

MINUTES
Eldora Public Library Board of Trustees
January 28, 2022

PRESENT: Jerry Trittlen, Kristin Gehrke, Mary Swartz, Joe Herring, Betsy Kuecker, Emily Stoullil, Rex Lawler, and Joan Grothoff

MINUTES were approved. Bills were approved

Director's Report

- Special Bee Bot program on January third, had only one attendee.
- Lego Club continues to have good turnouts. Story Time has low turnouts.
- Little Library explorer's club will be the last Monday in January.
- Joan was part of podcast for Community Broadband Action Network. Podcast talked about impact of Covid 19 in America's libraries.
- Pizza party for the 12 people who completed It's Snow Much Fun to Read will be soon.
- Blind Date with a book starts in February.
- Valentine Party on February 14th from 2-3.
- Imagination Library Omelette Brunch on February 13th at Dorothy's Senior Center. Friends of the Library will do the serving.

Old Business o Library currently has 9 spots on the south side of the library for customer parking. Motion by library board to have one spot reserved for library staff. Remaining 8 parking spaces will be for library patrons.

- City administrator has proposed cutting the 2022 library budget by \$11,000 because of lower property tax valuations. Joan will present budget proposal to the administrator with \$5,000 reduction in expenses. Susan and Elaine would have salary reductions in Joan's proposal.
- Food for fines is working great. More people are using the pantry by the library.
- Haven't heard back from Hardin county supervisors on distribution of money for the county libraries.

New Business

- Library board approved Iowa code 22.7 and ADA checklist.
- Eldora library application for accreditation was approved for 3 years.
- HCCEF 2022 application is for new furniture in the adult area of the library.
- Library staff is working on adult kits that could be checked out.

Next Meeting: February 22, 2022 at 5:00 pm

MINUTES
Eldora Public Library Board of Trustees
February 22, 2022

PRESENT: Jerry Trittlen, Kristin Gehrke, Mary Swartz, Joe Herring, Emily Stoullil, Rex Lawler, and Joan Grothoff

MINUTES were approved. Bills were approved

Director's Report

- Seven children enjoyed a pizza party for completing the winter reading challenge: "It's Snow Much Fun to Read." ● Valentine Party held on February 14th- 8 people attended
 - Blind Date continues the month of February. All book reviews will be placed in a drawing for a local prize.
 - Imagination Library brunch was a success, bringing in \$650.
 - John Leipa will present a program on the history of baseball in Iowa on March 30th.
 - Library is planning family activities for the Spring Break week.
 - Hardin County Library Association will have meeting on March 15. Old Business
 - Susan will go to 35 hours due to the dollar reduction in the budget. Elaine will be 24 hours at 10 weeks in the summer and the 10 or 12 hours for 40 weeks.
 - Eldora Library accreditation is complete.
- e HCCEF grant for \$6,100 for furniture in the adult area has been submitted.

New Business

- City raised the library wages 2% for the Fiscal year. Increase in insurance of 1.5% will cancel out most of the 2% raise. Merit raise of up to 2%, in addition to the other fiscal year raise.
 - Susan's 35 hours with benefits was grandfathered in.
 - Elaine job will be reduced to 640 hours per year.
 - Applied for \$1,000 Dollar General grant for 50 state collection of books,
 - National Library Month in April. Library will have three adult programs. Presenters will be John Leipa, Linda McCann, and Kathy Wilson.
- Library board agreed to pay \$150 for Elaine to go to a two day reading conference in Ames this summer.

Next Meeting: March 30, 2022 at 5:00 pm

MINUTES
Eldora Public Library Board of Trustees
March 29, 2022

PRESENT: Jerry Trittlen, Kristin Gehrke, Emilky Stoullil, Joe Herring, and Joan Grothoff.

MINUTES were approved. Bills were approved.

Director's Report

- Hardin County Savings Bank will give a gift of \$1,000 for anything the library needs.
- Elaine will attend the summer reading conference.
- The budget will be formally approved at tonight's council meeting at 6 p.m.
- None for spring break crafts. Some take and create kits were given. Not as many families as in the past.
- More people are coming in to read the Des Moines Register.
- Patrons donated snacks for after school children.
- Several free adult programs will be offered to celebrate National Library Week.

