

COLE LIBRARY BOARD OF TRUSTEES MINUTES

MARCH 23, 2021

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

- I. The meeting began with introductions between board members and Ilene Crawford. Ilene is Cornell College's new Vice President for Academic Affairs and Dean of the college. 8:32 a.m. via Zoom.
- II. The minutes were approved.
- III. REPORTS:
 - A. PRESIDENT: Deb has been experimenting with the digital media service, Hoopla, and wondered if Cole library might want this service.
 - B. PUBLIC LIBRARY DIRECTOR:
 1. Summer Reading Program Plans:
 - a. Cathy has met with Hills Bank and they will supply T-shirts for this summer's reading program. Due to Covid concerns, this summer readers will meet outside of the library, weather permitting. Each family will have their own carpet square to sit on during the session.
 - b. Part of the goal of the summer program will be to show families how to best use the library during the pandemic. The library will allow 5 "bubble" groups into the physical building at one time. Each group will have a basket to hold their selections.
 - c. T-Shirts will be given out at the beginning of the kick-off event.
 - d. Each of the 9 weeks will have a "color of the week" and the 9th week's color will be rainbow. Participants will be contributing riddles and art projects. At the end of the program, the riddles will be compiled into a riddle book.
 - e. Promotional bags will be available to encourage family activities. A family movie night, a game night, and a Eulenspiegel puppet performance are all part of the scheduling.
 - C. LIBRARIAN:
 1. We reviewed the financial report. We have a carryover fund of about \$2,600.
 2. We still have not received our county money, but it should be coming soon.
 3. Almost everything is on budget.
 4. As of March, available funds are about \$8,700.
 5. Last year we had budgeted \$10,000 for a door repair but the bill was only \$3,400. The extra \$6,600 will be used to fund the Public Library Assistant Director position.
 - IV. MAJOR BUSINESS:
 1. Personnel Policy: The Personnel Policy was approved.
 2. Salary for Public Library Assistant Director: The board approved an increase in salary for this new job title, from \$16.75 per hour to \$20 per hour. We have the money in this year's budget by using budgeted money for a door repair bill that came in under budget.
 3. Library Reopening Timeline:

The green light for reopening the library facilities and the guidelines for that reopening will come from the college. We are ready to open when permitted. Current plans are to allow five "bubbles" or groups into the library at a time.

A bubble can be a single person or a family.

Visits are encouraged to be about 15-20 minutes each and all visits will be limited to the first floor.

The college has to wait for a week or two after students return to campus from "spring break" to make sure there will be no Covid cases.

4. The board will promote better communication between the city manager, city council and themselves by scheduling a work session sometime in May.

The next meeting is scheduled for April 20th at 8:30 a.m. via zoom.

The meeting was adjourned at 9:37 a.m.

Respectfully submitted;

Bob Meeker