

Gutekunst Public Library Board Minutes December 9, 2021

Todd Meyer called the meeting to order at 7:00pm. Also present: Don Goodman, Pat Kifer, Buffi Honeck, Beau Hanson, Sandra Nyberg, and Mara Edler. The Board meeting was held in the Fireside room.

Minutes from November were approved. Don moved, Beau seconded, ayes carried.

Bills and operating expenses from November were approved. Buffi moved, Pat seconded, ayes carried.

Petty cash from November was approved. Sandra moved, Don seconded, ayes carried.

Public Comment: None

Correspondence: Norm Bach/Farmers Savings Bank: Bach emailed scanned copies of the Farmers Trust annual report. Mara will follow up regarding the estimated time of arrival of the payout check.

Theisens/Dubuque Community Foundation: Congratulatory Letter announcing Theisen's More for Your Community grant award. The Gutekunst Public Library was awarded \$1,086 towards the community garden fencing project.

Friends of GPL Report: Friends submitted a copy of their November Board Meeting minutes and their November Annual Meeting minutes.

- **Board Meeting highlights included:**
 - Jerry Peck has resigned as board president. Kim Proescholdt has stepped down as a board member. Election of the board will occur at the annual meeting. Board positions will be voted on at the January board meeting.
 - Little Free Libraries (LFL): The school has purchased supplies for five LFL. Friends is discussing potential locations for installation.
 - Old Fashioned Christmas on Main: Friends will be setting up a booth on Main St. Friends members will be displaying and selling Christmas books & materials. They will also be passing out informational bookmarks attached to candy bars in an effort to advertise and recruit.
- **Annual Meeting highlights included:**
 - Election of the board: Board members for 2022 were elected. All nine positions were filled. Terms will begin at the January meeting.

Thank you Friends!

Board Education Report: None

Old Business:

- **Reference Ad Hoc Consortium:** Michelle Andersen (Atlantic Public Library Director) followed up regarding the possibility of forming a consortium. Feedback from included libraries concluded that there is not enough interest to pursue.
- Mara reached out to Credo Reference Service requesting a private bid. Credo bid an annual subscription for \$500. Board discussed community use and need, reevaluating the service based on usage data, and the importance of offering a reference service to patrons. Sandra made a motion to purchase an annual subscription for one year, Beau seconded. Ayes carried.

New Business:

- **2022 Closing Date:** Mara submitted a list for proposed 2022 closing dates. Her proposal followed suit with previous years (Proposed closings: 1/1, 4/16-17, 7/28-30, 7/2-4, 9/3-5, 11/24-27, 12/24-26 & 31). Pat made a motion to approve the schedule as proposed, Buffi seconded. Ayes carried.
- **Monthly Subscription Boxes:** Mara discussed her vision of offering a free subscription-box service to patrons. In addition to checked-out library materials (curated by staff based on individual patron surveys), each box will contain gift items (eg. January boxes may contain a pair of novelty socks and a packet of cocoa.).

- Mara proposed a three-month trial of the service and requested a budget of \$100 per month (for a total of \$300).
Sandra made a motion to approve \$100x3 towards this service, Don seconded. Ayes carried.
- Pat Kifer previously made a donation of \$100 towards this service. Thank you Pat.
- **Winter Programming/Legends & Folklore of Winter:** Mara has been in contact with speaker Chad Lewis (Haunted Iowa presenter) about providing his in person program: Legends and Folklore of Winter.
 - Programming is available Monday, January 10th. Mara will reach out regarding fee-reimbursement in the event of a weather related cancellation.
 - The program will be in person and at GPL. Mara and the board discussed the preference for in person programming opposed to streaming it online.
 - The board discussed that a cancellation/reimbursement is preferred over rescheduling, in order to keep the program theme consistent with the season and scheduling.
 - The program fee is \$350 and will be paid (if approved) from the remaining Speaker Series fund (awarded from the Martha Ellen Tye grant).
Buffi made a motion to approve the program and fee, Pat seconded. Ayes carried.
- **Policy Review: Board By-Laws: The board reviewed and discussed the Board By-Laws.**
 - **Update Recommendation:** Article VII: General. Section 2.
 - Section 2 will be changed to read: “The signature(s) of the Treasurer and/or President will be required on board checks to pay bills.”
 - From “Only the signature of the Treasurer will be required on board checks to pay bills.”
 - Mara will update the policy and submit it for approval at the January board meeting.
- **Staff Evaluation:** Shelley Coop was hired as a part time custodian on August 10th, 2021 and is due for her formal evaluation. Mara is extremely pleased with her work and has recommended that she receive a raise. The board discussed giving her a \$.25 per hour raise.
Pat made a motion to approve the raise of \$.25 per hour, Beau seconded. Ayes carried.

Director’s Report: The Director's Report was approved. Beau moved, Buffi seconded, ayes carried.

Pat moved to adjourn, Beau seconded, ayes carried.

Next meeting: January 6th, 2022 7:00pm

Submitted by Sandra Nyberg