

Gibson Memorial Library

Board of Trustees

Meeting Minutes for December 2, 2019

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

Present were Ann Coulter, Connie Maxson, Steve Chamberlain, Gary Shea, and Susan Weight. Also present was library director David Hargrove.

Upon considering the agenda, Maxson moved to approve it as written, Weight, seconded her motion, and all were in favor.

Public forum: no members of the public were present.

Minutes from November's meeting were reviewed; Chamberlain moved to approve them as written, Maxson seconded his motion, with all in favor.

Payment of November's bills came up for consideration; Weight moved to pay them, Maxson seconded, with all in favor.

Director's Report: Hargrove was expecting J & A carpet before Christmas and had a few volunteers ready to assist with moving books and shelves. He was happy that Sue was back from surgery and recovering well. With a gift from the FOL and a few others, David had \$2,450 to spend on new children's materials for FY 19-20. In the future, he planned to spend at least a quarter of the book budget on new children's materials. David met with school librarian Tiffany Cooper and discussed a plan to work together to time the purchase of new materials that will draw more schoolchildren into the public library. He mentioned upcoming programming for Dec. 7: a YMCA Christmas event and a Pearl Harbor Day commemoration by a DMACC historian.

Old Business: In a discussion of the long-range plan, Maxson asked that Hargrove include a dialog with Everylibrary.org for the purpose of increasing political support for the library. Hargrove asked that board members review the proposed long-range plan and provide any appropriate feedback.

New Business: In a discussion of the proposed FY 2020-21 budget, board members asked Hargrove to prepare a request for additional wages for part-time employees, and to inquire about starting wages for comparable city positions (permanent part-time). Hargrove noted that the state library's new delivery service would save the library postage expenses for 2020-21 that could be applied to internet service costs.

Policy Review: Upon review and consideration of Policy No. 11, Interlibrary Loans, Maxson moved that the policy be revised to remove current postage costs to patrons (of \$2) for each transaction, as the state library now subsidized the service. Weight seconded the motion, with all in favor.

At 6:07p, President Coulter adjourned the meeting.

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Gibson Memorial Library

Meeting Minutes for Trustees

November 4, 2019

At 5:20p, President Coulter called the meeting to order.

Roll call: Ann Coulter, Connie Maxson, Susan Weight, Steve Chamberlain, and Gary Shea were present. Councilman Terry Freeman, Peg Anderson, and Kay Raymond were also in attendance.

Upon consideration of the agenda, Shea moved to approve it, Weight seconded the motion, with all in favor.

No members of the public were present.

Considering minutes from November's meeting, Maxson moved to approve them as written, Chamberlain seconded the motion, with all in favor.

Upon consideration of the previous month's bills, Maxson moved to approve payment, Chamberlain seconded the motion, with all in favor.

Director's Report: Hargrove noted that he had begun the annual library book sale early this year in order to clear out space in the children's area for new carpet. He stated that the annual survey for the state library was complete and that decreased school visits had reduced participation in children's programming. Hargrove noted that the library received \$10,000 additional funding from Union County. Finally, he noted that while he had a written bid for the flat portion of the roof from Ivan Stolfus, he was still seeking a written bid from Creston Roofing.

Old Business: Reviewing strategy for the bond election, board members expressed their appreciation for the nearly thirty friends and supporters who made phone calls to Creston voters. In regards to the upcoming reaccreditation process, and the accompanying long-range plan for the years 2020-2025, Hargrove stated his plans to emphasize goals of improved programming, community partnerships, and improved public access to technology. He promised to submit a draft of the plan to board members for discussion at December's meeting.

New Business: Maxson, Shea, Peg Anderson, and Kay Raymond discussed their attendance at an October 17 Everylibrary.org workshop in Avoca. Maxson moved to approve Policy No. 1, "Customer Rules and Regulations," with a revised prohibition on "use of all tobacco products," Shea seconded the motion, with all in favor.

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

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Gibson Memorial Library

Board of Trustees

Meeting Minutes for Mon. Oct. 7, 2019

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

Present were: Gary Shea, Steve Chamberlain, Connie Maxson, Ann Coulter, Councilman Terry Freeman, and library director David Hargrove. Peg Anderson and Kay Raymond were in attendance, representing the capital campaign and the Creston Friends of the Library. Absent: Susan Weight.

