

## Eldora Public Library Board of Trustees

January 29, 2019

PRESENT: Kristin Gehrke, Rex Lawler, Jill Stanish, Mary Swartz, Jerry Trittlen, Joan Grothoff MINUTES were approved. BILLS were approved. Director's Report Joan reported working on finalizing Library Accreditation for the February 28 deadline, pending Board input on policies. Joan reported continued boiler issues. Siemen's sent a worker who determined that a repairman was needed for the variable frequency drive. Joan has contacted John Zoske regarding the repair. Paperwork for the HCCEF grant request of \$15,300 for two library study rooms has been turned in. If the Library receives the grant, Joan will talk to the Friends, Kiwanis and Rotary organizations about helping with matching funds. Library has received notice that patrons have downloaded illegal content. A log is now being kept of patrons who ask for the wifi password. The January Heart and Solutions health program had to be postponed due to weather. Rescheduled program will take place on February 19, 2019. An Amish program is planned in March for which the Friends are paying half of the cost. Joan is working on scheduling programming offered by area hospitals and clinics. Friends of the Library will be having a brunch on March 10th to raise money for the Imagination Library. Kiwanis will do the cooking and library needs to provide ingredients and workers. Friends will be holding their Winter Book Sale March 1st and 2nd in the meeting room. Old Business Discussed security cameras; Mary will get formal estimates for varying numbers of cameras. Board finished reviewing the policies needed to complete Accreditation paperwork. New Business Joan reported that one of the children's computers had stopped working. Upon examination, Scott Swartz said it would be too costly to repair. Joan has applied for grants from Barlow Family Foundation and the computer company AWE to purchase two new children's computers. Dollar General Literacy Grant may also be another possible source for funds. Friends of the Library President, Susie Reece, requested the Board of Trustees to assist with an audit for their organization. Jerry and Rex will meet to look over the Friends financial records. Discussed the need for a new Trustee for the Board of Directors. It needs to be a man to maintain gender balance. Joan will contact someone Library staff recommended to find out if he is willing to serve. NEXT MEETING: February 26, 2019 at 5:00pm

## Eldora Public Library Board of Trustees

February 26, 2019

PRESENT: Kristin Gehrke, Rex Lawler, Jill Stanish, Mary Swartz, Jerry Trittlen, Joan Grothoff MINUTES were approved. BILLS were approved with the exception of Siemens. Joan will call the company regarding billing for the repair they were unable to complete. Director's Report Joan applied for a \$1000 grant to attend a Small/Rural Library conference in September. Recipients will be chosen by lottery and informed in March. Susan and Joan are working on a Jack Ezra Keats grant for a project involving children planting flowers around the library. The library received an Osborne Grant as well as \$500 from the Friends of the Library allowing the purchase of \$750 of children's books. Old Business Accreditation was completed on February 4. State will review and provide an update. Recipients of HCCEF grants will be notified in early March. Joan received bids for various security camera options from Greenbelt Technology Solutions. Decision was tabled until a future meeting. Jerry reported that he and Rex had completed the audit of the Friends financial records. Everything was in good order. Reminder about the

Friends of the Library brunch on March 10th to raise money for the Imagination Library. Board members are encouraged to come help at any time from 9:30am-12:30 pm at Dorothy's Senior Center. Winter Book Sale will take place on March 1st and 2nd in the meeting room. New Business Joan is working on creating a Winter Weather Policy for the library based on input from other local libraries. Discussed guidelines for patron use of the conference room. Board agreed that priority would go to library staff to carry out their job duties. If the room was not needed by staff, patrons would be allowed to use the meeting room. Book budget is almost depleted. Board authorized using money from the trust to supplement the budget for the remainder of the year. Discussed the newspaper preservation project. Library owes \$3513.60 for completed work (\$749 of which can be covered by Hardin County Library Association). Jill will check old minutes to determine where the funds will come from. NEXT MEETING: March 26, 2019 at 5:00pm

