

Gibson Memorial Library
Library Board of Trustees Minutes
Monday, December 7, 2020

- **Call to Order**

Meeting was called to order by President Ann Coulter at 5:15 PM

- **Roll Call**

Board members present: Bethany Beyyette, Vidette Borgmann, Steve Chamberlain, Ann Coulter, Connie Maxson, Gary Shea, Susan Weight, Mark Williams (Zoom), Director: Aric Bishop, City Representative: Terry Freeman.

Adoption of Agenda

No additions. Motion to approve the agenda by Shea. Seconded by Chamberlain. Motion carried.

- **Public Forum**

No public comment.

- **Approval of Minutes - Monday, November 2, 2020**

Correction to minutes in regards to the spelling of Shea's last name on motion to approve last month's minutes. Maxson moved to approve minutes as corrected. Chamberlain seconded. Motion carried.

- **Finances**

- **Bills**

Chamberlain made a motion to approve listed bills for November 4, 2020, and November 18, 2020. Shea seconded. Motion carried.

- **Finance Report**

Repair for roof was the large expense which was left over from last year's budget. Budget was amended by the city to cover that expense in this year's budget.

- **Director's Report**

Operations: Bishop held a staff meeting on December 9, 2020. Programming ideas were discussed as well as Phase II reopening. A Keeping Score Sheet discussion and review were also on the agenda.

Building and Maintenance: The grant for the staircase has been approved. Twenty-two book titles will be need to be suggested and approved before Bobby Wintermute can start the project.

Lights have been received from ECHO Lighting. The city has requested that staff, library board, or volunteers assist with replacement of bulbs.

Bishop will post a notice that the Library is seeking bids to repair the ceiling in the reading room.

A bid of \$200 has been received from Mr. Clean to clean the carpet in the children's reading room.

Programming: Programs scheduled for December are: What is on Your Nightstand? (December 10 and December 31 at 5:00PM); Open Coffee on Zoom (December 16 and December 30); Take and Make Crafts Friday, December 18); and Adult Book Club (Tuesday, December 29--book title is *Skipping Christmas* by John Grisham.

Problems, Issues and Grants: A grant in the amount of \$2,500.00 for the 2021 Summer Reading Program has been received for DEKKO.

- **Old Business**

- Library Board Membership: Two more board members will be needed, both of whom need to be males for gender balance.
- Phase II Reopening: Bishop discussed the reopening phases of the library for the new board members. Chamberlain made a motion to table Phase II reopening and rediscuss the issue at the January meeting. Maxson seconded the motion. Motion carried.
- Further discussion was held on selection of titles for the staircase grant. Borgmann presented a list of titles that would show diversity to represent all citizens using the library. Bishop will conduct a survey for community input for the titles. The survey would last for a month. Bishop noted that the grant money for this project needs to be spent by the end of June.

- **New Business**

City Representative, Terry Freeman discussed a high school reading program that streams students reading children's books. Freeman suggested that the library investigate a partnership with this program.

Bishop presented the budget worksheets for the 2021-2022 fiscal year. Board members reviewed an increase for one more full-time staff member, professional training for staff, technology needs, and capital improvements.

Capital improvements include carpeting, awning replacement, patio improvements, and a new outside, colorful sign for the library. Weight moved that the 2020-2021 budget be accepted. Beyette seconded. Motion carried.

- The Board reviewed Fax Policy #13. A change was made to to Section 2-c to read "Patrons must be present when the fax is sent. The rest of that sentence "or within a few days after the fax is received" will be deleted.

- Access Systems issued a bid to the library with a 50% discount off a new copier/scanner for the upstairs and a fax/copier for downstairs. The upstairs machine will have a user code for librarians only. They will assist the public in using the copier. Maxson moved we accept the Access Systems bid. Williams seconded. Motion carried.

- **Adjournment**
Coulter adjourned the meeting at 6:20 PM.

- **Next meeting:** Gibson Memorial Library - Monday, January 4, 2021.

- **Attest:**
 - _____, **Board Secretary**

Gibson Memorial Library
Library Board of Trustees Minutes
Monday, November 2, 2020

- I. **Call to Order**
Meeting was called to order by President Ann Coulter at 5:20 PM

- II. **Roll Call**
Board members present: Steve Chamberlain, Ann Coulter, Connie Maxson, Gary Shea, Susan Weight. Library Staff: Director Aric Bishop.

City Representative: Terry Freeman.

