

COLE LIBRARY BOARD OF TRUSTEES MINUTES

OCTOBER 20, 2020

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

- I. The meeting was called to order by President Deb George at 8:37 via Zoom.
- II. The minutes were revised as follows. Under IV. Major Business- Add: Greg and a college representative will meet with the city manager to present the Five Year Budget Request per capita plan. Also, under same item, change \$47 per capita to \$50 per capita.

III. REPORTS:

A. PRESIDENT:

B. PUBLIC LIBRARIAN:

1. Year End Report Submission Update: Cathy submitted the year end report to the City Council.
2. Lester Buresh Center and Cherry Ridge Deliveries: Delivering materials to these two locations has been effective in getting books to patrons during the pandemic. Cathy gets the names, ages and interests of children at the Buresh Center and then selects a book for them. She then takes the materials to the center. Currently, six readers from the Cherry Ridge Center have their requested books delivered to them in library provided bags.
3. The Eulenspiegel Puppet Drive-in Show was excellent. 54 people in 20 cars attended.
4. The library will resume participation in the Iowa Shares book sharing program which had been disrupted by the pandemic. Our delivery date will remain on Thursday.

C. LIBRARIAN:

1. We reviewed the financial report.
2. Greg and a college official will meet with the city representative to propose the Five Year Budget Request Plan.
3. The door on the first floor is in poor condition and will need to be replaced.

IV. MAJOR BUSINESS:

A. Review of Collection Development Policy.

It was unanimously approved to have Cathy rewrite sections of the policy to more accurately state that the Public Librarian selects materials for public citizens and doesn't seek advice or counsel of faculty or students, but only the public citizens. In the rewrite, Cathy will remove those parts which are specific to the college and do not reflect what the Public Librarian does.

B. Discussion of Community Survey.

Although there are other ways to gather input from the community about our library, the Board likes the survey plan and will again use this format to get feedback from the public. We will explore what questions other libraries have used in their surveys to perhaps strengthen our survey. The tentative plan is to mail the survey out in mid-2021. On-line survey response will also be available. Past response rates have been around 20%, which is considered very successful. We need to have the survey completed by the end of 2021 to be included in the Five Year Plan. We will also use this information for the next State Certification in 2023.

The next meeting of the Board will be Tuesday, November 17th at 8:30 a.m.

The meeting was adjourned at 9:27 a.m.

Respectfully submitted,
Bob Meeker