

COLE LIBRARY BOARD OF TRUSTEES MINUTES

DECEMBER 15, 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 8:30 a.m. via Zoom.
- II. The minutes were approved.
- III. REPORTS:
 - A. PRESIDENT: We are up to date on our board members' education and training requirements. Board members can go to the State Library of Iowa website to search for online programs and can follow "Monday Morning Eye Opener" in their e-mail.
 - B. PUBLIC LIBRARIAN:
 1. We had mixed attendance for the library Zoom Programs. Youth Book discussion groups and PodClub had followers but no other Adult programs had any attendance.
 2. Cathy has met all of the requirements and has been recertified for the next three years.
 3. The Library Newsletter has been difficult to prepare. Outside of the Curbside pick-up and materials for Home Schoolers, due to the pandemic, there are very few activities currently to report. The Newsletter could temporarily become more of a source of suggested ideas for materials to read until activities resume at the library.
 - C. LIBRARIAN:
 1. Update from city/college meeting.

The meeting with the city manager revealed that there is a need for further and better communication between the two groups. We will schedule a meeting on January 21 to include the city manager, city council representative, librarian, public librarian, and board representation to clarify issues. The regular board of trustees meeting will be rescheduled for January 26.
 2. Financial report. There is a discrepancy between what the college business office reports as the Public Library's balance and what we believe to be our real balance. We will use our figures as the actual balance.
- IV. MAJOR BUSINESS:
 - A. BUDGET.
 1. The budget request from the public library to the city council for the Fiscal Year 2022 is due.
 2. The line item, "overhead" will be expanded to be more specific about the costs for maintaining a physical building. Examples: Building use; Maintenance; Custodial;
 3. After discussion and agreement, the final budget proposal will be sent to board members for approval via e-mail.

The next meeting will be January 26, at 8:30 a.m. via Zoom.
The meeting was adjourned at 10:05 a.m.

Respectfully submitted,
Bob Meeker