- III. **Adoption of Agenda**
Motion to approve the agenda as written by Shea. Seconded by Chamberlain.
Motion carried.

- IV. **Public Forum**
No public comment.

- V. **Approval of Minutes (Monday, October 5, 2020)**
Chamberlain made the addition of his name to board members attending the October 5, 2020, meeting, Chamberlain moved minutes be accepted as amended. She seconded.
Motion carried.

- VI. **Finances**
 - a. **Bills**
Bills were presented from September 2020. No other bills were ready Weight moved to pay bills. Maxson seconded. Motion carried.

 - b. **Finance Report**
No additional financial finances to report at this time.

 - c. **Director's Report**
Operations: A staff meeting is scheduled for November 5, 2020. Staff will share programming ideas; discussion of reopening and library policies/City Employee Handbook.
Building Maintenance: Staff, Board members and public can give suggestions for book spines for staircase. Lights have been ordered and P.O. submitted to city, Removal of ivy completed. Thermostat problems in Children's section will need to be addressed. Southside railing is loose and will need repairs.
Programming: STEM kit on classification will be on display; What's on Your Nightstand scheduled for November 5 and 19, 2020; Adult Book Club will be held on November 24; make and take crafts will be on November 27, and Scavenger Hunt on November 28.

Problems, Issues and Grants: New carpeting is needed in the reading room; quotes are being taken for printing solutions; and Windows 10 issues due to current computer specs.

No grant opportunities at this time.

VII. Unfinished Business

a. New Board member Applications

Bishop announced the 2 applicants for Board memberships: Bethany Beyyette and Vidette Boardman.

Background Library Board Membership

Misty Gray, State Library Board, has stated that we must use the 1972 ordinance for the official number of board members.

Coulter expressed concern that county representation is not included in the ordinance which states that members must be residents of the city of Creston. A question was raised if the current board can delay adding the additional board until a city election can be held. Director Bishop stated that delay could possible affect funding and accreditation. Maxson raised the question if a dispensation for a year might be possible.

Mayor Gabe Carroll joined the meeting. Board members expressed the following concerns: no loss of a county rep; 7 member board with 5 city and 2 county reps; and vote by public on board composition. Carroll will delay the approval of new board members and set staggered terms for new members approved.

The library board will write the wording for the ballot and send it to Mayor Carroll and the City Council for approval. Coulter requested to put the wording for the ordinance on next month's Board agenda.

Phase II Reopening

With a steady uptick in Covid-19 infections, Chamberlain made a motion to hold off reopening at the Phase II level. Weight seconded. Motion carried.

VIII. New Business

a. Policy 32 - Library Board Code of Ethics and Conflict of Interests

Bishop presented the new policy and examples of similar policies from ALA, Sump Memorial Library and the State of Iowa policy. After discussion, the Board modified Bishop's suggested policy with statements from the Sump Library and the State.

Shea made a motion to approve the Code of Ethics as discussed. Chamberlain seconded. Motion carried.

b. Board resignation

The Board accepted the resignation of Board Member Gary Shea, effective December 31, 2020.

IX. Adjournment

The Board meeting was adjourned at 6:30 PM.

X. Next Meeting: Gibson Memorial Library - Monday, December

XI. Attest:

a. _____, Board President

b. _____, Board Secretary

Gibson Memorial Library
Library Board of Trustees Minutes
Monday, October 5, 2020

- I. **Call to Order**
Meeting was called to order by President Ann Coulter at 5:16 PM

- II. **Roll Call**
Board members present: Steve Chamberlain, Ann Coulter, Connie Maxson, Gary Shea and Susan Weight.
Library Staff: Director Aric Bishop.

City Representative: Jocelyn Blazek, Tessa Hull, guest, and Keri Anderson from the Creston News Advertiser.

- III. **Adoption of Agenda**
Motion to approve the agenda as written by Shea. Seconded by Maxson. Motion carried.

- IV. **Public Forum**
No public comment.

- V. **Approval of Minutes**
Motion to approve the minutes from Monday, September 14, 2020 meeting by Maxson. Seconded by Shea. Motioned carried.

- VI. **Finances**
 - a. **Bills**
There was comment by President Coulter regarding the high utility bill for the month.

Maxson made a motion to pay the bills. Weight seconded. Motion carried.

 - b. **Finance Report**
No additional finances to report at this time.

