

Gutekunst Public Library Board Minutes March 4, 2021

Todd Meyer called the meeting to order at 7:01pm. Also present: Buffi Honeck, Don Goodman (via Zoom offsite), Pat Kifer, Michelle Wilkinson, Beau Hanson, Sandra Nyberg and Mara Edler. Board meeting was held in the Fireside room. Attendees adhered to the six-foot social distancing protocol.

Minutes from February were approved. Pat moved, Buffi seconded, ayes carried.

Bills and operating expenses from February were approved. Michelle moved, Sandra seconded, ayes carried.

Petty cash from February was approved. Buffi moved, Michelle seconded, ayes carried.

Public Comment: None

Correspondence: Capital Group/American Funds (Jason Kirke): Account Confirmation of Investment Changes (as voted on in February).

Friends of GPL Report: Friends submitted a copy of their February minutes. Highlights included:

- Sustainable Shelves Program: Friends continue the work of organizing and logging material.
- Future Book Sales: Friends is hoping to have a book sale in conjunction with Rose Festival in June. Additional times and locations are being brainstormed and planned.
- Friends Membership Recruitment: Discussion about involving high school students.

Thank you Friends!

Board Education Report: None.

Old Business:

- Covid-19 Pandemic Procedures: Current protocols are working well and meeting needs.
 - Staff: Staff reports that they are comfortable with current protocols and numbers.
 - Patrons: Current limit of patrons on-site is ten. Max capacity occurred during West Marshall CSD early-out school day. There are typically less than ten during any given time. Patrons are enjoying the programming that is being offered.
 - Update: No change recommended

New Business:

- **StoryWalk Installation:** Mara presented information about the StoryWalk project, including neighboring libraries who have or are working towards the installation.
 - Collaboration: GPL would like to partner with the State Center Rose Garden to offer a StoryWalk installation utilizing both facilities.
 - Funding: GPL will pursue the proposal through the Kauffman Grant.
 - Signs: Proposed plan would require a total of 20 signs; 2 on library grounds (beginning & ending); 18 on Rose Garden Grounds.
 - Bids: Mara included pricing and specifications from two manufacturers (IPI & Barking Dog). Discussion included esthetics, installation, and maintenance. General consensus determined that steel posts with in-ground mount would be practical and stronger against wear.

- IPI: Outdoor Book Display, Steel Posts with In-Ground Mount; \$395.00 each

Michelle made a motion to pursue the grant request for twenty Book Displays from IPI; Sandra seconded. Ayes carried.

- **Landscaping Budget:** Budget & wages for Rob Lechnir were discussed.
 - Wage: General Maintenance: Previously \$250; will be increased to \$275.00
 - General Monthly Maintenance wage does not include larger and extra projects. These will be billed separately.

- Seasonal Landscape Budget: Previously \$500 per season; will be increased to \$750. Expenses and supplies exceeding this amount will require Board approval.
- The Board recognizes and thanks Rob for consistently outstanding work that goes above & beyond.

Michelle made a motion to increase the seasonal Landscaping Budget, including Lechnirs general maintenance monthly wage, Buffi seconded. Ayes carried

- **Summer Library Program: iRead's "Reading Colors Your World"**
 - Programming: Mara purchased themed materials from iRead. Outdoor & adult programming is being planned and scheduled.
 - Artopia Fair Sign Up: Saturday, June 5th, 10:00am-1:00pm
 - GPL Friends will volunteer, Event will include stations and activities.
 - Materials: Linda would like to create themed buttons (pins) to commemorate goals and accomplishments throughout the summer reading program. She would like to purchase lanyards to be worn by participants and to have their buttons attached to. She submitted pricing for two button makers. Discussion included the long term benefit of purchasing the higher quality, industrial button maker and adding it to the library of things for patron use.
 - Button Maker: American Button Machine (1.25" buttons): \$229.95

Sandra made a motion to purchase the button maker, button supplies, & lanyards, Buffi seconded. Ayes carried.

- Signage: Mara received a quote from Nagle Signs regarding the printing and purchase of professional yard signs to be placed in the yard(s) of Summer Reading Program top-readers. No motion was made.

- **Easter Egg Hunt:** Mara submitted an Easter Egg Hunt plan proposal. Patrons Brian & Afton Stout have volunteered to help host an Easter Egg Hunt. They will donate and supply plastic eggs and supplies. Discussion included times, scheduling, protocols and back-up rain plans.
 - Time & Location: March 27th 10:00am-12:00pm; Outside/GPL yard
 - Supplies: Stout donations; Mara will reach out & accept plastic egg donations from other patrons. Extra candy will be purchased from Petty Cash.

Pat made a motion for GPL to host an Easter Egg Hunt per discussed details, Beau seconded. Ayes carried.

Director's Report: The Director's Report was approved. Michelle moved, Pat seconded, ayes carried.

Pat moved to adjourn, Sandra seconded, ayes carried.

Next meeting: April 8, 2021

Submitted by Sandra Nyberg