

Gibson Memorial Library

Minutes of Library Board

December 10, 2018

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

Present were Susan Weight, Connie Maxson, Gary Shea, Steve Chamberlain, Ann Coulter, library director Hargrove, and Denise Caskey of *crestonnews.com*. Absent was Councilman Terry Freeman.

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

Public forum: none present.

Coulter proposed consideration of November's bills. Chamberlain moved to pay the bills, Shea seconded the motion, with all in favor. A review of the fiscal-year finances through November followed.

The director reported that he would have an estimate for replacing the roof submitted to the city for the capital improvements budget. He also reported that in the spring, the city public works director would add dirt to low spots of the foundation. Hargrove was administering staff evaluations during the month of December. He added that with the DEKKO match in effect, November was a big month for fundraising, and he had handwritten a lot of thank you notes.

Old Business: Hargrove noted that the library made its \$250,000 DEKKO match. Accordingly, board members unanimously opted not to disburse available SCICF funds, preferring to let them appreciate. Upon review of a proposed merger of policy #18 (ICN Room) and #23 (Meeting Room Policy), the board approved the director's draft with minor revisions (prohibiting sales and giving library programs first priority).

New Business: the board instructed the director to submit a comprehensive list of needed capital improvements (roof, dirt around foundation, carpet stretching and replacement, cosmetic repairs of water-damaged areas, elevator maintenance). In addition, the board instructed the director to submit budget requests for an additional \$2,500 for miscellaneous contract services and \$2,500 for miscellaneous supplies, with the intention of supporting additional programming in 2018-2019. Maxson moved to approve the proposed budget, and Shea seconded, with all in favor.

At 6:15pm, President Coulter adjourned the meeting.

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Gibson Memorial Library

Library Board Meeting

Minutes for Nov. 5, 2018

At 5:17 pm, President Coulter called the meeting to order.

Present were: Ann Coulter, Connie Maxson, Gary Shea, Steve Chamberlain, Susan Weight and Library Director David Hargrove. No members of the public attended, but Denise Caskey of crestonnews.com was present.

Coulter proposed consideration of the agenda. Maxson so moved, Weight seconded, with all in favor.

Coulter then proposed examination of the minutes for October's meeting. Maxson moved to approve them with corrected spellings, Shea seconded, with all in favor.

After examination of the bills for October, Chamberlain moved to approve payment, with Weight seconding, and all in favor.

In the director's report, Hargrove noted an estate gift of \$11,679 from Wayne B. Kenfield, which was eligible for the DEKKO match. He noted that he'd added a thermometer graph to the capital campaign display. He added that he was strongly considering a to Apollo circulation software. Hargrove noted that he had completed the annual survey for the state library the previous week. He noted that American Homes had supplied him with contact information for two area roofers who could inspect and potentially bid on replacing the library's roof. Maxson asked Hargrove if he had heard from the public works department about their plan to raise the elevation in spots around the foundation, and he said he had not but would follow up with Kevin Kruse.

In old business, the board administered the director's evaluation. Board members challenged the director to increase all manner of programming for 2019, and asked for an estimate of programming cost for the previous year, with a view toward establishing programming as a budget item.

In new business, the board opted for a disbursement of available of SCICF funds (\$500), if it was eligible for the DEKKO match. Coulter proposed consideration of a proposed merger of policies #18 (ICN Room) & #21 (Meeting Room). Hargrove agreed to draft such a merger for consideration at December's meeting.

At 6:05 pm, President Coulter adjourned the meeting.

Gibson Memorial Library

Library Board Meeting

Minutes for Oct. 8, 2018

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

Present were: Ann Coulter, Connie Maxson, Gary Shea, Steve Chamberlain, Library Director David Hargrove, Assistant Director Sue Teutsch, and city councilman Terry Freeman. Susan Weight was absent and out of the country. No members of the public attended.

Coulter proposed consideration of the agenda. Chamberlain so moved, Shea seconded, with all in favor.

Coulter then proposed examination of the minutes for September's meeting. Maxson moved to approve them, Shea seconded, with all in favor.

After examination of the bills for September, Chamberlain moved to approve payment, with Maxson seconding, and all in favor.