Old Business

- The library did not receive the HCCEF grant for \$6,100 for furniture in the adult area.
- There are issues in agreement regarding the assistant director's hour change and benefits, which were changed to accommodate budget cuts. There will be continued conversation between the director and the city to come to resolution. ● The budget should be approved tonight, March 26 at 6 p.m.

New Business

- There are copy machine issues. Scott believes he could load the motherboard if we can get it here.
- An older man is hanging around the teen area, and it makes the kids nervous. The staff has told him to leave by 3:30 p.m. Awareness for the board that this is occurring.
- Joan will apply for an ALA grant.
- Four gallons of paint was received via a Diamond Vogel Grant.
- HCLA continues to meet.
- Aaron Swartz may take on spring cleaning for the windows. We will pay him extra for the work.
- The city will receive a new phone system. It will be automated with choices. ● 12 new library cards!

Next Meeting: April 26, 2022 at 5 p.m.

MINUTES
Eldora Public Library Board of Trustees
April 26, 2022

PRESENT: Jerry Trittien, Kristin Gehrke, Mary Swartz, Betsy Kuecker, Joe Herring, Emily Stoullil, Rex Lawler, and Joan Grothoff

MINUTES were approved. Bills were approved

Director's Report

- John Liepa gave a program on baseball with 15 attending
- Joan's daughter, Jesslyn gave a program on Iowa Donor Network — 15 attending
- Linda McCann presented program on Cedar Valley Road electric trolley system -16 attendees ● Kathy Wilson will give a program on April 27th on "Fashions To Die For."
- Story time numbers are increasing and Community room use is also increasing.
- Elaine had movie day for the Monday the kids didn't have school.
- Their was an earth day program at the library. ● May 6th will be the last Lego Club until Fall.
- Summer Reading sign up will run May 20 -31st.
- May 31st starts first week of Summer Reading program. Program lasts for 6 weeks with a Pool Party on July 16th ● Prizes for kids in different age groups with Summer Reading. Prizes are on display and are theme related. ● Elementary classes are coming to library next week to learn about the Summer Reading program.

Old Business

- Motherboard on the copy machine was replaced at a large cost. Still ahead of having a service contract.
- City council is working on a contract for Susan. Susan wants benefits and is willing to work 40 hours a week.
- Aaron will do the window cleaning with some help from Joan.
- City is putting in a new phone system. Library will keep their same phone number. New business
- Library will open earlier in the morning. New hours will be 9 — 5:30. On Mondays the library will be open to 6 pm.
- Couple of unruly patrons last month. Problems are being worked out.
- Advantage preservation, a program of digitalizing all the old newspapers, was discussed. Tabled until next meeting.
- Two magazines were not renewed because of the cost. One was the National Geographic.
- Des Moines Register was renewed at a discounted price of \$430.
- Library has received donations of \$3,700 to pay for new chairs in the adult area. Library has purchased materials for a new shed to store the wicker pillows and other outside furniture.

- Kristin is going to watch the US Bookshow online to learn of new books that are coming. She may be able to get some free books for the library.

Next Meeting: May 24,2022 at 5:00 pm

MINUTES
Eldora Public Library Board of Trustees
May 31, 2022

PRESENT: Jerry Trittlen, Kristin Gehrke, Mary Swartz, Emily Stoullil, Joe Herring, and Joan Grothoff
MINUTES OF 4/26/2022 were approved.

BILLS were approved (Motion by Jerry, Seconded by Mary). Joan mentioned ordering new stools for teen/student area. Also, she donated a Bunn coffee maker from home for meeting room to replace faulty one.

PUBLIC COMMENTS – None.

Old Business

- City of Eldora is still undecided on how they will define “full-time” which affects Susan’s position, but it is looking like they will require her to go to 40 hrs/week. An Employee Handbook meeting is scheduled for June 14 @ 1PM which Joan will attend after which a decision will need to be made as to how we adapt going forward budget- and schedule-wise. Susan typically works Tuesdays – Fridays.
- Change to 9:00 AM opening time has been effective
- New chairs in adult area have received good reviews and usage
- City’s transition to the new phone system is progressing slowly and there’s no new info
- Window cleaning: board decided to remove all exterior screens to facilitate cleaning and keep them off indefinitely, since the windows are never open. Joan will look for a suitable place to store them.