 - c. **Director's Report**
Operations: Bishop stated a staff meeting will be held on Monday, October 8, 2020 from 9 AM to 10 AM. Unfinished business included: job descriptions, performance appraisals, phase II discussion and review of that policy. Staff will bring programming ideas to their October meeting. The staff will read and review the Library's policies and the City of Creston Employee handbook by November's staff meeting as well as filling out the "Keeping Score" from the book *Useful, Useable and Desirable: Applying User Design to your Library* by Aaron Schmidt.

Building and Maintenance: Staircase beautification project and grant will begin after the Board decides where the additional costs will come from for the \$956 in additional costs

which includes the estimated cost for the risers on the staircase. \$640 for the remaining balance of the project and \$316 for the risers.

Echo quote for lighting and waiting to see if the roof may still leak before replacing it in the reading room upstairs.

Programming: Fire Breathing Dragon Craft and Baby Dragon Keychain craft on October 2, 2020. Dear Banned Author was on October 2, 2020. What is on your nightstand will be on Thursday's: October 1, October 15 and October 29, 2020. Free Virtual Murder Mystery will be October 5, 2020 – November 25, 2020. Adult Book Club with the book being discussed as, *Send Down the Rain* by Charles Martin on Tuesday, October 27, 2020 at 5 PM. Sue and Donna are creating a craft for October.

Grants: No other grant opportunities at this time.

The Director's monthly circulation reporting sheet has been updated and Director Bishop asked what the Board thought of the updated form. All Board members agreed it was a pleasant change.

Director Bishop reminded the Board that Staff did send letters to the Board in this month's Board packet regarding the phase II reopening. The only letter not sent in advance was Director Bishop's. The Board reviewed those letters during the Board meeting.

VII. Unfinished Business

a. Library Ordinance

- i. Bishop explained that an article from 1985 was included in the Board packet and it stated, "the City Council voted to reduce the Board from 9 members to 5 members by attrition."
- ii. According to Iowa Code 392.5, "any change to the consistency of the library board must be opened to a vote of the city's citizens."
- iii. The library was still missing information from Sandy Hysell to see if a vote ever occurred from 1984 – 1997 to change the consistency of the library board.
- iv. Discussion of the recruitment for future board members was set in place between the Library and the City. The mayor appoints board members and the city council approves those appointments.
- v. No action was taken.

b. Phase II Reopening

- i. The motion was made by Chamberlain to hold off moving to a Phase II reopening until the November Board meeting. Maxson seconded, with the exception that this item be on the agenda every month moving forward to be reviewed and reassessed. Motion carried.

c. SCICF Grant – Staircase (Additional library expense \$956)

i. It was discussed to use the Direct State Aid Funding to apply toward this additional cost.

d. ECHO Lighting Quotes (estimate of \$630)

i. It was discussed to use the Direct State Aid Funding for the purchase of changing the lighting.

VIII. New Business

a. Annual Survey – Due October 31, 2020

i. Director Bishop sent out the Annual Survey for the Board to review. Bishop had already sent a copy to President Coulter for her review, ensuring accuracy and any corrections that may need to be done, and to sign the survey signature page.

IX. Adjournment

A motion was made by President Coulter to adjourn at 5:45 PM. Seconded by Shea. Motion carried.

X. Next meeting: Gibson Memorial Library – Monday, November 2, 2020

XI. Attest:

a. _____, **Board Secretary**

b. _____, **Board President**

Gibson Memorial Library
Library Board of Trustees Minutes
Monday, September 14, 2020

I. Call to Order

Meeting was called to order by President Ann Coulter at 5:16 PM

II. Roll Call

Board members present: Steve Chamberlain, Ann Coulter, Connie Maxson, Gary Shea, Susan Weight. Library Staff: Director Aric Bishop. City Representative: Terry Freeman, and Keri Anderson from the Creston News Advertiser.

III. Adoption of Agenda

Motion to approve the agenda as written by Maxon. Seconded by Chamberlain. Motion carried.

IV. Public Forum

No public comment.

V. Approval of Minutes

Motion to approve the minutes from the Monday, August 3, 2020 from the Board of Trustees meeting by Chamberlain. Seconded by Weight. Motioned carried.

VI. Finances

a. Bills

There was a question from Coulter as to check for \$8.48 for push pins that was paid from restricted funds from July. Director Bishop will change to have billing paid from general funds.

