

## **Reinbeck Public Library**

### **Board Meeting**

**Monday July 13, 2020**

**4:30 pm**

President, Marilyn Evans, called the meeting to order. Others present were trustees Sue Trunck, Bonnie Shinn, Jan Ehrig, Rebecca Schildroth, and Library Director Victoria Derr. This was a combination meeting as two trustees attended by Zoom and the others were present at the library. Motions were made and seconded to approve the minutes, bills, and agenda. There was one correction to the minutes. Victoria not Jan was to ask about the city removing the remaining shrubs to the west of the front door.

### **Report on Library Operations by Director**

Victoria stated that the bill from the Waterloo Cedar Falls Courier has a large price increase. It was \$440 for a year and will go up to \$643. She will look into seeing if that rate is the only one available. If not one newspaper will need to be eliminated. The Enrich Iowa Program provides us with a web filter in compliance with the laws concerning library use. She continues to change the places for book with the goal to having a space for activities and meetings in the original lower level of the library.

### **OLD BUSINESS:**

- 1. Bridges:** 134 down loads in June. **PLOW: 125 visits** in June. **Book Discussions:** Daytime is suspended, Evening social distanced in the park with 6 in attendance.
- 2. Budget:** Victoria stated that we ended the year under budget. It has taken work on her part to do this as Janet's vacation salary was not budgeted. The coming year our budget will include a small increase and reflect the changes in programing. We will spend \$1000 of the Petersen Memorial monies for children's book this coming year.
- 3. Summer Reading and Story Time:** There are 63 kids signed up and it is going well. The summer reading logs are being turned in. There is a weekly craft for the kids to pick up at the library. On line story time happening. We must get the publisher's permission and then tape it to be used on Facebook.
- 4. Landscaping:** The bushes have been removed.
- 5. Coffee Bar/Bulletin Boards:** Victoria got a quote from AT Plumbing. It was \$835. This was more than Lon's bid of \$455.
- 6. Non- Fiction Section:** Victoria has this organized.

### **NEW BUSINESS:**

- 1. Book Shelves:** Victoria has talked with Jerry Shinn and he will convert the old magazine area to book shelving for \$25 per hour. The wood can be reused so the supplies will be minimal. . Jan made the motion we do this work. It was seconded. All trustees voted favorably, with Bonnie Shinn abstaining.
- 2. After school Program:** Victoria is working on this. She currently thinks it will be held every other week on Wednesday after school. One week will be a craft and the other a STEM activity.

**3. Craft Days for Adults:** Victoria thinks that we can do this 4 times a year. With sign up and class limits.

**OTHER BUSINESS:**

None

Meeting was adjourned at 5:33.

The next board meeting will be August 10, 2020 at 4:30 p.m.

Respectfully submitted by Rebecca Schildroth, Secretary

**Reinbeck Public Library  
Board Meeting  
Monday August 17, 2020**

**4:30 pm**

President, Marilyn Evans, called the meeting to order. Others present were trustees Bonnie Shinn, Jan Ehrig, and Library Director Victoria Derr. This was a combination meeting as one trustee attended by Zoom and the others were present at the library. Motions were made and seconded to approve the minutes, bills, and agenda.

**Report on Library Operations by Director**

Victoria talked about the After School and Story Time prospects, as holding both in person did not seem likely to happen. Story Time will be held in person as parents will be in attendance with their children, providing extra supervision. After School will be done virtually with a hand out/take home craft as those children are older and would be less likely to stay socially distant through an hour-long program.

The Library will also be implementing a 2 day pick up period on books placed on hold. The Library was having a lot of new books being held behind the desk for a week or more at a time, making the new books shelf look empty, and keeping more casual browsers from finding new releases.

The library has also purchased 3 new push carts with totes to more easily quarantine returning materials for 48 hours.

The Libraries Accreditation certificate was delivered.

**OLD BUSINESS:**

**1. Bridges:** 133 in June. **PLOW: 122 visits** in June. **Book Discussions:** Daytime is suspended, Evening book club met with 6 in attendance.

**2. Summer Reading:** Victoria stated that the prizes were handed out and all the kids were very excited. The Library had a lot of submissions for the final drawing, as giving the kids more time to read (two months instead of only one) provided them more time to fill out their reading cards.

