

COLE LIBRARY BOARD OF TRUSTEES MINUTES

FEBRUARY 11, 2020

PRESENT: Cathy Boggs, Greg Cotton, Deb George, Tracey Louwagie, Gwen Schimek,
Tiffany Ludwig(intern student), Bob Meeker.

- I. The meeting was called to order by President Deb George at 8:30 a.m. in Room 326.
- II. The minutes were approved.
- III. REPORTS:
 - A. PRESIDENT:
 - B. PUBLIC LIBRARIAN:
 1. The preliminary estimate for upgrading the Children's Room Self is about \$700.
 2. Spring Break activities are being planned again for this year. Grace is getting ideas from the Middle School Book Club. Hills Bank underwrites the library's book clubs (Middle School and High School) and purchases the books for the members.
 3. Kristin Reimann was a presenter at the recent February Master Gardener Program. There was a nice turn out for the meeting. Five Master Gardeners will present on five consecutive Mondays in March. The meetings will be in Room 326 of Cole Library from 6:30 to 7:30 p.m.
 - C. LIBRARIAN:
 1. We reviewed the financial report.
 2. A security gate replacement has been completed at the first floor entrance.
 3. We have received funds from the state and city, but expect county funds will arrive soon.
 4. Income from library fines will drop to zero as we begin the newly approved policy of no fines for overdue materials.
- IV. MAJOR BUSINESS:
 - A. It was moved and seconded to approve the CIRCULATION POLICY, as corrected. A major change in the policy was to remove the policy for fines on overdue materials. We will continue to charge a fee for items considered lost.
 - B. The State Accreditation Report is being prepared. One new requirement is to have an orientation program for new employees. The board provided the necessary signatures for the report.
 - C. The Budget is still a work in progress as the college and city leaders finish discussions. It is expected that the city will add about \$30,000 to the public library budget to help pay for building maintenance, Kanopy, and other acquisitions. A new line will be added to the library budget called Building Maintenance.
 - D. At the next meeting we will begin work on the 5 YEAR SURVEY.

The next meeting will be March 24, 2020 at 8:30 a.m. in Room 326.
The meeting was adjourned at 9:23 a.m.

Respectfully submitted
Bob Meeker