

COLE LIBRARY BOARD OF TRUSTEES MINUTES

NOVEMBER 17, 2020

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

- I. The meeting was called to order by President Deb George at 8:31 a.m. via Zoom.
- II. The minutes were approved.
- III. REPORTS:
 - A. PRESIDENT: The State Library of Iowa is offering a Training session online. The topic is recruitment of board members.
 - B. PUBLIC LIBRARIAN:
 1. The public library continues to offer Curb Side Deliveries and Book Buddies during the pandemic.
 2. The typical Christmas holiday break plan is to close on December 23rd and reopen on January 4th.
 3. Cornell students do not return from 4th block until January 18th.
 - C. LIBRARIAN:
 1. Greg will work to reschedule a meeting with City representative to introduce our proposed 5 year Budget Plan to the city.
 2. We reviewed the Financial Report. The college business office did not report any information on the amount of Carry Over funds.
 3. The Handicap Button on the lower door is now working. The cost to get the door working again was significantly less than expected.
- IV. MAJOR BUSINESS:
 1. We reviewed the Meeting Room Use policy, page 20b. The policies are available online. We will update the Meeting Room Use policy and vote on approval at the December meeting.
 2. We need to match the paper, notebook, version of the policy with the online version. The online version will be considered the official version.
 3. Cathy continues to research various methods and means for conducting an effective Community Survey.
 4. At the December board meeting, we will begin review of the Personnel Policy, page 9 in our notebooks. We also will start the budgeting process.

The next meeting of the Board will be on December 15, 2020, at 8:30 a.m. via Zoom.
The meeting was adjourned at 9:28 a.m.

Respectfully submitted;
Bob Meeker