Upon consideration of the agenda, Maxson moved to approve it as written, Shea seconded her motion, with all in favor.

No members of the public were present for the public forum.

Upon consideration of the minutes for September's meeting, Shea moved to approve them as written, Maxson seconded the motion, with all in favor.

Reviewing the bills for September, Chamberlain moved to authorize payment of the bills, Maxson seconded the motion, with all in favor.

In the director's report, Hargrove noted that children's librarian Sue Teutsch was out indefinitely recovering from surgery. He noted he was working with J & A about dates for re-carpeting the lower level. He noted he had asked the city accountant about possible costs of the bond election. He urged all present to attend an upcoming Every Library advocacy training in Avoca on October 17.

In old business, the board reviewed strategy for the bond election. Any handouts and/or printed materials must be financed individually or by the friends. Peg Anderson and Connie Maxson discussed upcoming informational meetings in combination with MPAC and parks. Preparations for a library float for the homecoming parade were underway. Hargrove noted that he had filed the appropriate paperwork.

In new business, for board education, Hargrove reviewed state library webinar *Finding Funders: Advocating for Building Projects* (2018). Upon review of Policy No. 19, *Bylaws of the Library Board*, Maxson moved to approve the policy as written, with uniform font sizes. Chamberlain seconded the motion, with all in favor.

At 5:49 pm, President Coulter adjourned the meeting.

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Gibson Memorial Library

Board of Trustees

Meeting Minutes for Monday, Sept 9, 2019

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

Present were: Ann Coulter, Susan Weight, Connie Maxson, Gary Shea, Steve Chamberlain, library director David Hargrove, and assistant director Sue Teutsch. Peg Anderson and Kay Raymond were present on behalf of the Creston Friends of the Library and the capital campaign committee.

Upon considering the agenda, Chamberlain moved to approve it, Shea seconded approval, with all in favor.

Public forum: Peg Anderson and Kay Raymond were present on behalf of the Creston Friends of the Library and the capital campaign committee.

Considering the minutes of the previous month's meeting, Maxson moved to approve them for publication as written, Weight seconded the motion, with all in favor.

Considering August's bills for payment, Maxson moved to approve them for payment, Chamberlain seconded the motion, with all in favor.

In old business, Hargrove noted that the Windows 10 network upgrade was progressing smoothly, and that the library's new IT managers, TRT Studios, had proved to be responsive when issues needed attention. He noted that he was working with them to simplify and eliminate some confusion with print options on the public computers.

In new business, Maxson moved to upgrade the library's ICN internet connection to 50 Mbps from 20 Mbps. Shea seconded. All were in favor. Hargrove noted that for the first year at least, coffee money (411 agency fund) would be used to cover the additional cost.

For board education, Hargrove shared a summary of the State Library of Iowa webinar, *Iowa's 27-cent Special Levy*, which explains that it is a violation of campaign finance laws to use public funds and resources (including staff time, materials, and equipment) to influence the electoral process. Such advocacy must be undertaken by private individuals and/or organizations such as the Creston Friends of the Library. Public employees are permitted to work on campaigns in support of their organizations, but only on their own time.

For strategy in the November 5 bond election, board members agreed to produce and disseminate bookmarks, an infographic card, and a mailer to current library friends and patrons. In addition, strategy would include presence at events such as the friends' book sale, the Homecoming parade, and the Oct. 23 Taste of Union County event. All these activities, and any expenses associated with them, would be managed by private individuals or under the auspices of the Creston Friends of the Library.

At 6:17p, hearing no further requests for discussion, President Coulter adjourned the meeting.

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Gibson Memorial Library

Board of Trustees

Meeting Minutes for Monday, August 12

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

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

Upon considering the agenda, Weight moved to approve it, Shea seconded her motion, with all in favor.

Upon viewing the minutes from the previous meeting, Maxson moved to approve them as written, Chamberlain seconded the motion, with all in favor.

Regarding the bills for July, Shea moved to approve them for payment, Maxson seconded his motion, with all in favor.