In the director's report, Hargrove noted some roof leakage, and promised to get a consultation on the condition of the roof. He noted that the old sign would soon be made available on the Creston Facebook swap, and if nobody wanted it, it would go to the city salvage pile. He noted that he moved the bulletin board to the inside of the library and installed a capital campaign display inside the west entryway. The next interior improvements, he noted, would be in the Genealogy Room and to signage. He added that he was still working on the library's EDGE (technology) assessment through the state library, but that it would likely take a back seat to the annual survey, which was due October 31.

In old business, Maxson noted some of the feedback received on the cemetery walk.

In new business, Coulter agreed to create an online staff survey for November's director evaluation, which Hargrove would make available to staff members. Coulter proposed consideration of the new policy, Number 31, "Outdoor LED Sign," which states that the "sign shall be reserved for announcing events, activities, and programs sponsored by the library and the Creston Friends of the Library." Shay moved to approve the policy as written, Chamberlain seconded, with all in favor.

At 5:47 pm, President Coulter adjourned the meeting.

**Gibson Memorial Library
Board of Trustees
Meeting Minutes for Monday, September 10, 2018**

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

Present were Ann Coulter, Connie Maxson, Steve Chamberlain, Gary Shea, Susan Weight, and library staff David Hargrove and Sue Teutsch.

Coulter proposed consideration of the agenda, Chamberlain moved to approve and Maxson seconded, with all in favor.

No members of the public were present.

Coulter proposed consideration of the minutes for August 13, Shea moved to approve with Weight seconding, and all in favor.

Coulter proposed consideration of July's bills; Maxson moved to pay them and Shea seconded, with all in favor.

Hargrove reported three ongoing interior improvements: to the Genealogy Room, in uniform signage, and to the entryway. He noted the Storywalk installed for Balloon Days with the help of Peg Anderson and the CHS C.A.S.T. (Community and Service Technology) class. He noted that J & J would be repairing the server room cooling unit. He then reported that Shea, Sue & Chuck Teutsch, Kevin Kruse, and two fireman helped remove water and furniture from the office area after heavy rains over Labor day weekend flooded the first floor. He hoped that the affected areas would be restored by the end of the week.

Old Business: Hargrove noted that he was submitting data for the state library's EDGE assessment. He also noted that a few volunteers were still needed for the cemetery walk.

New Business: For the purpose of trustee education, Hargrove noted the location of webinar archives on the state library website, and noted several primary sources for trustee information – the library's city ordinance, the library board's own bylaws, library standards *In Service to Iowa*, *Robert's Rules of Order*, and Iowa Code, Chapter 21, governing public meetings. Weight moved to approve Equipment Use Policy (No. 15) with revisions excising equipment no longer in use; Maxson seconded with all in favor. Coulter reminded all present that the director's evaluation would be in November.

At 6:09 pm, President Coulter adjourned the meeting.

Gibson Memorial Library

Board of Trustees

Meeting Minutes: Monday, August 13, 2018

At 5:15 pm, board president Ann Coulter called the meeting to order.

Present were: Ann Coulter, Connie Maxson, Steve Chamberlain, Gary Shea, library director David Hargrove, Peg Anderson representing the capital campaign, Denise Caskey of crestonnews.com, and Mr. Bill Barker.

Consideration of the agenda: Coulter moved to add the state library's EDGE technology assessment to new business, meeting no objections.

Public forum: none present.

Coulter proposed consideration of the July meeting minutes. Shea moved to approve them, Maxson seconded, with all in favor.

Upon review of the bills for July, Shea moved to approve them, Chamberlain seconded, with all in favor.