Sue had spoken with Mandy in regard to the charge for Lazer Checks which was questioned at the August Board meeting. This is an expense that comes up every 3 – 5 years and is a legitimate expense. Maxson made a motion to pay this bill, and Shea seconded. Motion carried.

b. Finance Report

At this point in the fiscal year, about 17% of the budget has been encumbered, which Coulter noted is not unusual for the first of the year. An amendment will be made to the budget to cover the expenses for the new roof which did not come out of last year's budget, but will be paid with funds from last year.

c. Director's Report

Operations: Bishop stated he had given all the staff their job descriptions, and is asking for staff feedback and input on those job descriptions. The staff will review these at their staff meeting to be held on September 24, 2020. Bishop also stated he will go over

with the staff how he does performance appraisals, or yearly staff evaluations, which will be kept on file at the Library and at city offices.

During the September meeting, staff members will discuss programming ideas and bring new programming ideas to their next staff meeting held in October.

Bishop discussed the staff survey and how those results were shared with the Board as well as the staff. There were 82 online respondents and 25 paper respondents with a total of 107 respondents.

Bishop also stated he had started working on the annual survey which he had given to Coulter to review and then Coulter will sign a signature page on behalf of the Board to accept it. Bishop will include this report in the October Board packet.

Building and Maintenance: Mike Taylor, City Administrator, came to the library on August 13, 2020 to do a walkthrough of the facility. The lighting in the building was evaluated, and the expense for replacing some of the lights in the building will be \$630. Bishop received the estimate on September 9, 2020 and will include this in the Board's packet for October.

More dirt will be provided for the north side of the building. Window caulking will be needed for some of the windows and the wall that juts out by the parking lot to get the cracks repaired in the wall. The sump pump has not been working at full capacity, but at this time, there is not a problem. No bids have been taken to repair the leaks in the ceiling.

Programming: Current programming for the library includes – What's on your nightstand? With 4 members attending the first session and 3 members attending the second session. The Adult Book Club will meet on September 29, 2020, to review the book *Where the Crawdads Sign* by Delia Owens. Rick Friday will present a Comic Day event with special teen programming on comics. Also planned is a Banned Books Week Program.

Grants: Bishop has applied for a DEKKO grant to help with the Summer Reading Program 2021. Bishop has also applied for a Community History Archive grant to help digitize the Creston News Advertiser and Afton papers by November. Bishop also applied for a Google Mini-Grant. Dollar General Literacy Grants open in January 2021. BNSF sent a letter denying a request for a library grant.

VII. Old Business

- a. None

VIII. New Business

a. Library Ordinance, Library By-laws and Appoint Library Board Secretary

Director Bishop is investigating whether or not the Library Board should consist of 9 members or 5 members. The original ordinance of 1976 specifies 9 members with no provisions for representation from the county, but a later documentation in 1996 show the board membership at 5 members, with county representation and a balance of gender representation. There must be a city election to make changes in the board makeup. Bishop will be conferring with Union County Auditor, Sandy Hysell, next week for further information.

There was further discussion about seeking out the ordinance stated in the Library Board Bylaws, Ordinance 1.7, and seeing what Ordinance 1.7 states. There was also mention of using the microfilm and looking at papers from after elections to see what may be talked about in regard to changing, or altering, the Library Board.

The Library Ordinance, and the Board bylaws, also stipulate that there must be a board secretary. Weight volunteered to fill the position. There was no other nomination.

Chamberlain made the motion to appoint Weight as Board Secretary. Shea seconded. Motion carried.

b. Murals for Children's Area:

Bishop asked the Board to permit murals to be painted on the walls in the Children's section of the Library. His proposal would be to ask Bailey Fry-Schnormeier and her art students to submit ideas and paint the murals. Staff members would also submit ideas. Murals would represent various age groups and be painted on the east wall.

c. COVID-19 Policy 31:

Bishop reviewed the new policy 31 dealing with COVID-19 that follows the city-wide plan. It includes cleaning, staff quarantine and contacting patrons in case of positive person in the library.

Maxson moved that the policy be accepted with the alteration of the policy number being 31 instead of 30. Chamberlain seconded. Motion carried.

d. Group Meetings and Gatherings

Shea, a member of the Coffee guy group, requested that the Board consider allowing meetings in the Library.

Bishop relayed the staff's concerns over cleaning the area, washing cups and utensils. Bishop also presented the restrictions and guidelines of other public libraries in the area for allowing meetings and gatherings in their other libraries.