**3. Coffee Bar:** The quote from Spahn & Rose came back at \$2,525.66 along with Lon's Quote of \$455.00 for a sink and plumbing. (Jan motioned to move forward with the Spahn & Rose bid of \$2,525.66 along with Lon's bid of \$455 to build a coffee bar in the meeting room using funds from our Other Contractual Services line in the budget.

Bonnie 2<sup>nd</sup>. All in favor)

**4. Landscaping:** Nothing new to report

**5. After School Program:** Victoria talked about the After-School program and how she will be moving that forward virtually. In order to make more high-level crafts in a mass production manner, Victoria suggested purchasing a Cricut cutting machine with some of the money for the after-school program. The machine will cost \$369. (Bonnie motioned to purchase the Cricut for the after-school program and Jan 2<sup>nd</sup>. All in favor.)

**6. Book Shelves:** Victoria talked with Jerry and he said he will work on the shelves when his other projects are finished.

**NEW BUSINESS:**

**1. Mural:** Victoria proposed painting a mural on the wall over the paper backs in order to brighten up the space and add a visual point of interest in an otherwise dark corner. The mural will be a farm scene with a cloudy blue sky, green hills in the background and wheat in the foreground. "Welcome to The Reinbeck Public Library" will be added along with a small red barn and an old-fashioned metal windmill. (Bonnie motioned that Victoria paint the mural, Jan 2<sup>nd</sup>. All in favor)

**OTHER BUSINESS:**

None

Meeting was adjourned at 4:52.

The next board meeting will be September 14, 2020 at 4:30 p.m.  
Respectfully submitted by Victoria Derr, Library Director

**Reinbeck Public Library  
Trustee Board Meeting  
Monday September 14, 2020  
4:30 pm**

President, Marilyn Evans, called the meeting to order. Others present were trustees Sue Trunck, Bonnie Shinn, Rebecca Schildroth, and Library Director Victoria Derr. This was a combination meeting as two trustees attended by Zoom and the others were present at the library. Motions were made and seconded to approve the minutes, bills, and agenda.

**Report on Library Operations by Director:**

Victoria stated that the issue with Bridges is fixed. Some patrons were not able to get on line and others could after a recent update to the site. She stated that no board members were up for election this year.

**OLD BUSINESS:**

- 1. Bridges:** 137 down loads in August. **PLOW: 109 visits** in August. **Book Discussions:** Daytime is suspended until September, Evening social distanced in the park with 6 in attendance.
- 2. Trustee Training:** Marilyn, Sue, Jan and Bec all attended the zoom meeting. This counts towards the credit each trustee needs to complete each year.
- 3. Coffee Bar:** We will use the line item Other Contraction Service for this project. Victoria will work with Spahn and Rose on finalizing the plans for the coffee bar. We are thinking of white cabinets and having Jerry Shinn do the work.
- 4. Landscaping:** Nothing to report.
- 5. Book shelves where Magazines were:** Victoria stated we are waiting on Jerry to have time to complete this project.
- 6. Mural:** Victoria has started working on this.

**NEW BUSINESS:**

- 1. Book Clubs using the Library:** After a brief discussion, Rebecca made the motion to open the Library to both book clubs for meetings. Westview is no longer available for this purpose. For the evening group we will have two keys made. One each for Marilyn and Rebecca to open and lock up the building for the use of the book club. The keys will be checked out and are to be used by the trustee for this stated purpose. The motion was seconded by Sue. All trustees voted favorably.
- 2. Annual Survey:** Victoria will be working on this and she will have it done before the due date of the end of October.

**OTHER BUSINESS:**

**Board Training:** Board members had been asked to read chapter one in the handbook. Victoria had a three question quiz. It was for the purpose of review and information.

Meeting was adjourned at 5:03.

The next board meeting will be October 12, 2020 at 4:30 p.m.  
Respectfully submitted by Rebecca Schildroth, Secretary

**Reinbeck Public Library  
Trustee Board Meeting  
Monday October 14th, 2020  
4:30 pm**

President, Marilyn Evans, called the meeting to order. Others present were trustees Sue Trunck, Bonnie Shinn, Rebecca Schildroth, Jan Ehrig, and Library Director Victoria Derr. This was a combination meeting as two trustees attended by Zoom and the others were present at the library. Motions were made and seconded to approve the minutes, bills, and agenda.

