

**Cole Library Board of Trustees Meeting Minutes
November 19, 2024**

Present: Grace Chamberlain, Diana Corcoran, Julia Andrews, Jackie Wallace, Mike Kragenbrink, Greg Cotton, Tracey Louwagie

I. Call to Order

The meeting was called to order at 8:30 a.m.

II. Approval of Agenda

The agenda was approved (Jackie 1st, Julia 2nd).

III. Approval of Minutes

The minutes from the previous meeting were approved (Julia 1st, Jackie 2nd).

IV. Reports and Ongoing Business

A. President's Report

- Diana shared that she enjoyed the October Book Talk event.

B. Public Library Director's Report

1. Bridges Purchases

- 17 titles were added, including 2 that are both e-book and audiobook formats.
- Titles were selected by Grace based on patron recommendations, hold requests, and book groups.
- Grace wrote a "Cole Corner" article highlighting these purchases.
- Total cost: \$850 for a one-year purchase.

2. Upcoming Programs

- A new book group, *Trading Titles*, led by Susan Gates, encourages attendees to share books they are currently reading. Seven people attended the first meeting, and feedback has been positive.
- Considering introducing a Winter Reading Challenge for Adults.

3. Financial Report

- Enrich Iowa state funding of \$2,303.75 was received.
- The first installment of quarterly payments to Cornell College was made.
- Subscription costs increased due to adding *The Gazette* and *The Sun*.

4. Upcoming Library Schedule

- Open the week of Thanksgiving, Monday through Wednesday. Closed Thursday through Saturday.
- Open Monday, December 23rd, but closed for 10 days after. Reopening January 2nd.

5. Thank you received from Paul Tuerler for the monthly updates

C. College Librarian's Report

- Greg reported no updates.

V. Major Business

A. Annual Report to the State Library

- Diana signed and submitted the annual report.
- Physical collection circulation decreased, reflecting a shift toward e-resource usage.
- Program attendance increased significantly: 190 programs were held with 3,412 attendees.

B. FY2026 Budget

- Grace presented the proposed FY2026 budget with a 3% increase, projecting total income of \$188,800.
- Most of the increase will fund salary and benefits.
- Julia motioned to approve the budget as presented, Jackie seconded, and the motion passed.

C. Training

- The Board discussed the State Library's training video, which will count toward the required Board training hours. Takeaway ideas:
- Each Board Member will create a 1-2 sentence statement explaining why they serve on the Board.
- Grace will use these statements to create a 5-part Facebook series highlighting Board Members.
- The goal is to promote and raise awareness about the Library.
- The Board discussed the idea of creating a Social Media Policy to guide the Library's online presence.

VI. Adjournment

The meeting adjourned at 9:25 a.m.

Next Meeting: December 17, 2024