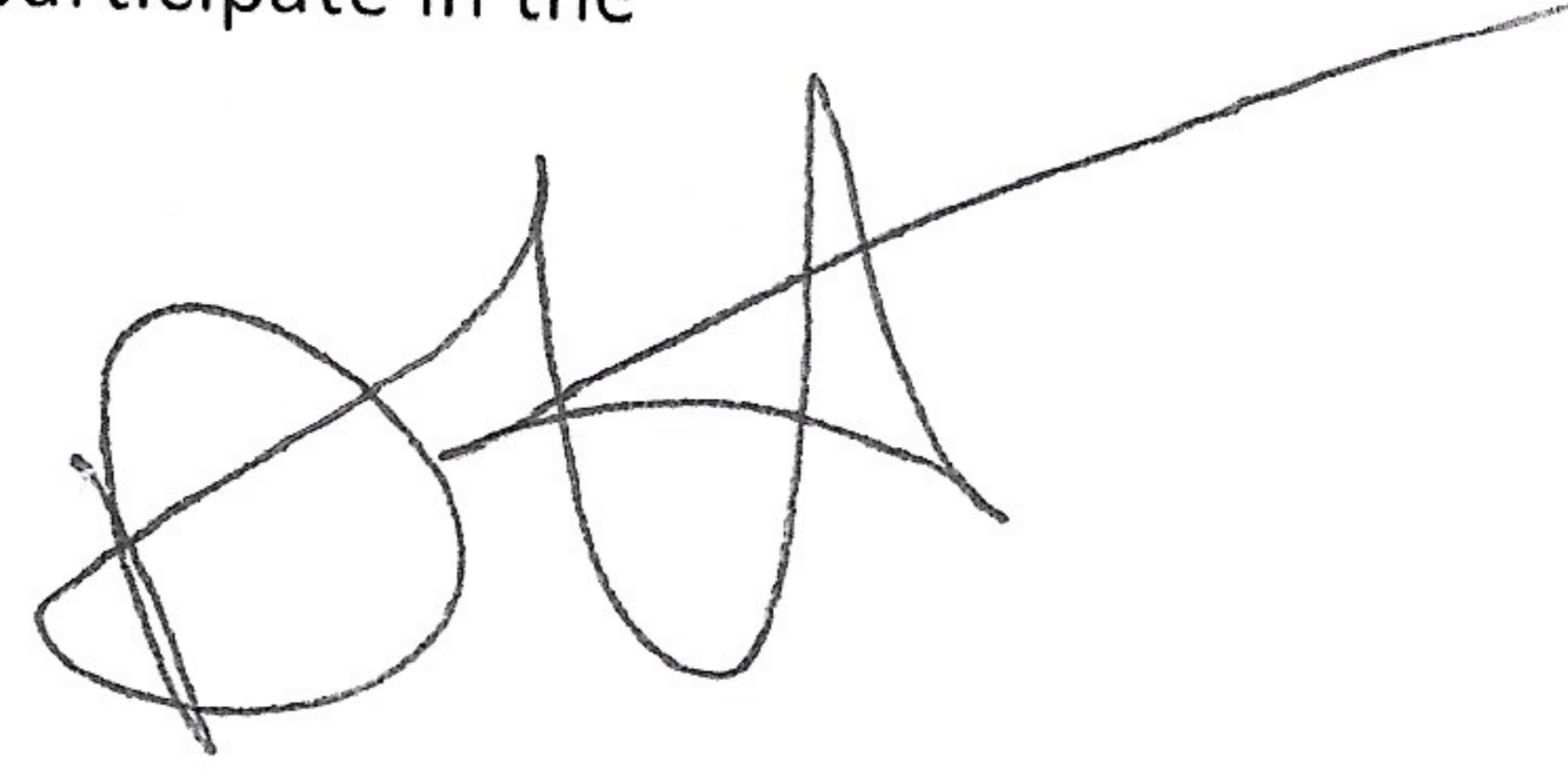
After a review of the finance report for July, Director Hargrove noted that the LED sign would soon be up and running. He added that after expenses, income for the wine walk was \$6,172.00. He noted that the cooling unit in the server room needed replacement: J & J bid \$2,698.94, but Hargrove promised to seek at least one other bid. Hargrove announced a plan to relocate community announcements from the entryway to the wall across from the restrooms, so that the latter space could be reserved to promote the capital campaign.

In Old Business: Connie Maxson and Ann Coulter reviewed comments on the wine walk and discussed the upcoming cemetery walk at Calvary Cemetery.

New Business:

1. Bill Barker circulated his references and a plan to build a Morton building on the south lot instead of the architectural plan drafted by FEH Design. As part of his plan, he would receive a \$25,000 commission. He argued that the FEH plan was too expensive, and that the board already had enough for his plan. Board members thanked Barker for his interest in the project, but explained that the current FEH plan incorporated significant public input, and to change plans now would jeopardize support for the current project.
2. Hargrove noted that webinar archives of trustee resources are found in the index to the state library's website in the "for libraries" section.
3. Upon review of Policy # 7, "Selection Policy", Shea moved to approve it as written, Maxson seconded, with all in favor.
4. Coulter explained the benefits of doing the EDGE technology assessment for public libraries, now sponsored by the state library. Hargrove agreed to register for and participate in the assessment.