There was discussion about the coffee group bringing their own cups and leaving with those cups. The cups at the library will not be used due to safety concerns and the bathrooms will continue to remain closed to the public.

There was also discussion about having groups clean up after themselves when they use and reserve the Genealogy room. Further discussion was made about having one group at in the library and reserving a date and time ahead of time.

Since opening the library for one group would entail allowing other groups access, the request was tabled until the next meeting. Shea will discuss concerns raised with the Coffee guys and decision will be made at the next Library Board meeting in regard to meetings and gatherings and moving the library into a Phase II reopening plan.

e. Survey Results

The Library Board and the Library staff have received the survey results. The Board stated there were some good results and some areas for opportunities. Bishop stated the Library staff will be discussing the results at their staff meeting and looking at ways to address areas of opportunities to figure out a way to do better moving forward. There was also discussion about looking at the circulation policy and possibly extending the check-out period for DVDs.

IX. Adjournment

A motion was made by Coulter to adjourn the meeting at 6:15 PM. Motion carried.

X. Next meeting: Gibson Memorial Library - Monday, October 5, 2020 at 5:15

XI. Attest:

a. _____, **Board Secretary**

b. _____, **Board President**

Gibson Memorial Library
Library Board of Trustees Minutes
Monday, August 3, 2020

I. Call to Order

Meeting was called to order by President Ann Coulter at 5:00 PM

II. Roll Call

Board Members: Steve Chamberlain, Ann Coulter, Connie Maxson, Gary Shea and Susan Weight.

Library Staff: Aric Bishop - Library Director and Sue Teutsch - Interim Director and Children's/Asst. Librarian.

City Council Representative Terry Freeman.

Public: Dustin Maeder from the Creston News Advertiser

III. Adoption of Agenda

Motion to approve the agenda as written by Maxson. Seconded by Weight. Motion carried.

IV. Public Forum

No public comment.

V. Approval of Minutes (Monday, July 6, 2020)

Motion to approve the minutes from the Monday, July 6, 2020 Library Board of Trustee meeting by Chamberlain. Seconded by Maxson. Motion carried.

VI. Finances

a. Bills

There was discussion about the Laser Checks and what they were for. Sue said she would check with Mandy and see what the charge was for in regard to the Laser Checks from Iowa Office Interiors.

Motion made by Maxson to approve the bills, except for Iowa Office Interiors for the laser checks. Seconded by Weight. Motion Carried.

b. Finance Report

Discussion about not using the entire library budget for the fiscal year and giving back a pretty big chunk of money to the City. There was also discussion about the roof, which was totaled at \$10,412.00.

President Coulter mentioned that there was David's salary for the month of June which would have been roughly \$4,000. Interim Director Teutsch noted that she also had a book budget, which would have totaled \$2,000, that didn't come out of last year's budget but will unfortunately come out of this year's budget.

There was further discussion of whether or not the City might amend the budget to reflect the roof and because of unforeseen circumstances due to COVID-19.

c. Director's Report

Incoming Director Aric Bishop reported that he had been learning all the things from Interim Director Teutsch and that previous Director, David Hargrove, had left a list of passwords for the library administration accounts.

Hargrove had also left Bishop the items needed for the Annual Survey Report and that Interim Director had completed the Open Access Report and the Direct State Aid Report.

Bishop noted that he is becoming more familiar with the budget lies for the library and the way financials are handled between the library and the City.

Bishop mentioned that water was pooling up in the main entrance area by the stairs, and water was seeping into the vestibule area, and that may need to be addressed in the future.

There was also discussion of cleaning out the drains around the library building, adding dirt to the northside of the building and placing a wall back by the main entrance to the library to deter rainwater from pooling down the stairs into the drains outside the main entrance of the library.

VII. Old Business

a. Library Roof

Teutsch reported that the roof is done. There was discussion and comment on how nice the roof looks.

b. SCIF Grant

Coulter reported that the Library had received the SCIF Grant to redo the carpet in the hallway and staircase.

VIII. New Business

a. Review of Policy #12 Genealogy Data

Bishop presented a revised copy of the Policy #12 Genealogy Data for the Board to consider.

There was a motion by Maxson to accept the revised Policy #12 Genealogy Data with the following corrections: changing the word of "\$3.00 per copy", to, "\$3.00 per request", and embed a link to the Union County Genealogy Society (UCGS) within the document for patrons to easily access as policies begin to be placed online for easier access, indent the website link to the Union County Recorder's office under Katie Carlton's contact information and make sure to place the wording back in for the search form and the search form is added to the website for easier access to patrons.

