

# COLE LIBRARY BOARD OF TRUSTEES MINUTES

## JANUARY 26, 2021

PRESENT: Cathy Boggs, Greg Cotton, Tracey Louwagie, Diana Corcoran,  
Gwen Schimek-Tischler, Bob Meeker.

I. The meeting was called to order by Vice President Tracey Louwagie at 8:32 a.m. via Zoom.

II. The minutes were approved.

### III. REPORTS:

#### A. PRESIDENT:

#### B. PUBLIC LIBRARIAN:

1. Update on Linn County Librarians. Cathy met with most of the Linn county librarians. Most are still doing curbside service only, with no patrons inside and quarantining items for 72 hours. Cole library will continue to use these Linn County Health Department recommendations. Cathy does provide tech support but only over the phone.
2. Large print acquisitions. Because large print items are more expensive, many libraries borrow them from lending libraries. Cole will continue to purchase these items and expand our collection because they are popular, especially with senior citizens.
3. The library's policies are available on-line and have been updated.

#### C. LIBRARIAN:

1. We reviewed the financial report.
2. The carry-over from last year will be \$2,643.95.
3. The final cost for the new door on the first floor was about \$3,400.

### IV. MAJOR BUSINESS:

1. Budget Meeting with Mount Vernon City Manager. Greg, Cathy, Diana, and Deb met with the city manager to discuss the library's five-year Budget Plan and explain how the financial process at Cornell College is set up. The committee tried to clarify that the money that the city budgets for the Cole Library does go through the Cornell College financial system, but the College does not keep any of the money for themselves or profit from the city's money. Except for the money that goes to maintenance and overhead, all money from the city is used for the public library at the Cole library building. The city seemed to agree that the five-year plan was good, but could not guarantee that it would be fully approved by the City Council.
2. Personnel Policy:
  1. If our budget is approved by the City, Cathy would like to create a new Part-time position. The library needs a circulation person who would be at the desk from 9-11 a.m. That position will need a job description and an official title. Grace is currently called the Public Library Assistant, but since she runs her own department and has a Master's Degree, she needs a title upgrade and a salary upgrade.
  2. We did a little brainstorming for possible outreach program ideas, such as video tutorials on how to access library resources and video story times.

The next meeting will be February 23 at 8:30 a.m. via Zoom.

The meeting was adjourned at 9:38 a.m.

Respectfully Submitted,  
Bob Meeker