New Business

- A letter of resignation was received from Children’s Librarian Elaine Bahr stating that she appreciates her time here and is moving on to seek new career and personal growth opportunities. The Board appreciates Elaine’s service and heard a motion by Mary and Second by Emily to accept her resignation. Joan encouraged the Board to begin thinking about candidates to replace Elaine in the position, which averages 10 hrs/week throughout the year with 20-24 hrs per week during summer (May-July).
- Ideas were floated for how to spend anticipated leftover funds as the end of the fiscal year approaches. Ideas included: solar-powered charging bench; teen area furniture (ottoman); books, particularly non-fiction; and others. Joan mentioned the exterior door hasn’t always been closing fully and Jerry suggested we examine the condition of the AC unit which Joan said is scheduled to occur next week. Discussion on outdoor recreation equipment was also had. Joan suggests sending her additional ideas as we’ll know more details in coming weeks.
- Following a recent visit by a pit bull “service dog” to the library, the front desk now has a basic service dog policy which was obtained based on guidance from the State of Iowa Library and Anthony Schrad (Eldora PD).
- The Board discussed personnel policies pertaining to annual leave accrual. The City of Eldora’s policy, Eldora Library Board, and Iowa Falls Library’s policies were discussed. Eldora’s current policy limits vacation time to two weeks until the seventh year of full time employment, at which time leave increases to three weeks. Pros and cons of amending the policy were discussed but no decision was made
- The Library received word that it was approved for Level 3 Accreditation, the highest level possible. The accreditation has a three-year lifespan at which time it will need renewed.

Director’s Report

- All but two elementary classes came to hear about summer reading. Joan went to Good Shephard pre-school and did three presentations.

- Last Lego Club for year was May 6th
- Joan attended Director Round Table in Iowa Falls. Three State Library employees and eight Directors were there.
- HCLA May meeting in Ackley – looking into getting Times Citizen to allow access for archived newspapers
- Mike Smith did presentation on estate planning – 15 attended
- Summer reading sign up began May 20th and 142 have registered so far. Kickoff event is June 9th with a meal at 5:30 and a show at 6:00.
- Teens Try treats will be June 13th from 3-4 pm
- CCC/POW is sponsoring a program on June 11th at 1pm. Dr. Chad Timm will present on Clarinda POW camp in WW2.
- A summer reading calendar was provided to all board members
- Adult and teen bookmarks will be handed out in June
- Joan will be on vacation June 13-19th with Nancy Miller sitting in.

Next Meeting: June 28th, 2022 at 5:00 PM

Submitted by Joe Herring

MINUTES
Eldora Public Library Board of Trustees
June 28, 2022

PRESENT: Kristin Gehrke, Mary Swartz, Betsy Kuecker, Joe Herring, Emily Stoulil, Rex Lawler, and Joan Grothoff

MINUTES were approved. Bills were approved

Director's Report

- On June 9, Martika Fire show had a crowd of 120. Walking tacos were served. Co-sponsored by Friends of the Library and Eldora Kiwanis.
- Professor Bubbles program was held inside, because of rain. Crowd of 100 interacted with Professor Toto's science experiments.
- Mikayla Oz, magician, had an entertaining program with 85 attending.
- Around 115 people attended the Butterfly Encounter. Three tents were setup in the parking lot.
- Story time has had an attendance of around 20 per week!
- Teen Try Treats had 4 attendees. Kids got to try candy from around the world.
- Kids 12 and under are reading and turning in reading logs weekly, at 80% completion rate.
- Elaine has hosted three programs: Camp Storytelling, Citizen Scientist, and I Survived. ● Children were able to practice Braille with a program from the Iowa Library for the Blind. ● Pool Pary is July 16th for the Summer reading participants.

Old Business o Susan will be 40 hours per week with no exceptions.

- Cities new handbook goes in effect on July 1.
- Library has transitioned to the new phone system. Scott spent a lot of time helping make this happen.

New Business o Children's librarian position has been posted. Elaine's last day is July 29th. ● Nancy Miller has done a good job filling in when Joan is not at the library.

- Eldora Library Board would like Joan to have 3 weeks of vacation per year instead of two. City council makes the decision.
- Magazine subscription company, that the library uses, is closing. Library will get what has been ordered.
- Evaluations are due July 8th. o A new policy to limit new library patrons to 3 items checked out for two months will be implemented.