At 6:12 pm, President Coulter adjourned the meeting.



Gibson Memorial Library - Board of Trustees: Minutes for July 9, 2018 (5:15 pm)

President Ann Coulter called the meeting to order at 5:15.

Present were: Ann Coulter, Connie Maxson, Gary Shea, Steve Chamberlain, Councilman Terry Freeman, Denise Caskey of the *News-Advertiser*, and library director David Hargrove were present. Susan Weight was absent.

Coulter proposed approval of the agenda. Shea moved to approve it, and Maxson seconded approval, with all in favor.

Public forum: initially, no members of the public were present.

Coulter proposed approval of minutes for the June 2018 meeting. Chamberlain moved to approve, with Maxson seconding, and all in favor.

Coulter proposed payment of the bills for June. Maxson moved to do so, and Chamberlain seconded the motion, with all in favor.

Director's Report: Hargrove noted that he'd work with Mike Bruce on installation of the LED sign, with arrival anticipated in September. He noted July programming partnerships with 4H for robotics and photography. He noted that a programming committee consisting of Aric Bishop, Tessa Hull, Kay Raymond, and members of the library staff were preparing new fall programming for all ages. He noted that the library will soon have to repair or replace the cooling unit in the server room; the library now accepts credit cards for payment of fines and fees through govpay.net; He announced that Mr. Ron Wilson of Minnesota, with deep ties to the area and a record of generous support for the library, would visit on Saturday, July 15, and Hargrove asked that members of the capital campaign

At 5:40 pm, Bill Barker joined the meeting. Initially, he urged adoption of a different and less expensive building plan. Board members stated that the current building plan reflected significant community input, and was designed to match the existing structure. They noted that previous gifts to the capital campaign were solicited and accepted on that basis. They stated their determination to continue with that plan, but remained open to Mr. Barker's proposals for fundraising, on the condition that he submit them in writing. Mr. Barker stated his intention to return with a written proposal at the August 15 meeting.

In old business, Maxson, Coulter, and Weight updated the board on preparations for the upcoming wine walk, *Uptown Creston Uncorked*, and the second annual cemetery walk to be held at Calvary Cemetery.

In new business, in partial fulfillment of the state library's certification requirement of trustee education, the board reviewed the 2015 strategic plan and the 2018 addendum. Maxson moved that Policy no. 10, "Circulation & Overdue Materials", be approved as written. Shea seconded the motion, with all in favor.

At 6:17 pm, President Coulter adjourned the meeting.

Gibson Memorial Library

Library Trustees' Meeting Minutes

Monday, June 4, 2018

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

Present were Ann Coulter, Connie Maxson, Susan Weight, Gary Shea, Steve Chamberlain, library director David Hargrove and assistant director Sue Teutsch.

Coulter proposed consideration of the agenda, Chamberlain moved to approve it, Shea seconded the motion, with all in favor.

Coulter proposed approval of minutes for the May 7 meeting, Maxson moved to approve the minutes, Weight seconded the motion, with all in favor.