**Report on Library Operations by Director:**

The shelves for the Non-Fiction area are underway, as is the mural over the paperback book area. Victoria stated she had used memorial funds for the supplies and would like to introduce the mural as being paid out of the Julia Witt donations given to the Library last year. When the mural is finished, a picture and card will be sent to the family.

**OLD BUSINESS:**

1. **Bridges: 162 checkouts** in September. **PLOW: 120 visits** in September.  
**Book Discussions:** Evening: 6. Afternoon: 6
2. **Coffee Bar:** Cabinets and countertop are ordered. Jerry Shinn will be asked if he can install.
3. **Landscaping:** Jan asked that we be patient on this project, as Dave said he would do it when he has the time.
4. **Book Shelves:** Will ask the school if any kids need volunteer hours and offer book moving project.
5. **Mural:** Started and will be finished after Annual Survey and Budget are submitted.
6. **Annual Survey:** Due October 31<sup>st</sup>, covers yearly expenses and services.

**NEW BUSINESS:**

1. **Budget for 2021:** The board reviewed the budget request line by line until a decision had been made on the appropriate amount to request from the city. (Sue motioned to accept, Bonnie 2<sup>nd</sup>).

**OTHER BUSINESS:**

**Board Training:** Board members had been asked to read over the Patron Behavior policy. The policy was discussed and reviewed. (Bonnie motioned to accept the policy as written, Marilyn 2<sup>nd</sup>).

Sue motioned to end the meeting, Bonnie 2<sup>nd</sup>.

**Meeting was adjourned at 5:35 pm.**

The next board meeting will be November 9th, 2020 at 4:30 p.m.

Respectfully submitted by Victoria Derr, Director



**Reinbeck Public Library  
Trustee Board Meeting  
Monday November 9th, 2020**

**4:30 pm**

President, Marilyn Evans, called the meeting to order. Others present were trustees Sue Trunck, Bonnie Shinn, Jan Ehrig, and Library Director Victoria Derr. This was a combination meeting with trustees attended by Zoom and the others that were present at the library. Motions were made and seconded to approve the minutes, bills, and agenda.

**Report on Library Operations by Director:**

Weeding was done in the Juvenile and Young Adult areas with the spine labels also being replaced and updated. The Annual survey was turned in along with the budget to the city.

**OLD BUSINESS:**

1. Bridges: 179 checkouts in October. PLOW: 176 visits in October. Book Discussions: Evening: 5. Afternoon: Did not meet.
2. Coffee Bar: Cabinets and countertop are ordered. Jerry Shinn will install when they are delivered.
3. Landscaping: Started and already looking much better than before. The retaining wall will be fixed, rock added, and new plants put in.
4. Mural: Almost finished, only needs "*Welcome to Reinbeck Public Library*" added.

**NEW BUSINESS:**

1. Book Shelves/Paint: A color was picked for the Coffee nook and it was suggested that the same color be used on the wall behind the new Non-Fiction bookshelves. Jan said she would find the original blue paint for behind the bookshelves and we would only use the new paint color for the Coffee Nook.
2. November Holidays: Victoria proposed the library follow the City holiday schedule and use the Veteran's day holiday for the Friday after Thanksgiving instead. The Library would be closed Thanksgiving Day and the day after. Jan Motioned to accept this proposal and Bonnie 2<sup>nd</sup>.

**OTHER BUSINESS:**

Board Training: Board members had been asked to read Chapter 2 in the Trustee Training Handbook and discussed the chapter after taking a quiz over the material

Sue motioned to end the meeting, Marilyn 2<sup>nd</sup>.

Meeting was adjourned at 5:02 pm.

The next board meeting will be December 14th, 2020 at 4:30 p.m.

Respectfully submitted by Victoria Derr, Director

**Reinbeck Public Library  
Trustee Board Meeting  
Monday November 9th, 2020**

**4:30 pm**

President, Marilyn Evans, called the meeting to order. Others present were trustees Sue Trunck, Bonnie Shinn, Jan Ehrig, and Library Director Victoria Derr. This was a combination meeting with trustees attended by Zoom and the others that were present at the library. Motions were made and seconded to approve the minutes, bills, and agenda.

**Report on Library Operations by Director:**

Weeding was done in the Juvenile and Young Adult areas with the spine labels also being replaced and updated. The Annual survey was turned in along with the budget to the city.

