

Gutekunst Public Library Board Minutes March 3, 2022

Todd called the meeting to order at 7:02pm. Also present: Buffi Honeck, Don Goodman, Pat Kifer, Michelle Wilkinson, Sandra Nyberg, and Mara Edler. Also present was Harlan Quick, City Councilor and liaison for the City of State Center. The Board meeting was held in the Fireside room.

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

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

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

Public Comment: None

Correspondence: None

Friends of GPL Report: Friends submitted a copy of their February Board Meeting minutes. Mara was in attendance and shared the February meeting highlights, which included:

- **Book Box Contribution:** Friends presented Mara with a check for \$600.00 towards the Book Box project.
- **Board Member Opening:** Paula has stepped down from the board. Potential replacement candidates are being sought & considered.
- **Brochure:** Brooke German (Friends member), has created a brochure.
- **Dues & Renewals:** Friends in renewing annual memberships. As of February, more than half of Friends members completed renewal.

Thank you Friends!

Board Education Report: None

Old Business:

- **Makerspace Policy:** Mara submitted an updated draft of the makerspace policy and included the Makerspace User Agreement. The revised policy incorporates the revisions discussed at the February board meeting. Primary points of discussion:
 - **Makerspace Equipment:** The submitted list of equipment & supplies is a “work in progress.” Mara will continue to update and refine the list (which is attached to the back of the Makerspace User Agreement).
 - **Minor Use:** All minors must have a Makerspace User Agreement completed and signed by a parent/legal guardian in order to use the Makerspace under the guidance of an adult (legal guardian or not, such as a caregiver or babysitter).
 - **Commercial Use:** Paragraph 10 of the General Use Policies reads, “The Makerspace may not be used for any commercial purpose.” The board discussed the email response from Mandy Easter (Law Librarian at the State Library of Iowa) regarding commercial use of the Makerspace. It was decided that the library would not restrict Makerspace use to noncommercial use.
Sandra made a motion to approve the Makerspace Policy, including the Makerspace User Agreement, pending the removal of paragraph 10 under General Use Policies, “~~The Makerspace may not be used for any commercial purpose.~~” Pat seconded, ayes carried.
- **Donation Board Expansion:** Sandra presented a first draft of the new donation board design.
 - **Bookshelf Design:** The proposed design will create an illusion-bookshelf by using wood planks to represent bookbindings. Planks (bindings) will be cut in multiple “binding” sizes (approx. 1.5”x8”) and stained varying colors. Trim left over from construction will be used to create the artificial shelves. Planks will be “titled” by engraving the names of donors and installed as though shelved.
 - **Installation/Location:** Donation board will be permanently installed on the South wall of the West staircase (area that acts as the guard banister outside of the second-story elevator, above the first level of stairs).

- Mara will contact Sean Chesler (HS Construction Tech Teacher) at West Marshall to discuss moving forward with the project. GPL will seek the services of the WMHS woods class to cut and engrave the planks.

New Business:

- **Landscaping Proposal:** Rob Lechnir submitted a 2022 Landscaping Proposal. The proposal is divided and itemized by priority (three in total). It addresses landscaping on the east side of the main building as priorities one and two and landscaping around the garage as priority three. Total cost of completing all three is \$1,574.
Don made a motion to approve the Landscaping Proposal (in its entirety), Michelle seconded, ayes carried.
- **West Marshall Foundation Scholarship Donation:** Mara has been in communication with Lori Bearden (City Clerk) regarding the legality of GPL donating to the WM Foundation. Based on an interpretation from Iowa League of Cities, it is the library's understanding that GPL may legally proceed with a scholarship donation. GPL had requested a written opinion from both the Iowa League of Cities and the State Auditor by March 14th.
 - **Mission & Donation:** The library board's mission recognizes the value of an educated population and will therefore continue to support the WM Foundation scholarships. Unless the written opinion declaring a donation illegal is received by March 14th, the library will contribute four scholarships, each for the amount of \$500.00: a total contribution of \$2,000.00.
Michelle made a motion, Buffi seconded, Todd took a roll-call vote: Michelle: aye; Don: aye; Pat: aye; Buffi: aye; Sandra: aye. Motion passes unanimously.

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

Michelle moved to adjourn, Buffi seconded, ayes carried.

Next meeting: April 7, 2022 7:00pm

Submitted by Sandra Nyberg