

Gibson Memorial Library Board of Trustees
Meeting Minutes
Monday, January 8, 2024

- I. **Call to order:** President Ann Coulter called the meeting to order at 5:15 pm
- II. **Roll Call:** *Present:* Bonnie Castillo, Ann Coulter, Steve Lane, Melissa Levine, Rebecca Slick, Angel Sorden.
Absent: Steve Chamberlain, Cindy Gomis, Connie Maxon

Library Director: Danielle Dickinson Thaden
City Council Liaison: Josh Thompson
CNA Representative: Erin Henze

- III. **Adoption of Agenda:**
Motion to approve the agenda by Slick with the second by Castillo. Motion carried.

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

- V. **Approval of Minutes:**
Sorden made motion to approve the minutes of December 4. Second by Lane.
Minutes approved.

- VI. **Finance Report:**
There were more reports than normal because reports for the previous meeting had not been received due to illness. Berry Brothers and Garden and Associates submitted pavilion work bills which are not recurring. Heather is taking a Lead class. Her tuition bill is also included. Motion to approve bills made by Levine. Lane made the second. Motion carried.
It was suggested that general budget monies be utilized a bit more quickly so as not to be caught off guard too close to the end of the fiscal year.

- VII. **Director Report:**
Young Adult circulation is up. Adult circulation dipped. Overall, circulation was up. The door count was higher in December than the previous December. Several programs had very good turnouts, and upcoming programming is receiving good attention.
Several donations and memorials were presented to the library.
Flynn the Therapy Dog has all paperwork and vaccinations to be able to attend the library as a Reading Education Assistance Dog. He is currently coming to the library for acclimation. The plans are for Flynn to start being with children in the library in February.

VIII. **Unfinished Business:**

Interlibrary loan policy draft #2: Nothing in the policy has been changed except some wording for clarification purposes. Discussion was held about the length of checkout of ILL books. ILL books are not renewable. Since the library follows the terms of agreement set by the State Library of Iowa, it was felt a hyperlink or URL should be added in case a patron wishes to know the terms of that agreement. Levine made the motion to accept the interlibrary loan policy with the addition of a hyperlink or URL to the terms of agreement with the State Library of Iowa added to the policy. Lane made the second. Motion carried.

AED Update: AED pads have been replaced courtesy of the hospital. Danielle will make arrangements for staff training.

State Library advice on Teacher Circulation Policy and revision: Danielle has currently suspended the policy although checkouts can still be done. She prefers a classroom card as the most realistic solution. She will work on a draft. The policy will be tabled until an update is completed.

IX. New Business:

County budget meeting: Danielle will be meeting with the county supervisors on January 15. It was suggested she ask for more funding. Chamberlain will go with her to the meeting.

City budget meeting: Danielle will be meeting with the city to discuss the library budget on January 10.

Interlibrary Loan Policy: After a lengthy discussion, a final copy of the policy will be brought before the board at the next meeting for approval.

X. Adjournment:

Meeting adjourned at 6:00 pm by President Ann Coulter

XI. Next meeting:

Monday, February 5, 2024 at 5:15 pm

Respectfully submitted,

Steve Chamberlain
Gibson Memorial Library Board Secretary