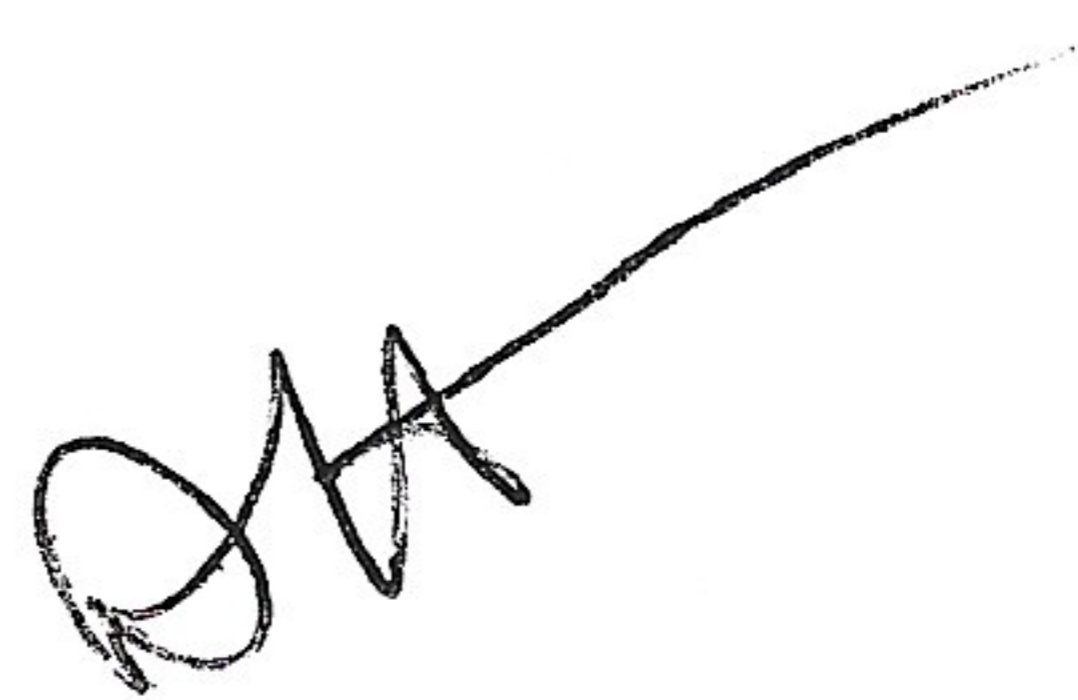
Coulter proposed payment of the previous month's bills, Maxson moved to pay them and Chamberlain seconded the motion, with all in favor.

Director's Report: Hargrove asked everyone to attend the following Tuesday evening's SCICF awards night in Afton, where the library would receive three grants: \$10,000 for an LED sign, \$10,000 for the building project, and \$3,850 from the Penny & Kenneth Cheers Trust. Hargrove noted the installation of a new wireless access point in the library. He noted a July partnership with Union County Extension/4-H to host several robotics and I-pad photography programs. Last, he noted two upcoming capital campaign events - Uptown Uncorked (wine walk) and the 2nd Annual Creston Cemetery Walk, held this year at Calvary Cemetery.

Old Business: Maxson proposed that the board vote to approve purchase of a new LED sign (with alternate header) from Stewart Signs for \$12,276.00. Shea so moved, Weight, seconded, with all in favor.

New Business: Hargrove briefly reported on continuing education opportunities for library trustees available through the State Library of Iowa. Maxson moved to amend Policy #27, or the "Teacher Circulation Policy" to include "private instructors" in addition to "teachers", with the intent of extending those same borrowing privileges to home-school educators. Weight seconded the motion, with all in favor.

President Coulter adjourned the meeting at 6:07 pm.

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Gibson Memorial Library

Board of Trustees

Meeting Minutes: May 7, 2018

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

Present were: Ann Coulter, Susan Weight, Connie Maxson, Steve Chamberlain, Gary Shea, Director David Hargrove, Assistant Director Sue Teutsch, Denise Caskey of the *News-Advertiser*, and Tessa Hull.

Coulter proposed approval of the agenda, Shea moved to do so, Weight seconded, with all in favor.

Coulter proposed examination of the minutes for the April 2 (previous) meeting, Chamberlain moved to approve them, Maxson seconded, with all in favor.