Old Business: Trustee Elections – Weight moved that Coulter remain as president, Shea seconded the motion, with all in favor. Weight moved that Maxson serve as Vice-president, Chamberlain seconded the motion, with all in favor.

New Business: For purposes of trustee education, Hargrove reviewed *Chocolate and the Art of Programming*, offered by the State Library of Iowa as continuing education.

In other New Business, Maxson moved to approve Policy No. 17, "Fax Policy," as updated by Hargrove to reflect a preference for using email for document delivery between libraries.

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

DA

Gibson Memorial Library

Board of Trustees

Meeting Minutes for July 1, 2019

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

Present were Ann Coulter, Susan Weight, Connie Maxson, Steve Chamberlain, Gary Shea, 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.

No members of the public were present.

Upon consideration of minutes for the June meeting, Maxson moved to approve them as written, Weight seconded the motion, and all were in favor.

Upon review of the bills submitted to the city for payment in June of the current year, Maxson moved to approve their payment, Chamberlain seconded the motion, with all in favor.

No finance report was available for the month of June at the time of the meeting.

Director's Report: Hargrove noted that wine walk ticket sales were well underway (56 sold in first day). The fire alarm communicator that notifies the monitoring company (Feldfire) needs to be replaced, and Hargrove is awaiting bids for replacing a part or possibly the panel. A Windstream service call was needed to repair a corroded (water damaged) connector that shut the main phone line down for 24 hours. Hargrove expressed his hope that the next board meeting could be August 12 instead of August 5, so that he could be in attendance; trustees unanimously agreed to postpone the August meeting one week for that reason.

Old Business: To advance the library's EDGE (access to technology) performance, Hargrove noted that in cooperation with Kevin Provost, he had created a folder of links for veteran's services. He also indicated that he was discussing links to health and wellness resources with Jessica Duncan of GRMC.

New Business: Hargrove read the Library Board of Trustees bylaws, indicated that members were responsible for electing officers. Trustees agreed to discuss possible changes in offices at the next month's meeting. Upon consideration of Policy # 11, "Interlibrary Loans," Maxson moved to update the current policy to state the new charge to patrons of \$2.00 per loan item (to cover shipping) and to update the language regarding the state library's annual reimbursements of costs to lending libraries.

At 6:09pm, Coulter adjourned the meeting.



Gibson Memorial Library  
Library Board of Trustees  
Minutes for Monday, June 3, 2019

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

Present were: Steve Chamberlain, Ann Coulter, Connie Maxson, Susan Weight, Gary Shea, Councilman Terry Freeman, library director David Hargrove, assistant director Sue Teutsch, and Brandon Robertson and Corey Bohn of TRT Studios.

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

Coulter proposed consideration of the minutes from the May 13 meeting. Maxson moved to approve them as redacted to reflect the proper web address for techsoup.org, Weight seconded the motion, with all in favor.

Coulter proposed examination of the bills for May. Chamberlain moved to approve payment, Shea seconded the motion, with all in favor.

Director's Report: Hargrove noted that Sue Teutsch and Donna Walsh had the library ready for the summer reading program, and that he'd put the events on the website and social media. He noted two adult programs for June 17 & 24. No leaks or flooding despite heavy rains. FY 2018-19 book budget was accounted for and expended. Town letters requesting payment for contracted library services were sent. The library received a requested grant of \$5,000 for re-carpeting the downstairs, and would find the remaining funds needed from the friends or state money. Hargrove reported that during March, April, and May, the library internet averaged download speeds of 9.45 mbps and upload speeds of 7.0 mbps. That, on average, is slow. In 2013, over half of US libraries had download speeds of over 10 mbps, and the FCC recommends a minimum of 100 mbps for libraries serving smaller communities. It affects staff productivity and patron experiences in the library for those who using the internet. For now, Hargrove advocated increasing the library's internet speed and data from the current 20 mbps ICN service to 50 mbps, and/or making that a priority in the library's long-range plan. Internet service is currently lumped into the phone bill, and Hargrove has asked city accountant Parsons if it would be possible to establish a separate expense line for it in FY 2020-21.