Next Meeting: June 28, 2022 at 5:00 PM

MINUTES
Eldora Public Library' Board of Trustees
July 26, 2022

PRESENT: Kristin Gehrke, Mary Swartz, Jerry Trittlen, Emily Stoullil, Rex Lawler, and Joan Grothoff

MINUTES were approved. Bills were approved

Director's Report

- Kids in summer reading program read a total of 130.941 minutes! One hundred fifty children ages 6 months to 13 years of age signed up for the Summer reading program. Eighty completed the program by turning in logs all 6 weeks. Attendance at the Summer programs was also outstanding.
- Pool party had 70 attend. All the kids that came to the pool party got a water bottle and 2 books.
- Story time numbers are smaller, as Summer reading is over.
- Art and Poetry Walk by Dan Adams, Eldora artist, is around the courthouse sidewalks.
- Julie Stone, Iowa author, will be at the library on the Saturday of the Pine Lake Festival.
- Jen Loeb, who climbed Mount Everest, will be at the library on August 11.
- Author zoom visit is scheduled for August 18.
- Dr. Zeller will present a program on the School Bond proposal on August 25th.
- A back to school event is in the planning stage.
- Ways to keep families coming to the library after summer reading is being explored. ● Planning for after school kids activities is a project. Library will have Lego Club on Mondays'

Old Business o Elaine's last day is Friday July 29th. Refreshments will be served as we thank Elaine for a job well done.

- Popular Subscriptions, a magazine company, did not renew all magazines, even though the library paid for them. ● New Eldora City handbook is available online. Library has a copy.

New Business

- Three applicants for the Childrens' Librarian. Catie Taton is the new Childrens' librarian.
- ' Twice a month adult programs will start this fall. Friends of the Library gave \$1,200 for this project. ● Library is letting parents and children know that the library is not a Daycare.
- Next book sale will be in September. Appointment will have to be made to bring books in. Next Meeting: August 30 at 5:00 PM

MINUTES
Eldora Public Library Board of Trustees
August 30, 2022

PRESENT: Kristin Gehrke, Mary Swartz, Jerry Trittlen, Emily Stoullil, Betsy Kuecker, Rex Lawler, and Joan Grothoff

MINUTES were approved. Bills were approved

Director's Report

- Julie Stone, author that grew up in Eldora, gave a good program. She will be back this fall.
- Jen Loeb gave a program on her 2016 Mount Everest climb with amazing pictures.
- Heather Gudenkauf's zoom program on August 18 was cancelled due to computer and internet issues.
- Joseph LeValley, Iowa author will give book talk on August 31st.
- Catie, our new Children's librarian will host story time starting Wednesday August 31 at 10:30 am.
- Story Walk going up at Pine Lake for Labor day — Leaf Thief by Alice Hemming.
- Lego Club will be held from 3:30 to 4:30, the first and third Monday of each month.
- Board game club for middle school/high school starts September 12.
- Lor Vicker will present a program on The Orphan Train on September 13.
- Dr. Edgar Epperly will present a program on the Vallisca Murders on Wednesday September 28.
- Good Shepard preschool will be bringing 3 classes to learn about the library and be read to on September 14 and 15.
- Friends of Library book sale will be on Friday September 15 and Saturday September 16. All proceeds go for new books for the library.

Old Business

- Our new Children's Librarian, Catie, started work on August 3. She is doing a great job. o Children's after school attendance at the library has been good.
- Library will get 2 spots for parking on the street. City council will provide 2 Library Parking signs.
- Siemen's did a 3 hour fall inspection.
- Haven't heard anymore from Popular Subscriptions on magazine subscriptions. New Business o Will have new calendar on the Eldora Library website. Calendar will be like a google calendar. Live adjustments can be made.
- Friends of the Library will have their annual fundraising campaign this fall.
- New laptop just for programs. Friends of the Library provided money for this laptop. o New stools have arrived for homework bar that were paid for in last fiscal year.
- City of Eldora has hired a grant writer. Library will turn in ideas for grants. Next Meeting: September 27, 2022

MINUTES
Eldora Public Library Board of Trustees
September 27, 2022

PRESENT: Kristin Gehrke, Jerry Trittlen, Emily Stoulil, Betsy Kuecker, Rex Lawler, and Joan Grothoff