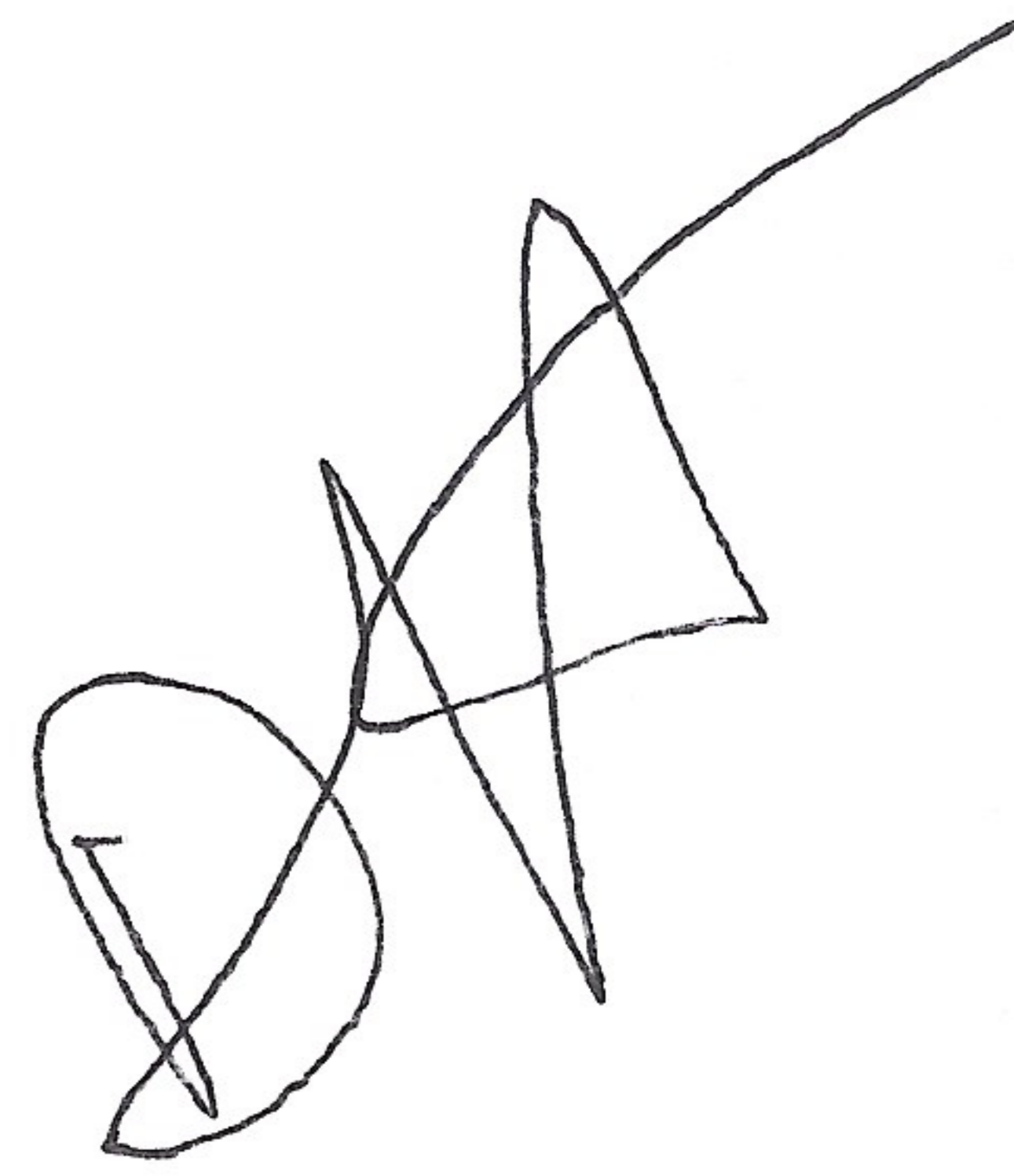
After examination of April's bills, Coulter proposed approval of the bills, Shea moved to do so, Maxson seconded, with all in favor.

Director Hargrove mentioned the planned August 3 wine walk, an upcoming article on the DEKKO grant, the advent of a programming committee to improve library programming, and that the capital campaign had exceeded one million \$ in gifts and pledges (including the DEKKO grant). He also noted that Sue Teutsch and Donna Walsh had the summer reading program well organized, with the 2018 theme, "Libraries Rock."

Old Business: Maxson reported on progress towards securing dram insurance for the wine walk, and applying for an state ABD license, which is required prior to seeking city council approval.

New Business: Director Hargrove spent fifteen minutes demonstrating online resources available to Iowa library trustees, hosted by the State Library of Iowa. The *2014 Iowa Library Trustee's Handbook*, he noted, is available at www.statelibraryofiowa.org. Hargrove also encouraged the trustees to sign up for the Iowa Librarian's email commons, also known as "libtalk."

Policy #27 was reviewed, and Hargrove and Teutsch recommended extending teacher circulation rules and privileges to home-school educators.

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Gibson Memorial Library

Board of Trustees

Meeting Minutes

April 2, 2018

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

Roll call: present were Ann Coulter, Connie Maxson, Susan Weight, Steve Chamberlain, Gary Shea, Library Director David Hargrove, Assistant Director Sue Teutsch, and Denise Caskey of the News-Advertiser.

President Coulter asked for proposed changes to the agenda; none were tendered.

Public forum: none present.

Coulter proposed approval of the minutes for 5 March, Shea so moved, Maxson seconded, with all in favor.

After reviewing the bills for March, Coulter proposed payment, Maxson so moved and Chamberlain seconded, with all in favor.