Old Business: Hargrove noted that the virtual reference service, a partnership with Union County Veterans Affairs to streamline online services for veterans, and a computer workstation with photo-editing software and possibly web-development software were set to raise the library's EDGE (access to technology) score.

New Business: Hargrove introduced Brandon Robertson and Corey Bohn of TRT Studios. They provided details on overseeing the library's transition to Windows 10 operating systems and their managed IT package, in the wake of Professional Computer

DA

Gibson Memorial Library

Library Board of Trustees

Minutes for May 13, 2019

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

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

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

No members of the public present for the public forum.

Coulter proposed consideration of minutes from the April 1 meeting; Shea moved to approve them as written, and Chamberlain seconded the motion, with all in favor.

Upon review of the finances, Coulter proposed consideration of April's bills. Maxson moved to pay the bills, Weight seconded the motion, with all in favor.

Director's Report: Hargrove noted vandalism to lower level east northeast window, and that he'd wait for FY 2019-20 to make that repair. He noted that a furnace fan and elevator sump pump had to be replaced as well. Staff and patrons liked the new circulation system, despite a few very minor glitches. Hargrove and Maxson would attend a May 29 Dekko workshop at the Afton Community Center. Hargrove noted that the library would soon be seeking a licensed IT manager for the network who would coordinate the transition to Windows 10 operating systems; this would require a new server and an unknown number of new CPU units. Coulter noted that techsoup.org had discounted software and hardware for libraries. Hargrove added that the "text a librarian" feature would be up the following day, which allows for automatic renewals on checked-out materials and serves as a virtual reference service.

Old Business: With a view to boosting access to technology in the library (EDGE), Hargrove shared a schedule of digital literacy courses and tutorials that were available in the coming weeks. He discussed the possibility of installing internet filters to be eligible for federal money to fund the transition to Windows 10. Board members instructed him to check into what area peer libraries were doing in this respect, and to formally survey of the board members on their preferences regarding filters. Hargrove would implement other "low-hanging" fruit on the library's EDGE plan-of-action, and update the board in the coming months.

New Business: Hargrove conducted a demonstration of the library's new catalog software and in particular its self-management features for members. Members can now update their account info, view their checkout history, reserve materials, and renew their checked-out items. Upon review of Policy # 21: "Safe Child Policy," Maxson moved that the policy be approved as written, Shea seconded, with all in favor.

At 6:23 pm, President Coulter adjourned the meeting.





Gibson Memorial Library

Board of Trustees

Meeting Minutes for April 1, 2019

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

Susan Weight, Ann Coulter, Connie Maxson, Gary Shea, Steve Chamberlain, Director Hargrove, Assistant Director Teutsch, and Sarah Scull of crestonnews.com were present.

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

No members of the public were present.

Coulter proposed consideration of the previous month's minutes, Chamberlain moved to approve, Maxson seconded, with all in favor.

Coulter proposed examination of March bills, Chamberlain moved to approve payment, Maxson seconded, with all in favor.

In the director's report, Hargrove noted the lineup of programs for National Library Week, and the replacement of a toilet in the men's restroom. He noted that April 30 was the go-live date for the new circulation software, Apollo by Biblionix. He noted the library was partnering with the O'Riley's Food Pantry to do snacks for Storytime and Legomania over the summer. He applied for a grant from SCICF in the amount of \$5,000 to replace the carpeting in the children's area. Hargrove stated that he had reviewed the City of Creston's 2014 Technology Action Plan, noting that in it the library had a big role in providing access to technology, but he wondered why the library was not a part of its implementation team and hoped to be a part of that going forward.

In old business, Hargrove stated that he would circulate the library's EDGE plan of action by email, and board members could review it and determine any priorities or preferences that they might have.

In new business, Hargrove mentioned that the city government might be considering a bond issue for the library and other projects. Board members discussed their preferences, and asked if Taylor might address them about the possible bond issue. Hargrove agreed to relay their concerns to Taylor. Maxson directed Hargrove to request that FEH provide updated construction costs for the new addition. Policy #20, "Personnel Handbook," as drafted by Coulter and Hargrove was considered for approval. Shea moved to approve the policy, Maxson seconded, with all in favor.