MINUTES were approved. Bills were approved

Director's Report

- Joseph LeValley, an Iowa author, had 15 people attend his program
- Lori Vicker's program on the Orphan Train brought in 40 people. The Orphan Train came through Eldora. ● Three classes from Good Shepard preschool came to the library. Children were read to and were interested to learn more about the library.
- People liked the Story Walk at Pine Lake and now at Memorial Park.
- Lego Club is being held on early out days. Two kids came to first Lego Club and seven children came the second time.
- Catie has been putting fliers up around town promoting Story Time. Catie plans to go to Day Care at ● 10:30 on Wednesdays for additional story time.
- Board game club, for Middle school and older, has had 2 attend each week.
- Friends of Library had a good book sale. Proceeds are used for new books for the library.
- Joan attended Hardin County Library Association Meeting on September 20th. ● Dr. Edgar Epperly will present program on Vissisca Axe Murders on September 28.
- Julie Stone will give program on her books on October 5th.
- A planning meeting for a new book club at the library is Thursday October 13.
- Emily's Paper Crafts will be at the library on October 14th.
- Joan plans to create a disaster plan for the library. She will attend a Learning Circuit through State Library of Iowa on October 20.

Old Business o City Council discussed library parking. Library patrons can use extra Superintendent parking lot spaces for one and a half hours at a time. No action yet on Library parking signs. o Book list payment was received.

- Friends of Library campaign for members and donations starts in November. o New library website calendar is working with color printouts. New Business o Will bring to city council a proposal to raise library payroll dollars. Joan is underpaid for a library the size of Eldora's.
- Previous years budget will be discussed.
- Trunk or Treat will be on October 29 from 4 to 5:30. A Halloween Story Walk will be up with hotdogs and treats. o Program reminder emails are available thru Whofi.
- Library has had a problem with new newspapers being stolen outside the front door. Next Meeting: October 25, 2022

Submitted by Rex Lawler

MINUTES
Eldora Public Library Board of Trustees
October 25th, 2022

PRESENT: Kristin Gehrke, Jerry Trittlen, Emily Stoullil, Joe Herring, Mary Swartz, and Joan Grothoff
MINUTES from the September 27 meeting were approved. BILLS were approved.

Old Business

- Street parking: Still in progress. The City is still looking at alternative options and will get back to Joan in near future. For now patrons can continue using extra spaces in AEA building lot.
- Newspaper vandalism: Joan spoke to the individual who was responsible for damaging the newspaper and it shouldn't happen again.
- The Library will participate in "Trunk or Treat" by putting up a Story Walk and handing out 200 hot dogs donated from Fareway on Oct. 29th
- Elementary school will be sending 150 students to the Library for trick or treating (K-2)

New Business

- City and Joan are still discussing her proposed salary increase. Some city officials are asking the Library to find ways to either save money or generate revenues in various ways, including collection of fees for library cards or reducing hours. The board was not in favor of these suggestions because a public library is not supposed to operate as a business, but rather is a necessary service and asset to the community. Fundraisers are held regularly by the Friends of the Library which do generate revenues to offset operating costs. Joan will discuss things further with the city and there will be a vote at the next council meeting.
- Joan attended a Disaster Plan training in Clear Lake that was very worthwhile. She's now working on developing a plan for the library and is collaborating with the police department, water department, public works, etc.
- Chandra will have budget ready in November – Rex and Jerry will assist
- A discussion was had on some children being left at the library unattended beyond closing time; no action was taken and Joan will monitor the situation.

Director's Report

- Thirteen new library cards issued in October, 1,407 total check-outs including renewals.
- Villisca Axe Murderer program had 39 attendees
- Julie Stone program had 15 attendees
- Emily's paper craft program had 7 attendees and was very well-received. The library will look to purchase some supplies for doing this again in spring.
- Book club planning meeting had 6 participants. Will meet 2nd Thursday each month at 1:30 PM
- November happenings:
- Jeff Stein, Nov. 2nd: From the Battlefield
- Performer's Showcase via Zoom, November 3rd – ideas for summer reading performers
- Kali White will speak to November book club about her book *The Monsters We Make* 11/10
- The library will be closed November 11th for Veteran's Day and Nov. 24-25th for Thanksgiving
- Joan will be gone Nov 11-19th. Susan will work Monday – Friday and Catie will work Saturday Nov. 19th 9:00 – 12:00 PM
- A story walk is being planned for the Eldora Christmas Festival on the square Nov 22nd – 29th
- A crafts program will be held the afternoon of November 27th sponsored by Kiwanis
- Herr Karl, November 30th, 10:30 AM: "History of Knights and Knighthood." An interactive program complete with a suit of armor.

