

Cole Library Board of Trustees Meeting Minutes
August 19, 2025

Present:

Grace Chamberlain, Diana Corcoran, Julia Andrews, Mike Kragenbrink, Jackie Wallace, Sarah Doyle, Jen Rouse

I. Call to Order

The meeting was called to order at 8:07 AM

II. Approval of Agenda

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

III. Approval of Minutes

The minutes from the May meeting were approved with the change that we are meeting on August 19th vs. August 12th. (Julia 1st, Sarah 2nd)

IV. Reports and Ongoing Business

A. President

1. Board of Election of Officers

- a. Nominations for Julia Andrews for President, Diana Corcoran for Vice President, and Sarah Doyle for Secretary were all approved.

B. Public Library Director

a. Summer in Review

- i. Summer kickoff was very successful with 132 in attendance, 7 families signed up for library cards.
- ii. 220 kids and teens took part in the summer reading program
- iii. 31 programs with 1024 attendees over the summer!
- iv. Overall great numbers for a successful summer program.

b. Fall Programs

- i. Sept. 4th - Grace hosts the Linn Country Library Director Meeting
- ii. Sept. 8th -29th - Master Gardeners - Mondays at 6:30
- iii. Sept. 13 Lincoln Highway Arts Festival 10-12 AM
- iv. Sept. 16- 6:30 pm - Carnegie Library Talk 6:30 PM
- v. Sept. 20 - Farm Storytime at Rhubarb Botanicals with Lisbon Children's Librarian

c. Financial Report

- i. Over Budget by \$2,456.04 at end of FY25
- ii. Making adjustments based on last year to accurately use funding this year
- iii. FY26 budget received a 3% increase from City funding vs last year
- iv. Increase expected next month in wages because of changes in personnel

- v. Special projects funds used for ice when water fountains went down

C. College Librarian's Report

Jen Rouse is our new Cornell College Library Director. She has no new business other than reporting that the college opened up yesterday officially.

V. Major Business

A. 5-Year Plan Review

- Not due until 2027, but we have the Community Impact Survey This Year -Hoping for over 100 responses
- Phase I has started with Grace taking over as Director for Cathy. When Cathy retires there could be a shift with position and funds that will be handled at that time.

B. FY26 policies up for review

- a. Bylaws and Public Library Roles
- b. Personnel Policy
- c. Confidentiality
- d. Volunteer

C. Training -

- a. 3-5 hours of training required/year
- b. Acting on Input: Surveys and Results - Public Survey Training will be the plan this year given the upcoming Public Survey requirements

D. Desktop magnifier donation

Accessibility asset that is being donated and set up on the 2nd floor that will have a placard in honor of the woman who passed.

Other materials like braille books could also be donated, so Grace is working on setting up materials for blind patrons.

***Meeting Times Moving Forward**

- The Board will meet next on Friday, September 19th at 9:00 AM.
- Moving forward, the Board will meet on the Fridays of Block Break which Grace will send out to plan accordingly, with the addition of January 9th to adhere to the 10 required meetings.

VI. Adjournment

The meeting adjourned at 9:53 AM (Motion: Diana 1st, Mike 2nd)