At 6:09 pm, Coulter adjourned the meeting.

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Gibson Memorial Library

Board of Trustees

Meeting Minutes for Monday, March 4, 2019

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

Susan Weight, Gary Shea, Connie Maxson, Steve Chamberlain, Ann Coulter, Councilman Terry Freeman, library director David Hargrove, and Assistant Director Sue Teutsch were present.

Coulter proposed approval of the agenda for the meeting, Shea seconded, with all in favor.

No members of the public were present for the public forum.

Coulter proposed consideration of minutes for the previous month, which Maxson moved to approve, with Weight seconding approval, and all were in favor.

Upon examination of the finances, Chamberlain moved to authorize payment of February's bills, Maxson seconded the motion, and all members were in favor.

In old business, members discussed possible a plan-of action for the library's EDGE (public access to technology) assessment. Coulter suggested that members should consider the existing Union County plan for technology needs. Hargrove asked that board members review possible action items and develop their respective priorities for the library's plan.

In new business, members considered the director's plan to switch from Destiny Library Manager to Biblionix Apollo. Members and director discussed a preferred plan of making the transition as close to the end of the fiscal year as possible to achieve savings but in advance of the summer reading programs and peak circulation volume. Maxson moved to approve the change, Shea seconded the motion, and members unanimously approved the switch to Apollo.

In the review of policy #20, the Personnel Handbook, members thought the language of the director's proposed change was unnecessarily stringent. They agreed to provide examples that were less harsh in tone yet still created an objective criterion for weather-related absences, as desired by the director, in addition to providing an employee grievance process.

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



Gibson Memorial Library

Board of Trustees

Meeting Minutes for February 4, 2019

At 5:15pm, President Coulter called the meeting to order. Ann Coulter, Susan Weight, Gary Shea, Steve Chamberlain, library director Hargrove, and Denise Caskey of crestonnews.com were in attendance. Connie Maxson and Councilman Terry Freeman were absent.

Coulter suggested consideration of the agenda, which Shea moved to approve, with Chamberlain seconding the motion, and all in favor.

Coulter proposed consideration of January's minutes, which Chamberlain moved to approve, Shea seconded approval, and all were in favor.

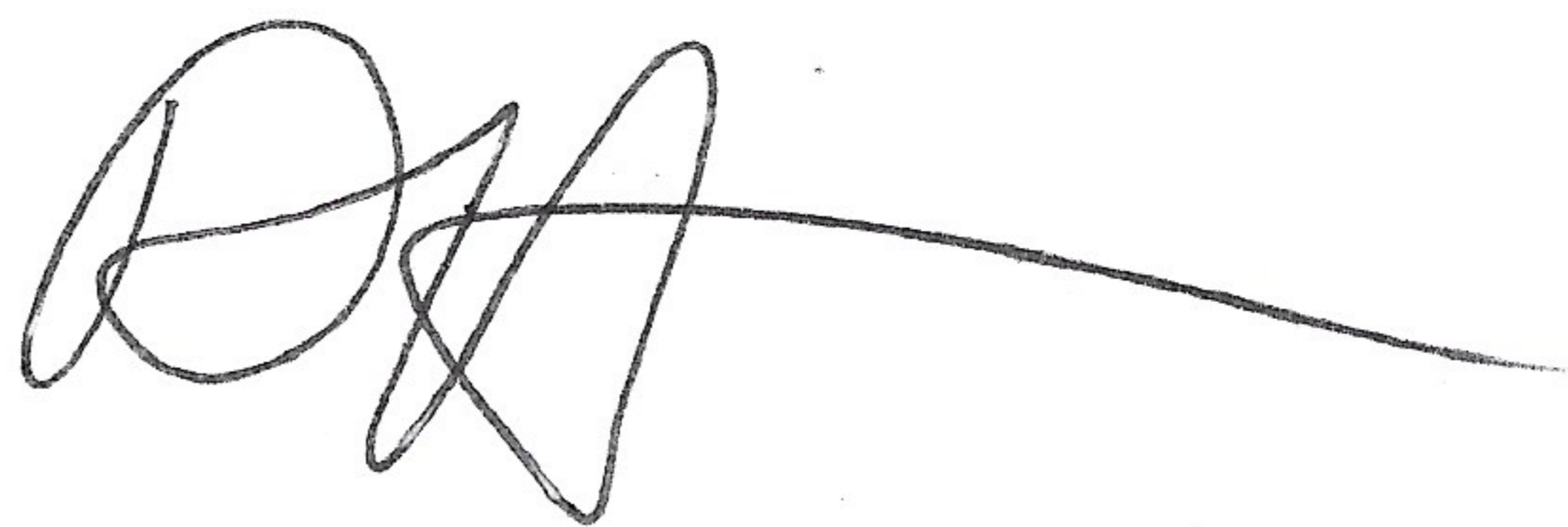
Upon consideration of the finances, Weight moved to approve January's bills for payment, Shea seconded her motion, and all were in favor.