Eldora Public Library Board of Trustees

March 26, 2019

PRESENT: Kristin Gehrke, Jackie Winters, Jill Stanish, Mary Swartz, Jerry Trittlen, Joan Grothoff MINUTES were approved. BILLS were approved with the exception of Siemens. Joan will talk to Dave Mitchell about the bill. Director's Report Amish program was well attended and enjoyed by patrons. Linda McCann program at the library will be Saturday, March 30 from 1:00-3:00pm. Artist Tom Christopher will give an art demonstration on Sunday, April 14 from 2:00-3:00pm. Author Carol Bodensteiner will talk about her Iowa farm upbringing on Monday, April 15 from 2:00-4:00pm. Library plans to use Instagram to reach out to teens and encourage their use of the library. Joan will be attending Hardin County Library Association meeting on Friday, March 29. Library did not receive the Barlow Foundation Grant. Rearrangement of some library shelving will begin soon. Comfortable seating for adults will be looked into. Joan will check on prices for adding a shade for the large window where large programs meet (to cut down on glare). Kristin and Mary recommended Blindster.com. Profits from the Winter Book Sale have not yet been totaled. Old Business Joan called Siemen's regarding the bill. They were unwilling to reduce the charges. Joan will get input from Dave Mitchell. Hardin County Library Association will reimburse \$749 of the Advantage Preservation bill for newspaper digitation completed. Remaining amount will come from the trust. Decision regarding security camera installation was tabled. New Business Appointment of Joe Herring as new Board of Trustees member is official. HCCEF awarded the library a grant for \$2500 for construction of study rooms. Joan will talk to Rotary and other groups for possible donations and will consider some fundraising ideas. Discussed using funds from Special Library Trust to complete the project. Due to an accounting error last year, the Library had a deficit. The error has been corrected and funds in the amount of \$21,200 were credited to the library. Reminder to Board Members to complete required Board Training. Jay Peterson, the library's district representative, is willing to come to a board meeting. Joan shared a link for online training as well as a description of the primary roles of public library boards. NEXT MEETING: Tuesday, April 30, 2019 at 5:00pm

## Eldora Public Library Board of Trustees

April 30, 2019

PRESENT: Kristin Gehrke, Rex Lawler, Jill Stanish, Mary Swartz, Jerry Trittlen, Joan Grothoff MINUTES were approved. BILLS were approved. Director's Report • Joan provided statistics for check-outs, renewals, computer use. 10 new patrons signed up for library cards. Meeting room was used 21 times. • National Library Week was well received with drawings for people sharing their favorite book and guessing jelly beans in a jar. Had steady traffic on cookie and coffee day. • Tom Christopher program had 16 attending. He will be offering an art class in the future (\$80 cost) • Carol Bodensteiner program had 13 attending. She will be speaking at the Farm Museum also. • Informational meeting about Tai Chi took place on April 30. Classes are currently offered in New Providence; a class will be offered at library in the fall. Old Business • New Board member Joe Herring replaced Dean Stickrod (as a regular member, not Board chair). Board members look forward to meeting him at the May Library Board meeting. • Library received \$2500 grand from HCCEF. Mary, Jill and Joan attended the award ceremony. HCCEF gave out yard signs to grant recipients; sign is displayed in the front flower bed of the library. • Joan talked with Siemen's representative about dissatisfaction with last service call. He said he would check into it. New Business • Joan completed PLM1 for her library training. PLM2 will be offered in the fall. • State of Iowa is offering a Technology grant. Joan will be contacting other libraries within the Hardin County Association to see who may be interested in collaborating on the grant. Deadline to apply is May 31, 2019. • Ali Nelson will present a demonstration of her leather tooling in May. Demonstration is free but products will also be available to purchase. • Kathy Wilson will be presenting a "Gone With the Wind" Program in May. • Plans are in the works for the Summer Reading program. Adult Bingo will return this summer. Two large prizes for the program were donated by WINGS sorority and Hardin County Savings Bank. • Joan will contact the school about having students help with landscaping at the library to earn Silver Cord Hours. • Board approved spending up to \$200 to purchase red cedar mulch and flowers. Funds will come from the Repair/Maintenance/Buildings & Structure line item of budget. • Joan will attend the May 21 Director's Round Table meeting in Roland. • Joan will be drafting an update regarding Collection Development policy to include gifts/donations. • Annual Siemen's spring inspection will be on Thursday, May 2. • City Administrator, Dave Mitchell, tendered his resignation. NEXT MEETING: Tuesday, May 28, 2019 at 5:00pm