Seconded by Weight. Motion carried.

IX. Adjournment

Maxson motioned to adjourn. Weight Seconded. Motion carried.

X. Next meeting: Gibson Memorial Library - Monday, September 14, 2020 at 5:15 PM.

XI. Attest:

a.  Board Secretary

Gibson Memorial Library

Board Meeting Minutes

July 6, 2020

The meeting was called to order at 5:08 by President Ann Coulter on the lawn of the library.

Present were board members Ann Coulter, Connie Maxson, Steve Chamberlain, Gary Shea and Susan Weight. Also present were assistant director Sue Teutsch, Aric Bishop, Councilman Terry Freeman, and Sarah Scull of the News Advertiser.

Motion to approve the agenda was made by Maxson, seconded by Chamberlain. All in favor.

Public forum: no comments

Upon consideration of the June 1 and June 23, 2020 meeting minutes, Maxson moved and Weight seconded to approve the minutes. All in favor.

Upon consideration of the June bills, Chamberlain moved and Shea seconded to pay the bills. All in favor.

Director's report – Sue Teutsch reported Creston and Roofing has still not begun work on the roof. Mike Taylor indicated that they were supposed to have started July 6. Weeding has begun again with a bag of four books being sold for .50. This will eliminate people congregating around a table browsing books. The library staff is still doing some curbside pickups. Summer reading program logs are being handed out as well as the scavenger hunts.

Old business- Discussion was held on how to proceed with getting the roof done. Terry Freeman will check with Mike Taylor to see what our options are.

New business – Steve Chamberlain would like to have an additional listing in the phone book so the library's phone number is easier to find. Terry Freeman will check with the city on who to contact about an additional listing.

New director Aric Bishop was introduced. His start date will be August 1, 2020.

The meeting was adjourned at 5:30 by President Ann Coulter.

Gibson Memorial Library
Board Meeting Minutes
June 23, 2020

President Coulter called the meeting to order at 5:00 pm.

Present were board members Ann Coulter, Connie Maxson, Steve Chamberlain, Gary Shea, and Susan Weight. Also present was Sue Teutsch, Councilman Terry Freeman and Aric Bishop.

Motion to approved the agenda was made by Maxson, seconded by Chamberlain. All in favor.

In new business, Shea made the motion to appoint Sue Teutsch as interim director with a stipend of \$500 per month. This will include a two week overlap with the start of the new director to compensate for time spent familiarizing the new director with procedures and needed information. Motion seconded by Weight, with all in favor.

Interviewed Aric Bishop for the library director position. Shea made the motion to offer the position to Bishop at a salary of \$47,000. Maxson seconded the motion, with all in favor.

Coulter adjourned the meeting at 6:15 pm.

Gibson Memorial Library
Board Meeting Minutes
June 1, 2020

At 4:15p President Coulter called the meeting to order via Zoom.

Present were board members Ann Coulter, Connie Maxson, Steve Chamberlain, Gary Shea, and Susan Weight. Present also were Councilmen Terry Freeman and Rich Madison, Dustin Maeder of the CNA, Aric Bishop, and Tessa Hull.

Upon consideration of the agenda, Hargrove proposed that container gardens be added to the agenda, and Coulter proposed adding a director's search to the agenda. Maxson moved to approve the agenda as amended, Weight seconded, with all in favor.

Public Forum: Bishop and Hull had no comments.

Upon consideration of May's bills, Shea moved to pay the bills, Weight seconded, with all in favor.

Upon consideration of the minutes from May's meeting, Chamberlain moved to approve them as written, Weight seconded, with all in favor.

No financial report was available. In the director's report, Hargrove noted that the curbside service was booming and very popular; the summer reading program for all ages was set to begin on June 8. Big thanks to John Walsh, who built sneeze guards for all library service areas for cost of materials. Hargrove stated his hope that Creston Roofing would show up and replace the pitched sections of the roof before the end of the fiscal year at mid-month.

In Old Business, Maxson moved to amend the Phase I Plan for Re-opening to include a universal half-hour limit on patron visits, a sign-in sheet noting times of entry, and a proviso that staff shall disinfect (wipe down) public computers after each and every use. Weight seconded the motion, with all in favor.

