

**Cole Library Board of Trustees Minutes
November 15, 2022**

Present: Cathy, Diana, Tracey, Greg, Jackie, Julia & Chris

- I. The meeting was called to order at 8:35 a.m. by President Diana Corcoran.
- II. The October minutes were reviewed and approved
- III. Reports/Ongoing Business
 - a. President –
 - i. Diana purchased a baby gift for Grace from the Library Board and will deliver it today.
 - b. Public Librarian
 - i. Fall Book Talk was a success with over 55 people in attendance.
 - ii. Annual Report was submitted to the State Library. This is required to get State funding.
 - iii. Cole Library is partnering with Des Moines Irish Session, which will present at Heritage Hall on December 4th @ 2 p.m.
 - c. Librarian's Report
 - i. We reviewed the Financial Report. Things to note include:
 1. Cathy will check with The Sun on advertising costs for the year because we are over budget to date.
 2. Hoopla usage was over \$300 for the first time.
 3. Amazon is ending their Corporate Line of Credit; therefore, the library will likely need to change ordering process. Going forward purchases through Amazon will likely only be able to be done 1-2 times per month.
 4. Greg should have exact figures for carry-over next month.
- IV. Major Business
 - a. Confidentiality of Records Policy p. 17 was approved with changes and new pages were added to the handbook.
 - b. ILL Update – we reviewed ILL usage from last year to this year. Requests went from 92 to 130 requests.
 - c. Budget Workshop. The Board is proposing a \$149,494 contribution from the City. This is approximately \$17,700 difference because of the job changes for Grace & Cathy next year. On the expense side, two larger expense changes include acquisitions increasing by \$1300 and Building Maintenance decreasing by \$5000 to balance at \$183,244. Diana also proposed getting a quote to recarpet and paint the Children's Room.
 - d. Cathy distributed the 5-Year Survey Budget Impact Final Reading