## Eldora Public Library Board of Trustees

May 28, 2019

PRESENT: Kristin Gehrke, Rex Lawler, Jill Stanish, Mary Swartz, Jerry Trittlen, Joe Wheeler, Jackie Winters, Joan Grothoff MINUTES were approved. BILLS were approved. Director's Report • Joan provided circulation stats for May (through 5/23). Meeting room was used 15 times. • Attendance for Ali Nelson's presentation was 6 patrons; one patron participated in the Greenbelt Blood Pressure Clinic. • May 29 at 10:30 will be Kathy Wilson's "Gone With the Wind" program. Thanks to the Friends of the Library for funding the program. • Joan attended a Director's Table meeting in Roland as well as the Hardin County Library Association Meeting. Topic of discussion was doing escape rooms for teens. • Joan attended the New Providence Community Club; the Club made a \$100 donation to the library. • Summer Reading Program kickoff will be June 5 after school. Adult Bingo will also begin. • Friends of the

Library will be honored at the Barn Quilt Program scheduled for June 12. • A tween advisory council is in the works; interested students will complete an application. Old Business • New Trustee, Joe Wheeler, was officially welcomed to the Library Board. • Tech Grant is due Friday, May 31. Joan is waiting for bid on computers from Scott Swartz. Results will be known by June 15. • Thanks to Jerry for delivering 30 bags of mulch for library landscaping. Joan and a friend spread a total of 45 bags of mulch. Joan is waiting for flowers to come up to determine whether any more are needed. • Historical Library was pleased to receive the microfilm machine. They have already picked it up and have asked Dan to demonstrate how to use it. New Business • Joan requested \$5000 from Rotary toward the cost of the study room construction. • Black Ritchie plans to begin work on the study room in the fall. • City Administrator, Dave Mitchell, came to an agreement with the city and will be remaining as City Administrator. • Joan will be asking local businesses for donations of prizes for Adult Bingo. • Joan completed phase one of book reorganization. She will start in the children's area this fall. • Next Friends of the Library Book Sale will coincide with Pine Lake Festival. • Joan will have her 6-month evaluation with Dave Mitchell at the beginning of June. NEXT MEETING: Tuesday, June 25, at 5:00pm.

#### Eldora Public Library Board of Trustees

June 25, 2019

PRESENT: Joe Herring, Rex Lawler, Jill Stanish, Jerry Trittlen, Jackie Winters, Joan Grothoff MINUTES were approved with the correction of the misspellings of Joe Herring's name and Blake Ritchie's name. Jill will make corrections and send update to Joan. BILLS were approved. Director's Report • Joan provided circulation stats through June 20. There were 22 new patrons who received library cards. • Summer Programs for children and adults have been well attended. A record number of children are signed up for the Summer Reading Program: 155 for elementary age; 8 for middle/high school age • Ongoing weekly programs include: Story Time, Lego Club, Book Club and Arts & Crafts club. • Remaining June programs include: Snow White and Blank Park Zoo. • July programs include: Jonathan May and Ladybug Tea Party. • The Family Moon Party will be Saturday, July 20 from 1-2pm. • Summer Reading Program Pool party will be Saturday, July 27 from 10am-12pm. • Joan reported that the library did not spend entire budget for 2019-2020 fiscal year. Joan checked with Dave Mitchell and he said that any remaining balance would be rolled over into next year's budget. Old Business • Joan met with Rotary and told them money for study room was not needed until fall. Board suggested she find out whether they can make a decision prior to the Haunted Hospital so that the project can be completed before the end-of-year deadline. New Business • Eldora Library was awarded the \$10,000 State Technology Grant that Joan applied for. Joan will be meeting with Scott Swartz in July to compile a list of equipment to purchase for the technology grant (must be completed by October 2019). It was suggested that the library try to sell the computers being retired. • Joan completed her 6 month review with Dave Mitchell. He is pleased with library operations. • Joan researched salaries for other Level D libraries and asked the Board to consider raising her wages as well as the wages of part-time staff. Jill will check minutes for Board discussion of salary for the Director. Board requested that Personnel Committee meet to discuss and prepare a recommendation for the July Library Board Meeting. Personnel Committee were not in attendance; Joan will email them about the request for reviewing staff salaries. • Discussed Interlibrary Loan policy. Board agreed to allow patrons 2 free loans per month. Patrons will be charged \$3/book for

additional requests. Joan will update the policy on the website. • Direct State Aid Forms are due July 31st. NEXT MEETING: Tuesday, July 30, 2019 at 5:00pm.

## Eldora Public Library Board of Trustees

July 30, 2019

PRESENT: Kristin Gehrke, Joe Herring, Rex Lawler, Jill Stanish, Mary Swartz, Jerry Trittien, Joan Grothoff

MINUTES were approved. BILLS were approved; Joan will email Trustees to receive approval for the Bridges bill when it arrives (will be around \$1800).