Director's Report: Hargrove noted that the St. Patrick's Day party netted \$9,632.00, and that the Capital Campaign Committee had written thank you notes to auction winners and key participants. Hargrove noted that the new exit signs in the Genealogy Room would be up by National Library Week (April 9 – 14) and reviewed the scheduled programming. After noting that the next fundraiser would be a wine walk on 3 August, Maxson explained the licensing requirements and other logistical considerations to the board.

Old Business: David shared the details of the SCICF grant proposal for \$10,000 that he had submitted the previous Friday, in advance of the April 1 deadline. Stewart Signs—the company that did the existing sign—offered a %10 discount on that basis and has also done signs for Union County Extension and First Baptist Church. At the present time, said Hargrove, they appear best-suited to serve our LED-sign needs.

New Business: Upon review of Policy No. 22, "Cell Phone Policy," Maxson moved approval of the policy as written, Weight seconded, with all in favor.

At 5:57 pm, Coulter adjourned the meeting.

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Gibson Memorial Library

Board of Trustees

Meeting Meetings

Monday, March 5, 2018

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

Present were: Ann Coulter, Connie Maxson, Steve Chamberlain, Gary Shea, Susan Weight, David Hargrove, Sue Teutsch, and Denise Caskey of the News-Advertiser.

Weight moved approval of the agenda, Shea seconded, with all in favor.

Public forum: Tessa Hull, president of Union County Genealogical Society, was in attendance.

Chamberlain moved approval of the minutes for February 12, Maxson seconded, with all in favor.

Bills - Ann suggested that David add handles to the renovated ICN cabinets; Maxson proposed paying February bills, Shea seconded, with all in favor.

Old Business: Connie suggested adding a display cabinet somewhere, David and Sue favored plan for adding shelving, at least in Genealogy Room.

New Business: David provided some examples of LED signs, others mentioned local examples to follow up on. Weight moved to approve Policy #21 (Safe Child Policy) as written, Chamberlain seconded, all were in favor.

At 5:57pm, President Coulter adjourned the meeting.