Next Meeting: November 29th, 2022

Submitted by Joe Herring

MINUTES

Eldora Public Library Board of Trustees

November 29, 2022

PRESENT: Joe Herring, Jerry Trittlen, Emily Stoullil, Betsy Kuecker, Rex Lawler, and Joan Grothoff

MINUTES were approved. Bills were approved

Director's Report

- Jeff Stein gave program about World War II radio broadcasts. Twenty seven people attended.
- Performer's showcase was via zoom. Library has picked a few performers for next summer.
- Kali White, Iowa author, came a day early to do a program. She will come next month instead.
- Story Walk at the courthouse had good response. Last Story Walk until Spring.
- Pictures with characters had 227 patrons stop by on a Sunday. Event was sponsored by the Eldora Kiwanis.
- Herr Karl's program was canceled, due to his knee replacement. He will try to come in the Spring.
- Lego club Story time and Bee Bot club attendance has picked up! Story time has low attendance. ● Monthly book club had 8 people.
- Gingerbread character contest will feature movie theatre passes for the winners. Kids will draw favorite book character.
- Author Kali White gave a program on her book, "The Monsters We Make." Fictional crime story based on the kidnapping of a Des Moines paper boy.
- Monthly book club is December 8th at 1:30.
- Volunteer luncheon will be December 16th at noon.
- Library closed December 23rd at noon through December 26th. Library will be closed Monday January 2nd.

Old Business o Library salary increases haven't been addressed by the city

council yet. ● No information from the city on new budget.

- Nothing has changed on the library parking spaces.

New Business

- Next Hardin County Library Association meeting will be with the Hardin County Supervisors. Allocation of county dollars between the libraries will be discussed.
- Active shooter training at Eldora city hall on December 14th {library closed 11-1} o Library will purchase revolving book rack for British mysteries. The book rack purchase of \$1,400 was approved by the library board members.
- Summer reading program for 2023 will have \$2,500 from Friends of the Library for programs. Next Meeting: December 27, 2022

Submitted by Rex Lawler

MINUTES

Eldora Public Library Board of Trustees December
27, 2022

PRESENT: Jerry Trittlen, Emily Stoullil, Betsy Kuecker, Kristin Gehrke, Rex Lawler, and Joan Grothoff

MINUTES were approved. Bills were approved

Director's Report

- Kali White, author of Monsters We Make, gave fascinating program with 18 in attendance.
- December book club had 7 members present. Possibly will start a second book club in the evening.
- Friends of Library are pledging \$3,000 for the Summer reading program and activities.
- Volunteer luncheon had 15 attendees. Tasty lunch prepared by Joan.
- Some issues with after school kids. Altercation with a boy and girl. They can come back to library if their behavior improves.
- Craft day is planned with origami.
- Joan passed library director certification. She had 113 credits with only 45 credits needed.
- Joan and Jerry will meet with the City Council finance committee on January 24th.
- Library book club will meet on January 12th.
- No formal programs for library in January because of unpredictable weather. Several programs are planned for March at the library.

Old Business q Hardin County Library Association will look into Joan's recommendation for using formula that distributes county dollars based on the libraries size.

- Will be a 15 minute training course at city hall about safe driving when traveling to county meetings.
- o New book rack, displaying British mysteries, will come the end of January.
- o Joan got a much deserved \$2 per hour salary increase.

New Business

- Library finance committee met and discussed changes to the 2023 fiscal year budget.
- County Supervisors meeting approved equal funding dollars to county libraries for the coming fiscal year.
- Susan has resigned her position with the Eldora Library effective August 2023. Susan will be hard to replace.
- Library will close if the tow ban is in place. Library will close if we have blizzard conditions.
- Joan will take 3 courses on FEMA training. Tests will be taken on the FEMA information.
- Library is cancelling its movie license because of lack of use. Next Meeting: January 31, 2023

Submitted by Rex Lawler