### Director's Report

- Story Hour will be moving to Thursday mornings 10am-11am.
- Joan will be talking to Blake Ritchie about a start date for study room project. Plans for clearing space for the project begun.
- Library volunteer update: Rosie has removed herself from the work program and will no longer be helping at the library. Glenda Norman is a new volunteer on Monday and Friday mornings (as her schedule allows), and Elinor Hinders covers books.

### Old Business

- Summer Programs had varied attendance: Johnathan May program was attended by 55 patrons, Ladybug Tea had 24 participants, Moon Landing party had 8 attendees. Lego Club and Story Time continue to be well-attended.
- End of Summer Reading Program pool party had 50 in attendance. Reading hours totaled 1878.75. 63 kids successfully finished the program.
- Joan met with Scott Swartz regarding the computers for the tech grant; new computers should be in place by fall deadline.

### New Business

- Personnel Committee and Finance committee met prior to Board meeting to discuss a pay increase for the Library Director. Trustees recommended and Board agreed to a \$1000 increase (in addition to the scheduled percentage increase for all city employees).
- Discussed Committee assignments. Kristin expressed interest in changing to Building and Grounds Committee and recommended Jackie to take her place on Personnel. Mary will stay on Personnel Committee with Jackie. Rex will join Jerry on Finance Committee and Joe will fill the second Building and Grounds position.
- Joan will start PLM2 library training in September (meeting on Monday mornings); additional help may be needed to cover the front desk during the class.

- Discussed placing time limits on patron computer use; Joan shared examples of policies from other libraries. Board agreed to a 2 hour limit on computers per day. This change will be updated and enforced when new computers are set up. Joan will check with Scott Swartz to see if users can be automatically signed off when time limit is reached.
- Board approved staying open late on Mondays throughout the year; library will no longer be open late on Wednesdays for “Winter Hours.” Joan will make policy updates to reflect the new year round hours.
- Discussed parking lot issues and reaching out to the new Superintendent about exploring a shared parking lot. Teachers continue using library parking when checking out school vehicles. Suggestion was made to post “Library Parking Only” signs. Joan will talk to city. Also discussed a request that the city not leave snow piled in library parking spaces during the winter.
- A young library patron stole a bike from library grounds; bike was recovered but child was told he would need Board approval to return to the library. Board agreed to a suspension of library privileges for the remainder of the summer. Child can return to the library when school resumes. NEXT MEETING: Tuesday, August 27, 2019 at 5:00pm.

#### Eldora Public Library Board of Trustees

August 27, 2019

PRESENT: Kristin Gehrke, Joe Herring, Rex Lawler, Jill Stanish, Mary Swartz, Jerry Trittlen, Joan Grothoff  
MINUTES were approved. BILLS were approved.

#### Director’s Report

- The travelling History of Medicine and Health Museum exhibit was attended by 60 people. Their presentation had 15 in attendance. Thanks to the Friends of the Library for covering the cost of the exhibit and program.
- Joan is attending a training in Cedar Rapids on September 13 to help with library website rebuild.
- Front desk coverage will need adjusting during Joan’s PLM2 class on Monday mornings this fall.
- Susan will attend Performer’s Showcase to get ideas for 2020 Summer Reading Program presenters.
- Tai Chi class will take place October-December. Class is limited to 12 participants. Other adult programming is being explored.
- Joan Mooney will be retiring from the library effective October 10, 2019. An Open House on her last day will honor her 20 years of library employment.

## Old Business

- Blake Ritchie has had to postpone the start date for study room construction until November. He is confident the project will be completed by year end.
- In preparation for the study rooms, the wooden cupboard will be moved. A new lock will be installed on the cabinet. Rearrangement of the magazine area will also take place.
- The library received a donation from Jan Dirks that will be used toward the purchase of blinds. Samples of blind colors have been requested.
- Discussion of Teen advisory group has been tabled until the Children's Librarian can have input.
- Technology grant computers have all been ordered.
- Joan talked with Dave Mitchell about parking issues. He will ask the day care to not park in spaces next to the library. He is willing to have parking signs made if necessary.
- Joan reported the Overdrive bill was reduced from \$709.80 to \$648.80.
- Final payment for the newspaper microfilm project of \$2,525.00 will be paid from the Library Trust.