In New Business, Chamberlain moved that the Phase I Re-opening should begin June 15, Shea seconded the motion, with all in favor. Upon consideration of the proposed container garden partnership with 4-H, Coulter noted that a consult with the state law librarian confirmed her belief that private (including non-profit) uses of public property for material gain were unlawful. Moreover, even if there was no material gain, the library would be obligated to extend the same privilege to others; for those reasons, board members unanimously denied their consent.

Coulter noted that she was drafting a job advertisement for the director's position that would include a job description. With board members' approval, it would be posted as soon as possible.

At 5:15p, President Coulter adjourned the meeting.

Gibson Memorial Library
Library Board Minutes
May 4, 2020

At 4:15 pm, President Coulter called the meeting to order via Zoom.

Present were: Ann Coulter, Susan Weight, Steve Chamberlain, Gary Shea, Connie Maxson, Councilman Terry Freeman, and Dustin Maeder of the CNA. David Hargrove, Sue Teutsch, and Donna Walsh were present for the library staff.

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

No members of the public but Maeder of the CNA were present.

Upon consideration of the minutes from March 2, Weight moved to approve them, Shea seconded, with all in favor.


Upon consideration of the bills for April, Chamberlain moved to pay them, Weight seconded, with all in favor. No finance report was available at the time of the meeting.

Director's Report: David's still doing the M-W-F morning children's story times, and an adult story time on Thursday evenings. From March 17 (the day we closed) to May 5, the library has checked out 1,624 items for curbside service. Big thanks to Sue, Donna, and Carol of the staff for their hard work on that. It takes more effort than one might think to process a request from beginning to end, and many patrons have expressed their gratitude for this service. During that same period, we've also had 985 digital downloads. Our library-wide inventory has finished downstairs and started upstairs. John Walsh is building 4-foot plexiglass sneeze guards for all the service counters. Creston Roofing's bid for replacing the roof is scheduled for council approval.

New Business: The board discussed possible dates for a limited re-opening the library, and noting that no other libraries had re-opened, concluded that May 18 was too soon. Coulter suggested that the library should re-open when other city offices reopen. Upon consideration of the staff plan, "Policy for Re-Opening: Phase I," Maxson moved to approve the document, Chamberlain seconded the motion, with all in favor.

Sue Teutsch and Donna Walsh provided updates on the library's summer reading plans. Due to uncertainty about the wisdom of gathering and the availability of performers, no large events would be held. Reading logs (with non-library materials eligible), takeout activities, and prizes would constitute the programming. It was unclear whether the library could serve as a distribution point for children's lunches from the food bank.

At 5:15pm, President Coulter adjourned the meeting.



Gibson Memorial Library
Board of Trustees
Minutes for March 2, 2020 Meeting

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

Present were: Ann Coulter, Connie Maxson, Steve Chamberlain, Gary Shea, Susan Weight, Councilman Terry Freeman, Director Hargrove, and Assistant Director Sue Teutsch.

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

No members of the public were present.

Upon consideration of the minutes from February's meeting, Maxson moved to approve them, Weight seconded, with all in favor.

Upon review of February's expenditures, Maxson moved to authorize payment of the bills, Weight seconded, with all in favor.

Director's Report: Hargrove had a tablet from Who-fi (a company hired by the state library to track wi-fi usage), and would soon report data on wi-fi usage. We did the necessary weeding, so anticipate no accreditation troubles, as documents and forms were in. We are planning a March 31 grand re-opening of the children's area. SCICF grant report for the new carpet submitted. We'll relocate the capital campaign sign soon. We'll follow city, county, and state protocols for the COVID-19 virus. We now have Clorox wipes at computer stations. We need to decide if we're renewing DonorPerfect; David updates it and references it occasionally, but doubts it's worth \$3,500 annually.

In old business, Councilman Freeman explained the city council's budget decisions, and the absence of some important sources of city revenue.

In new business, for board education purposes, Hargrove reviewed Chapter One of *Winning Elections and Influencing Politicians for Library Funding*, by Sweeney & Chrastka.

Trustees reviewed the *ADA Checklist for Existing Facilities, Priority I – Approach and Entrance*. Chamberlain moved to approve the report, Shea seconded the motion, with all in favor.

Gibson Memorial Library
Board of Trustees Meeting Minutes
February 10, 2020

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

Present were: Ann Coulter, Connie Maxson, Steve Chamberlain, Gary Shea, Susan Weight, library director David Hargrove, Councilwomen Jocelyn Blazek, and Dustin Maeder of crestonnews.com.

