

**Cole Library Board of Trustees Meeting Minutes**  
*May 13, 2025*

**Present:**

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

**I. Call to Order**

The meeting was called to order at 8:34 a.m.

**II. Approval of Agenda**

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

**III. Approval of Minutes**

The minutes from the April meeting were approved with the change that Grace will be attending the Farmers Market at Rhubarb Botanicals distributing library information.

(Motion: Julia 1st, Mike 2nd)

**IV. Reports and Ongoing Business**

**A. President's Report** - Diana had nothing to report. She thanked Grace for her work at Chalk the Walk.

**B. Public Library Director's Report**

**1. Upcoming Programs**

- *Author Talk* - 6:30 on May 20<sup>th</sup>, Judge CJ Williams will be presenting.
- *Free For All Screening* - May 21<sup>st</sup> at Lisbon Library followed by a discussion.
- *Summer Reading Kickoff* – May 31<sup>st</sup> at the Library 10-12. This will take place outside in front of the Library.

**2. Brochure Holder** - Will be hung soon.

**3. Financial Report**

- We have exceeded our expected income this year – a little bit more from County and State and we received more in fines and donations.
- Grace submitted our Linn County check
- A contract was signed with Mississippi River Museum for a summer program. (\$300.60)
- The library received Greater Cedar Rapids funding from the Les and Katrina Garner Fund.
- The City is giving a 4.5 % raise to the staff. This puts us over in salary and benefits. In August the Board needs to decide where to pull the increase from.

**C. College Librarian's Report**

- Greg discussed Grace's performance review.

## **V. Major Business**

### **A. Social Media Policy**

- Grace distributed the new Social Media Policy for the Board to review.
- The Board approved the new policy (Jackie 1<sup>st</sup>, Julia 2<sup>nd</sup>)

### **B. Brochure & Poster Policy**

- Grace distributed a draft policy.
- The Policy was approved (Julia 1<sup>st</sup>, Jackie 2<sup>nd</sup>)

### **C. County Trustee Seat**

- Sarah Doyle was presented as a nominee. The Board approved Sarah's nominee to the City (Julia 1<sup>st</sup>, Jackie 2<sup>nd</sup>)

## **VI. Adjournment**

The meeting adjourned at 9:49 a.m.  
(Motion: Julia 1<sup>st</sup>, Jackie 2<sup>nd</sup>)

**Next Meeting:** August 12, 2025, at 8:30 a.m. Have a great summer!