## New Business

- Susan will be assuming the position of Assistant Library Director after Joan Mooney's retirement. Board discussed possibility of increasing Susan's hours and offering full-time benefits. Personnel and Finance Committees will meet to discuss the matter further.
- Discussed possibility of Children's Librarian working fewer than 25 hours. Personnel Committee will work with Joan on a job description for the position.
- Nicki will be finishing up at the library on October 24, 2019.
- Discussed using Libdata company for tracking time limits for patron use on the new computers. If purchased, set up fee would be \$2000 and annual maintenance cost would be \$400. Board approved going ahead with a free trial.
- Susan researched oversized canvases that could be painted and repainted to decorate a teen space.
- Joan will be attending the ILA Conference; she will check with other Hardin County Librarians about carpooling.

NEXT MEETING: Tuesday, September 24, 2019 at 5:00pm.

## Eldora Public Library Board of Trustees

September 24, 2019 PRESENT: Kristin Gehrke, Rex Lawler, Jackie Winters, Jill Stanish, Jerry Trittlen, Joan Grothoff

MINUTES were approved. BILLS were approved.

### Director's Report

- New shelving for displaying non-fiction books, built by Brandon Jones, has been installed.
- Shades were installed on north windows
- Use of the Meeting Room has been increasing.
- Joan will be leading a book club for 4th & 5th graders on Wednesdays from 3:30-4:30. The club was planned by the students.
- Good Shepherd Preschool visited the library for a tour and story time with Susan.
- Upcoming programs for October include: Program on how to use your smart phone (Oct. 1, 10:30am), Memorial Park information program (Oct.16, 11:00am), Tai Chi class (starting Oct. 9 through December), and Kathy Wilson's program, "Death Comes for Us All" (Oct. 23, 10:30am).
- An Open House for Joan Mooney's retirement is planned for Thursday, October 10.
- Eldora Library will host a Halloween Party on Thursday, October 31, 2019.

### Old Business

- Joan attended website training in Cedar Rapids. Information will be sent later with further instructions for Concrete 5.
- Blake Ritchie is planning on beginning work on study room in November. Work must be completed prior to December 31. If it is not, the library cannot apply for a 2020 HCCEF grant.
- Joan is attending an ILA Conference in Nebraska October 2-4. Librarian from Hubbard, Rachel Thompson, will be carpooling and sharing the cost of gas and hotel
- Computer time limits have been introduced with no complaints from patrons. Libdata will be installed when the new computers arrive.
- Discussed increasing Susan's hours. Board agreed that her weekly hours would increase to 35 hours/week. Mary had talked with Susan about her interest in receiving health benefits. Joan will check with Dave Mitchell on whether the insurance cost can be shared between Susan and the library.
- Computers for the Tech Grant have been ordered. Scott is waiting for Deep Freeze program.

### New Business

- State wants to track WiFi use at libraries and provided a tablet to record data. State will be offering a Q&A about the possibility of having a van delivery for Interlibrary Loan books among libraries. This service may delay ILL service for smaller, rural libraries.
- Joan will be interviewing two applicants on Wednesday for the Children's Librarian position. She will notify the Board by email when a decision is reached.
- Joan is working on issues with alternative school students smoking in the parking lot.
- Catherine Hurd had her phone stolen while cleaning; charges will be pressed. Joan will check on the cost for changing the front door lock to something that would allow Catherine to lock herself into the library.
- County funding of libraries may be changing. Instead of proportional disbursements based on size and service area, the county funds may be divided equally among the seven county libraries, which would result in a loss of almost \$3000 for the Eldora Library.
- Joan has implemented a probation period for new patrons. They will be allowed 2 check-outs during the first six months they have a library card.

NEXT MEETING: Tuesday, October 29, 2019 at 5:00pm

#### Eldora Public Library Board of Trustees

October 29, 2019

PRESENT: Kristin Gehrke, Joe Herring, Jackie Winters, Jill Stanish, Mary Swartz, Jerry Trittlen, Joan Grothoff

MINUTES were approved. BILLS were approved.