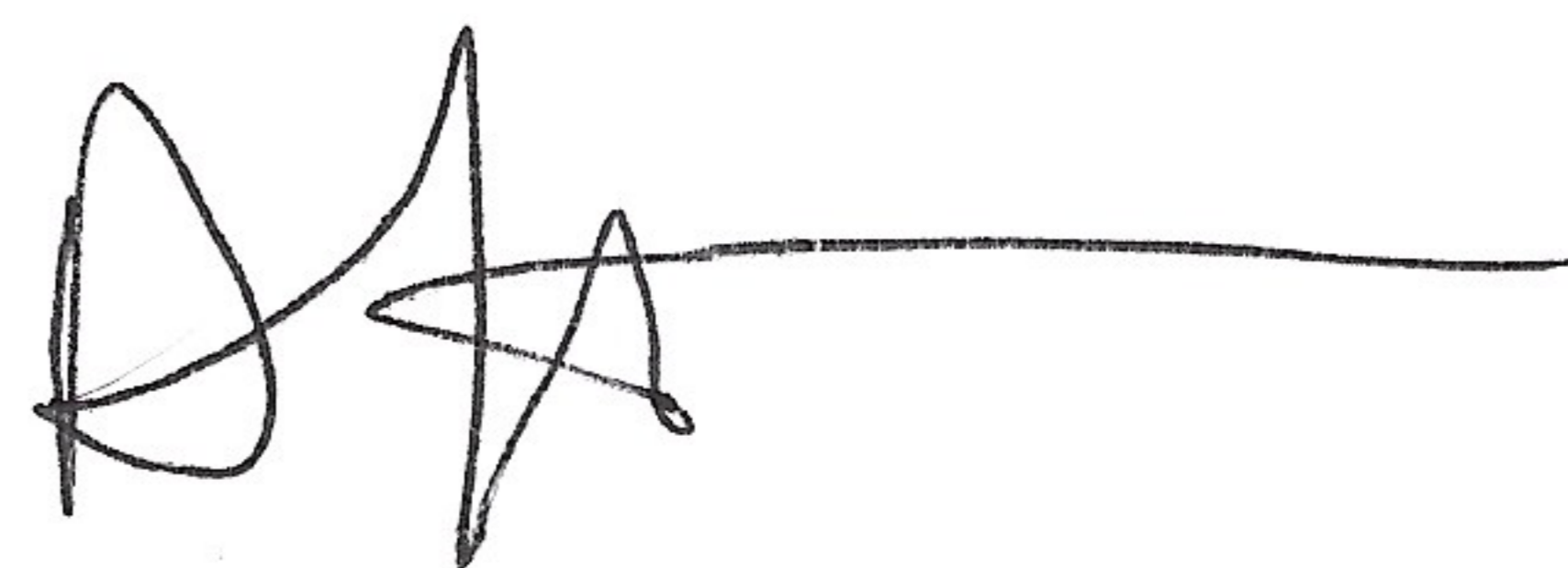


Minutes

Board of Trustees

Gibson Memorial Library

Monday, February 12, 2018

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

Ann Coulter, Steve Chamberlain, Connie Maxson, Susan Weight, Terry Freeman, new Creston board member Gary Shea, and library director David Hargrove were present.

Coulter proposed consideration of the agenda, and hearing no additions moved to approve it, with all in favor.

No members of the public were present.

Coulter proposed consideration of the minutes from the previous (January 9) meeting, Maxson moved to approve them, Weight seconded the motion, with all in favor.

Upon review of the finances, board members unanimously agreed not to opt for a cash disbursement from the library's S.C.I.C.F. (South Central Iowa Community Foundation) fund.

Coulter proposed consideration of the January bills, Chamberlain moved to approve them, Maxson seconded the motion, with all in favor.

Director's Report: Hargrove noted repurposed ICN cabinets in Genealogy Room, and stated that Mike Bruce would soon install (wire) new exit signs there. New 2018 goals from staff evaluations included increased adult programs, developing a procedures manual for cataloging, sewing a cover for the downstairs smart TV, and several expressed a desire to learn more about the microfilm reader and the state databases (Gale, Transparent Languages, and Learning Express). I-pads are installed in locking cases in the Children's area.

Chamberlain asked for background on a letter Hargrove wrote (and copied the board on) the previous week to the Lorimor City Clerk for the purpose of explaining the agreement between the Gibson Memorial Library and the City of Lorimor to provide library services to the latter, in fulfillment of Iowa Code section 256.69 which requires cities without libraries to obtain library services for their residents.

Old Business: Maxson and Hargrove met with DEKKO representatives about their grant request for the Building on Our Legacy capital campaign.

New Business: Upon review, Maxson moved that Policy #17 on library confidentiality be approved, Shea seconded the motion, and all were in favor of approving the policy as written.

Coulter adjourned the meeting at 6:07 pm.

Minutes

Board of Trustees

Gibson Memorial Library

Tuesday, January 9, 2018

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

Ann Coulter, Steve Chamberlain, Connie Maxson, Susan Weight, Terry Freeman, David Hargrove, and Denise Caskey (for the Creston News-Advertiser) were present, *also Sue Teutsch.*

Coulter proposed consideration of the agenda: Chamberlain moved to approve it, Maxson seconded, with all in favor.

No members of the public were present.

Minutes for December's meeting were considered: Maxson moved to approve them, Weight seconded, with all in favor.

Bills for December were considered: Maxson moved to approve payment, Chamberlain seconded, with all in favor.

Director Hargrove reported that Coffee Guys had nearly raised \$30,000 for the library since 2006 and some kind of celebration was appropriate. December was another good month for donations, with \$9,642 raised. Exit signs in Genealogy Room need to be replaced. B & J Cabinetry had agreed to refurbish the ICN cabinets for library storage; Coulter suggested calling and reminding them.


Old Business: Hargrove stated that he had prepared a written addendum to the 2015 strategic plan noting progress on and revisions to 2015 goals. Staff evaluation are complete: this hadn't been done for several years and provides a benchmark for successive annual evaluations.

New Business: David prepared a budget for FY 2018 that was similar to FY 2017 with the exception of anticipated increases in utilities, primarily water. Coulter proposed consideration of the FY 2018 budget, Maxson moved to approve it for consideration by the city council, Weight seconded the motion, with all in favor.

Policy Review: Coulter proposed consideration of Policy # 16 for "Emergency Procedures," Maxson moved to approve it as reviewed, Chamberlain seconded, with all in favor.

All agreed that the next meeting would be on Monday, February 12.

Coulter adjourned the meeting at 6:05 pm.

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