Shea moved to approve the agenda as written, Chamberlain seconded the motion, with all in favor.

Maxson moved to approve that minutes for the previous meeting be approved as written, Chamberlain seconded the motion, with all in favor.

Maxson moved to approve payment of January's bills, Chamberlain seconded the motion, with all in favor.

In the director's report, Hargrove stated that he had received a written estimate from Creston Roofing for re-shingling the pitched roof that was competitive, and that all contractors were aware that funds were only budgeted through June 15. He noted that he and Sue Teutsch were on track to have materials weeded to be in compliance for the upcoming state accreditation application, and that all other required forms and documents would be submitted well in advance of the Feb. 28 deadline. Hargrove noted that he had asked Kevin Kruse about alternatives for improving the parking lot lighting. Kevin replied that he would ask Alliant to change the nearest street lamp to an LED bulb, which would brighten the patio area. Another thing to consider would be a flood lamp on the far northwest corner, but cost and neighbors would have to be considered. Hargrove informed the Dekko Foundation that the library was not likely to meet the April 13 grant deadline, and asked for their recommendations.

Old Business: On the long-range plan, Maxson asked Hargrove to check about artist's copyrights on the Grinnell library sign/sculpture that trustees wished to replicate. Board members then asked Hargrove to amend fundraising objectives to include a bond election with a specific date, and to remove any conflicting objectives. Coulter then suggested that Hargrove stagger the target dates of online resources objectives related to the website to allow adequate time for completing them. Regarding grant-writing services Chamberlain moved to decline the proposal, Weight seconded the motion, with all in favor.

New Business: Hargrove unveiled the new library website; Maxson asked if the script on one section of the mobile view could be brightened and Hargrove agreed to ask the state library staff. Maxson moved that policies #7 and #10 be approved as amended, Weight seconded the motion, with all in favor.

At 6:07pm, Coulter adjourned the meeting.

Gibson Memorial Library
Board of Trustees Meeting Minutes
Jan. 6, 2020

At 5:15p, President Coulter called the meeting to order. Present were: Ann Coulter, Connie Maxson, Steve Chamberlain, Gary Shea, Susan Weight, library staff David Hargrove and Sue Teutsch, and Jesse Bolinger.

Upon consideration of the agenda, Maxson proposed adding improved parking lot lighting to new business. Shea moved to approve it as amended, Chamberlain seconded the motion, with all in favor.

Public forum: Jesse Bolinger was present.

Upon consideration of the minutes from December's meeting, Weight moved to approve them as written, Maxson seconded the motion, with all in favor.

Upon consideration of December's bills, Chamberlain moved to approve them for payment, Shea seconded the motion, with all in favor.

In the director's report, Hargrove noted that the new downstairs carpet was installed, with big help from volunteers Sue Adams, Linda James, and Starr Cure. Ann Leonard Moberg had offered some child-themed original art for the space. Creston Roofing says they will submit a written bid for the pitched roof, and is aware that our roof budget has to be spent by June 15. We have a written bid from I. Stolfus for the flat roof. Congresswoman Axne visited the library. Staff are initiating weeding to be in compliance for accreditation. David asked that board members join him the following evening to ask the Afton City Council to support the capital campaign. David had an extended call with John Chrastka of Everylibrary.org. They are glad to help us, and David suggested acquiring and reading their print materials on winning library elections. Sue is now doing weekly story times, and one evening story time per month. David is attending the new website training in Perry on Jan. 23. Deadline for Dekko grant is April 13, and David agreed to reach out to let them know where our fundraising stood.

In old business, board members agreed to advocate for the proposed budget when appropriate. Regarding the draft of the long-range plan, members added the following goals: a new roof, new carpet for stairs and upstairs landing, new carpet in the upper level and Genealogy Room, a sculpture-sign at the corner of Howard and Maple, a renovated entry-way, a renovated west patio, the addition of a full-time staff person for programming and outreach, and installing two story-walks every year.

In new business, the board received Jesse Bolinger's proposal for fundraising services. Maxson moved to table consideration, Shea seconded the motion, with all in favor. Upon consideration of Policy #2, *Internet Access Policy*, Weight proposed to approve it as written, Maxson seconded the motion, with all in favor. Maxson noted that she had received a request for improved lighting in the parking area. Hargrove agreed to explore the possibility with city officials.