#### Director's Report

- Joan got lots of ideas from the ILA Conference. Hubbard Library will share hotel and mileage costs.
- Tai Chi class is full; Tai Chi DVDs were requested to continue doing classes on their own.
- Smart Phone program will be rescheduled; instructor forgot to come.
- Memorial Park program had 4 attendees; all made contributions.
- Kathy Wilson's program had 12 in attendance. Joan plans to book Kathy Wilson in the spring in conjunction with other Hardin County libraries to provide patrons with additional program choices to attend.
- Library participated in Trunk or Treat with Hy-Vee; attendance was low due to weather. Halloween Story Time on Tuesday, October 29 had 12 kids. Halloween Party at library will be October 31 from 4-5pm; stories, crafts, and supper are planned.
- New Children's Librarian, Sarah Odem, will be attending a class in Mason City in November about "Building Your Own Story Time." She was able to take the spot that Susan had previously reserved.

- November programs at the library will be: Apron Program on November 5, 2019 at 10:30 am and Tom Christopher Pastel Hands on Workshop on November 9, 2019 from 9am-4pm (\$75 participant fee). Library will purchase pastels to have on hand for future art programs.
- Joan will be vacationing November 9-16; Susan and Sarah will cover in her absence.
- Library will be closed November 11 for Veteran's Day and November 28 & 29 for Thanksgiving.
- Two empty shelves will be removed from the non-fiction section of library to allow for a teen space furnished with fun tables and chairs.
- Sarah is working on programs for Kids and Tweens/Teens. She is starting a poetry station and a "Book vs. Movie" display.

#### Old Business

- Mobius Courier Service launches on November 14. First visit to Eldora Library will be Wednesday, November 20 at 3pm to drop off bins and pouches.
- No updates regarding Concrete 5 library website.
- Joan has had difficulty contacting Black Ritchie regarding starting the study room project. He will check his schedule to see when he could start the project. Board agreed that we would still have Blake do the work even if it cannot be completed by end of December.
- Front door lock has been changed so that cleaning staff and after-hours users of conference room can lock themselves into the library.
- All the new computers purchased through the Technology Grant have been installed and set up with LibData.
- Joan Mooney's Open House was well attended; she wrote thanking the Board for their gift.

#### New Business

- The Library Board officially approved the hire of Sarah Odem as Children's Librarian. She started employment on October 14, 2019. Her hours will be Mondays 12-8, Wednesdays 9-11am and 2-6pm; and Thursdays 9-3 with some flexibility as needed. She plans to do after school programs on Mondays and Wednesdays. Susan will continue leading the Friday after school Lego Club.
- Susan will be moved from part-time status to full-time status (37.5 hours/week) at the next City Council meeting on November 12. Insurance benefits for Susan will begin December 1, 2019.
- During employee transition, Joan has worked some overtime hours; comp time will be taken for those hours.
- Joan proposed hiring Scott Swartz as IT support for the Library at \$250 for a 6-month period. Board approved (Mary Swartz abstained); funds will be taken from Computer Update Supplies in budget.
- Volunteer sought to help Sarah on Monday nights.

- Joan will work on drafting a Fall Library Survey.

NEXT MEETING: Tuesday, November 26, 2019 at 5:00pm

## Eldora Public Library Board of Trustees

November 26, 2019

PRESENT: Kristin Gehrke, Rex Lawler, Jill Stanish, Mary Swartz, Jerry Trittlen, Jackie Winters, Joan Grothoff

MINUTES were approved (except for a typo to be corrected). BILLS were approved (LibData has yet to be billed).

### Director's Report

- Recent program attendance: 12 for Apron presentation; 7 for Tom Christopher art day. Both well received
- Library has Instagram, Facebook and Pinterest accounts. Contest was held to generate likes. Winner of the donated \$10 Hy-Vee gift card was Teresa Williamson
- Book Club Kick-off event is Wednesday, December 4th from 3:30-4:00pm. Groups will include: 2-3rd grade, 4-5th grade, Middle School, High School, and All Age Harry Potter group. Those interested can sign up and vote on book selection. Clubs will meet once a month to read through book selection. An Adult Library Book Club is also being considered.
- Santa will be visiting the Library on Saturday, December 7 from 10am to noon. Event will include a brass duet (Dan Gehring, Gary Rose), stories, crafts and cookies.
- December 31 the Library is hosting a "Noon Year's Party" for kids from 11:00am-12:30pm.
- Luncheon to thank Friends, Trustees and Volunteers of the Library will take place on Friday, December 20 at noon.
- Non-fiction is still being moved; city will remove two bookshelves to city storage create space for a teen area.
- Susan plans to begin an adult Art Club during the day. Starting date and hours are yet to be determined.

