soon. Ann concerned we're at 77 percent; too low. David opened discussion on how to spend state money, reported that Sue will spend book money.

Director's Report – April was good month for 411; about \$12,000; letters to contracting cities are sent; Dave Schaefer finished repairing windows and painting rails among other repairs to building façade; recommend spending state money on new bike rack and outdoor capital campaign sign among other things; several capital campaign meetings coming up – young professionals, Crestridge, ISSB. Paypal discount for non-profits favors registered 501©3 organizations, so we'll need to set that up on Friends of Library tab to the webpage.

Brian asked about using state money for new programming; David replied that we can always find funding to cover quality programming when the opportunity presents itself.


David proposed asking a certain candidate to serve on the board, and all agreed.

Peg Anderson on capital campaign: emphasized importance of board visibility for fundraising. Thanked board for their efforts thus far; called attention to effectiveness of holding gatherings at the library; reviewed progress of small group meetings with donors for gathering input and soliciting donations.

Peg continued about Events subcommittee for purpose of visibility and fundraising. Cemetery walk coming up in early September. Also live music event with iBerrys, popular band in Ozarks. Debbie D'Angelo coming to the next events meeting to discuss this. Also mentioned that Jeremy Rounds is helping us identify and apply for grant opportunities.

Policy review: #6 Video & DVD Policy – Connie moves to approve, Jean seconds, all in favor.

President Coulter adjourned the meeting at 6:05pm.



Gibson Memorial Library

Library Board of Trustees

Minutes for Monday, April 3, 2017

Present were: Ann Coulter, Brian Jack, Jean Ide, Connie Maxson, and library director David Hargrove

--Board President Coulter called the meeting to order at 5:15pm

--Brian J. moved approval of the agenda, Connie M. seconded, all in favor

--Connie M. moved to pay the bills for March, Brian J. seconded, all in favor

--Director's report: David prepping presentation for Crestland Community Betterment Foundation with emphasis on increasing visits to Uptown. Need to an additional \$400 from 411 restricted funds to meets capital improvement costs of power-wash, window repairs & painting. Unless the board objects, we are continuing our exchange of printing for a banner at Adams County Speedway. David pushed them to sweeten the deal so they added a race night in our name and a dozen extra tickets (which we use for reading prizes). We recently completed three robotics sessions with Haley Jones of Union Co. Extension providing staffing hours; at least twenty-five kids at each session.

--Discussion of potential board candidates; all agree we're past the statutory requirement for maintaining a gender balance, but it would still be ideal.

--Connie preparing a journalistic submission touting staff and recent improvements in programming

--Revision of Policy # 4 on Library Cards: Connie M. moved to raise library card replacement costs from one dollar to two. Brian J. seconded, all in favor. Policy revised accordingly.

--Brian J. moved approval for David Schaefer's bid to power-wash the building, repair bird holes and trim under windows, and to scrape, re-caulk, and paint window trim. Connie M. seconded.

--David will revise volunteer policy to reflect role capital campaign activities.

DH

Gibson Memorial Library
Board of Trustees' Minutes
March 6, 2017

Present were: Ann Coulter, Brian Jack, Connie Maxson, Terry Freeman, David Hargrove

Ann called the meeting to order at 5:15 PM

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

--Connie moved to approve minutes, Brian seconded, all in favor.

--Connie moved to pay bills, Brian seconded, all in favor.

--Director's Report: 4H Robotics Club meets three times this month; will use iPads and Dash robots. Needed kids' programming during school year. Upstairs shifting complete; periodicals all downstairs now. County funding up \$1000 (to \$22,500). Direct state aid down. Working with Peg & Connie on potential big donor "asks." Donor committee meets on 3/13. Still working on finding an additional board member; two candidates declined. We've made a good faith effort to find a man; position now open to women as well.

--Review of Policy #5 "Library Card Registration Policy" – Next month will consider raising costs of replacement cards from \$1 to \$3. Also will consider patron use of digital copies of cards.

--Ann adjourned the meeting at 6:20 PM

A handwritten signature in blue ink, consisting of a stylized 'D' followed by a vertical line and a horizontal stroke, extending upwards and to the right.

Gibson Memorial Library
Board of Trustees' Minutes
January 9, 2017

Present were: President Ann Coulter, Connie Maxson, Brian Jack, Jean Ide, Council Rep. Terry Freeman, and Library Director David Hargrove

--Connie moved to approve the agenda; Jean seconded with all in favor.

--Public forum: none present.

--December Minutes: Connie moves that we approve, Brian seconded, all in favor.

-- Bills: Ann asked about why the Alliant bill was separated into two lines, and if that represented two bills, and if so why? David agreed to inquire with Mandy P. Motion to pay bills by Connie, Jean seconded, all in favor.

--All agreed that Terry Madison is now a notary public.

--Finances: expenses in good shape for fiscal year plan.

--Director's report : 2nd 70-inch TV installed on a cart downstairs; purchasing dash robots for robotics club with Union Co. Extension/Outreach; author Cheryl Mullenbach coming on Jan. 25; third Thursday of Feb. Creston Area Chess Club begins; Grapevine with Kelly Franklin on murder mystery; Capital Campaign Committee investigating bingo fundraisers, city has gambling license; library is taking bids on scraping/caulking/painting exterior windows; installed new battery backup for servers; Donor Perfect up and running.

--New business: David enumerated and assigned values for naming opportunities within the new library plan. Board members encouraged David to assess what grants are available (and are likely to help fund a building project) now and go forward with volunteer assistance that could possibly be compensated on a contractual basis.

--David agreed to inquire with Mike Taylor about whether we had shown "good faith" in seeking male board applicants, and thus could ask a woman to serve.

--David agreed to ask Mike Taylor if a city engineer might be available to evaluate drainage problem at west entrance, and connecting the sidewalk on that side of the building.

--David agreed to ask Mike about whether part-time employees would receive raises this year.

--Connie moved to approve tentative budget for FY 2017-18, Jean seconded, all in favor.

At 6:29 pm, President Ann Coulter adjourned the meeting.

Gibson Memorial Library
Board of Trustees Minutes
February 6, 2017

Ann Coulter called the meeting to order at 5:50 pm.

Present were: Ann Coulter, Brian Jack, Terry Freeman, David Hargrove, Jean Ide (by telephone)

Brian Jack moved to pay the bills, Jean Ide seconded, all in favor.

Ann Coulter adjourned the meeting at 5:55 pm.