

Cole Library Board of Trustees Minutes August 15, 2023

Present: Grace, Diana, Tracey, Jackie, Greg, Julia

The meeting was called to order at 8:37 a.m. by President Diana Corcoran.

- I. Minutes were approved (Jackie motioned to approve, Tracey 2nd).
- II. Reports/Ongoing Business
 - a. President
 - i. Diana welcomed Grace to her first official meeting as Library Director.
 - ii. Board Election of Officers. It was voted that officers would remain the same this year: Diana - President, Jackie – Vice President, Tracey – Secretary
 - iii. Diana read a beautiful, hand-made thank you note from Cathy B. appreciating the going away gathering held for her in June.
 - b. Public Librarian
 - i. Summer in Review – 284 kids participated in Summer Reading. There were 24 programs offered with 1154 attendees. The library was featured several times in *The Sun* and Grace received many thank you notes from pleased patrons!
 - ii. The Board voted on June 22nd to approve funding for the new library signage at the entrance of Library Lane. The electrical for the sign is being ran this week with hopes that the sign will be installed close to the start of the school year. Cost for the Sign is \$4500 and the electrical cost for the sign is \$400.
 - iii. Story Walk – A new Story Walk featuring Pigeon Goes to School begins at Library Lane and ends at the Elementary School.
 - iv. Grace discussed upcoming fall programs which include various book groups, Matinee Movies (2nd Monday of the Month), Yarn Squad (Every Tuesday), Master Gardener series (returns in October) Lego Club (after school hours) and Story Time continues Thursday mornings.
 - v. The Public Library Assistant search is still happening. The Board voted on August 7th to increase the pay to \$15.50/hour. Grace is going to check into advertising in *The Sun* for the position.
 - vi. Grace reported Chris Bostwick resigned from the Library Board due to other commitments and Julia Andrews was welcomed back to the Board filling this vacancy. Brandi Shanata from Cornell will be serving on the board as the Cornell liaison.
 - vii. Library card supplies are low. The board approved the purchase of new cards - \$1000 for \$2500 cards. This will take us over our supply budget.
 - viii. City Manager, Chris Nobsch reported to Grace that the City is on a budget freeze and the library should not expect any increase in the budget for 2-3 years.

c. Librarian's Report

- i. Financial Report: The budget FY22-23 report was presented as was the August 23-24 report. Things to note: We were over budget in acquisitions and advertising. We spent almost all the building maintenance budget. Greg proposed adding a line item for Hoopla. The new library sign will come out of the 23-24 budget.

III. Major Business

- a. 5 Year Plan – Grace noted that due to budget constraints, hiring an Outreach Employee will not be feasible, however, Grace would like to place emphasis on outreach in her new role and make the library more visible in the city.
 - i. Add link to the Library on the MV City Website
 - ii. Create a Library brochure available at City Hall
 - iii. Create a new Cole Library Logo
 - iv. Grace is providing monthly library reports to the city.
- b. The following Library Policies will be reviewed this year: Collection Development Policy (p 6), Public Circulation Policy p 15) and Meeting Room Policy (p 20).
- c. State Library of Iowa: Cole Library has Tier 3 Status! The Annual Survey is due in October and Grace is gathering information to submit. The State Aid report information has already been submitted. Last year blinds were purchased for the Browsing Room and Children's Room with the State funds. These updated blinds make the library safer as well as esthetically more appealing.
- d. The Board is required to attend 3-5 hours of training per year. Grace will be attending various trainings this year and has plans to report back to the board. This will account for 1 training hour. The Board needs to decide how it would like to fulfill other training hours.
- e. The Library Board photo will be taken at the September meeting.

The meeting adjourned at 9:46 a.m. The next meeting will be September 19, 2023.