### Old Business

- Still looking for a volunteer to help Sarah on Monday nights at Library from 6-8 pm.
- Blake Ritchie will begin study room construction on Monday, December 9 at 7:00am. Board authorized an initial payment to cover material costs. Construction is expected to take two weeks
- Concrete 5 website development is still on hold while technical issues get resolved.

- City Council approved Sarah's hire and Susan's full-time status as of November 12. Susan's benefits will begin December 1, 2019.
- Mobius Courier Service has started; a few bugs are being worked out. Upon request, books can take up to 2 weeks to arrive. Wednesday will be library's normal day (or alternate day when a holiday occurs on Wednesday).
- Scott Swartz has begun helping with Tech issues at the Library. It was mentioned that computer sound volume is an issue; Joan will talk to Scott about it.
- Marc Anderson confirmed that Rotary will make a \$5000 donation toward the study room project.

#### New Business

- Joan completed Public Library Management 2; certification will come in a few weeks.
- Discussed purchasing DVD disk cleaner; with streaming on the rise, board suggested not buying at this time.
- Discussed ideas for the HCCEF 2020 Grant. Ideas for helping launch more Teen Programs were discussed including teen seating, fast charging stations, drinking fountain with water bottle refill. Joan will talk to Sarah about additional ideas.
- Board agreed to move December Board meeting to Monday, December 30 to avoid New Year's Eve.
- Have had some behavior issues with students. A trespass charge was filed against two boys (one for swearing, yelling, stealing; the other for stealing a cell phone from cleaning staff).
- Jerry, Rex and Joan will meet to draft a tentative budget for 2020-2021 fiscal year. Joan has been unable to reach Dave Mitchell.
- Library will be closed at noon on December 24th and closed completely on December 25th for Christmas holiday.

NEXT MEETING: Monday, December 30, 2019 at 5:00pm.

#### Eldora Public Library Board of Trustees

December 30, 2019

PRESENT: Kristin Gehrke, Rex Lawler, Jill Stanish, Mary Swartz, Jerry Trittlen, Joan Grothoff

MINUTES were approved. BILLS were approved.

#### Director's Report

- December Christmas program was well attended; will consider whether or not to have Santa visit (his earlier stop at the Courthouse may have impacted attendance at library).

- Sarah did a Hanakkah party at Tiger Pack; also hosted a Lego Christmas party for Tiger Pack. Susan will continue to run Friday Lego club.
- Summer Library Program planning is underway; staff watched a webinar with lots of ideas shared from State Children's Librarian and other libraries
- Bingo took place on December 30 and a children's Noon Day party will take place on December 31 featuring cupcake wars (thanks to Hy-Vee for cupcake donation).
- Book Clubs will begin in January; Harry Potter is first to begin on Monday, January 6th. Clubs for 2nd/3rd graders and 4th/5th graders will begin after that.
- Magician Dr. Jack will have a program on Monday, January 13th at 3:45. Program is for 8 years and up; younger children will have an alternate activity in the conference room.
- Other January programs include: Brad Wilkening doing program on the Holocaust Monday, January 20 at 1:00pm and Chad Lewis doing a program on Legends & Folklore of Winter on Wednesday, January 22nd at 11:00am.
- Mobius Courier Service has started slow; turnaround can be lengthy if weather prevents delivery on scheduled day.

#### Old Business

- Joan contacted HCCEF to request an extension on the Study Room project.
- Concrete 5 website bugs have been worked out; Joan will attend another training session on January 7th
- Joan reported that she will soon receive her certificate as Certified Director.
- No decision yet about how county funds will be distributed among the libraries.

#### New Business

- Boiler inspection will take place on December 31.
- Joan will meet with finance committee regarding proposed 2020-2021 budget.
- Library cannot apply for 2020 HCCEF grant because 2019 project was not finished by deadline.
- Discussed Study Room Reservation policy. A two-hour time limit was suggested as well as having rooms locked when not in use. Joan expressed concern that patrons may use study rooms to conduct business. If patrons doing business are loud, staff will tell them to be quiet and may possibly ask them to relocate to the lobby area.
- Joan will be applying for a Barlow Grant for furniture for a teen area.
- Library has made the next round for the IEEE Science Kit Grant. Joan mentioned that she has not yet heard whether library will receive a coding grant.
- Discussed paint for study room exterior; walls were painted similar color to main library.

· Board approved Joan's increase in salary proposed by the Finance Committee; Joan will not receive a raise July 2020.

NEXT MEETING: Tuesday, January 28, 2020 at 5:00pm.