In the director's report, Hargrove noted that 2018 staff evaluations were complete. Merle Lee planned more interactive adult programs with art, music, and crafts; Carol wanted to learn about the state library website, proceed toward recertification, and learn to use the Viewscan machine; Sue would like to purchase a Cricut machine for staff and patron use; Donna would like to learn about the library website, and be an administrator; Terry will index an obituary book. David has struggled with the Viewscan all month, but after installing a new firewire card and a new graphics card it's working better than ever. Lots of microfilm use with the Sesquicentennial coming up.

In old business, Hargrove shared possible plans of action to improve the library's EDGE performance (public access to technology), which included only items that the library is currently not doing. He asked the board to evaluate them over February for what directions they would like to see the library take, and promised to make changes to the website that focused and improved visitor access to digital resources for health, employment, and education.

In new business, upon consideration and review of Policy #26 – Sex Offenders Against Minors – Chamberlain moved to approve the policy as written, Weight seconded the motion, with all in favor.

At 6:08 pm, President Coulter adjourned the meeting.

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Minutes

Library Board of Trustees

Gibson Memorial Library

January 7, 2019

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

Weight, Maxson, Coulter, Shea, Chamberlain, and Councilman Terry Freeman were present. David Hargrove, Sue Teutsch, and Denise Caskey of crestonnews.com were also present.

Upon consideration of the agenda, Shea moved to approve it, Weight seconded, with all in favor.

No members of the public were in attendance.

Maxson moved to approve the minutes as amended to include new carpeting upstairs among the long-term capital improvement requests submitted to the city.

Upon consideration of the bills and finances, Weight moved to approve payment the bills, Shea seconded, with all in favor.

Hargrove reported the theft of an I-Pad on or about December 27. He had filed a police report, then locked and disabled the I-pad using the Find-my-iPhone app. It subsequently turned up near Kansas City, which Hargrove agreed to add to the police report. In the future, the door from the children's area to the staff workroom (where it was stolen while charging) would be locked, and all iPads would be stored in a cabinet. He noted the library had a new Lego program for ages K-12, twice monthly until the summer reading program. He hopes to partner with Union Co. Extension to start a Wonder League (robotics), and with Creston: Arts for all ages art programming. He noted his railroad history program for the 16<sup>th</sup> and an author visit on the 28<sup>th</sup>. He noted that staff evaluations would be complete by the end of the month.

In old business, Hargrove shared results of the state library's EDGE assessment, and the peer review assessment (of the library's public access to technology). Coulter noted that Hargrove had made two responses (on access to tech. tutorials and online career development training) incorrectly, which would have improved the library's score. A discussion arose of whether the library followed the board policy of posting the computer and internet use policies at every computer, and Hargrove agreed to explore the possibility of a splash-page for public computers that would alleviate the issue. Hargrove agreed to attend a Jan. 24 state library webinar on how to complete the plan of action component, and to discuss a working plan at February's board meeting. The plan of action, he and board members agreed, could then form the basis for a new long-range plan for the library.

In new business, Hargrove alerted the board to new online continuing education opportunities for 2019. Maxson moved to approve policy #24 written, and Weight seconded, with all in favor.

At 6:10 pm, Coulter adjourned the meeting.