**OLD BUSINESS:**

1. Bridges: 179 checkouts in October. PLOW: 176 visits in October. Book Discussions: Evening: 5. Afternoon: Did not meet.
2. Coffee Bar: Cabinets and countertop are ordered. Jerry Shinn will install when they are delivered.
3. Landscaping: Started and already looking much better than before. The retaining wall will be fixed, rock added, and new plants put in.
4. Mural: Almost finished, only needs "*Welcome to Reinbeck Public Library*" added.

**NEW BUSINESS:**

1. Book Shelves/Paint: A color was picked for the Coffee nook and it was suggested that the same color be used on the wall behind the new Non-Fiction bookshelves. Jan said she would find the original blue paint for behind the bookshelves and we would only use the new paint color for the Coffee Nook.
2. November Holidays: Victoria proposed the library follow the City holiday schedule and use the Veteran's day holiday for the Friday after Thanksgiving instead. The Library would be closed Thanksgiving Day and the day after. Jan Motioned to accept this proposal and Bonnie 2<sup>nd</sup>.

**OTHER BUSINESS:**

Board Training: Board members had been asked to read Chapter 2 in the Trustee Training Handbook and discussed the chapter after taking a quiz over the material

Sue motioned to end the meeting, Marilyn 2<sup>nd</sup>.

Meeting was adjourned at 5:02 pm.

The next board meeting will be December 14th, 2020 at 4:30 p.m.

Respectfully submitted by Victoria Derr, Director

**Reinbeck Public Library  
Trustee Board Meeting  
Monday January 11, 2021  
4:30 pm**

President, Marilyn Evans, called the meeting to order. Others present were trustees Bonnie Shinn, Sue Trunck, Rebecca Schildroth, and Library Director Victoria Derr. This was a combination meeting as two trustees attended by Zoom and the others were present at the library. Motions were made and seconded to approve the minutes, bills, and agenda.

**Report on Library Operations by Director:**

Victoria stated that she wishes to have Fish Window Cleaning do our windows in the spring.

She has bought and installed a new tissue holder in the bathroom. We can now use standard rolls.

Upstairs she has rearranged Juvenile and young adult books.

The ALA Grand will be submitted in January.

**OLD BUSINESS:**

- 1. Coffee Bar:** The cabinets and countertop are here. Jerry will work on this tomorrow.
- 2. ALA Grant:** Letters of recommendation are still needed.
- 3. Cameras:** Victoria informed us that she has installed a Ring camera system with a two way speaker for \$158 in the upper level.

**NEW BUSINESS:**

- 1. Insurance:** Victoria thinks the insurance will be in the \$3,800 range. Rebecca made the motion that we change this line item. It was seconded and passed unanimously.
- 2. Ring Camera Subscription:** Sue made the motion that we go with a subscription to go with our Ring cameras, so we could keep and review footage. It was seconded and passed unanimously.

**OTHER BUSINESS:**

**Board Training:** Victoria stated that there will be an opportunity for online training on Thursday January 21<sup>th</sup>. She thinks the evening session would be of interest to the trustees. This will count toward board training.

Meeting was adjourned at 5:31.

The next board meeting will be February 8, 2021 at 4:30 p.m.

Respectfully submitted by Rebecca Schildroth, Secretary

**Reinbeck Public Library  
Trustee Board Meeting  
Monday February 8, 2021  
4:30 pm**

President, Marilyn Evans, called the meeting to order. Others present were trustees Bonnie Shinn, Sue Trunck, Jan Ehrig, Rebecca Schildroth, and Library Director Victoria Derr. This was a combination meeting as two trustees attended by Zoom and the others were present at the library. Motions were made and seconded to approve the minutes, bills, and agenda.

**Report on Library Operations by Director:**

Victoria stated that the County Library meeting did not meet the quorum. It was noted that they are progressing with their passport program.

She has renewed the E Rate Program for the coming year with RTU as our provider.

This state program allows us to save a significant amount on our monthly bills.

There is no story time this month as the cold weather has impacted our attendance.

**Plow: 163** visits in January.

**Bridges: 110** downloads in January.

**Book Discussions: 4** in attendance in the afternoon group, and the evening group did not meet in January.

**OLD BUSINESS:**

**1. Coffee Bar:** Jason Boldt has given us a quote of \$375 to install the plugins we need to make our coffee bar functioning. Floor samples will be available to look at in the coming months for that area in the library. Victoria prefers a hard surface flooring.

**2. ALA Grant:** This grant has been submitted and is under review. We should find out in a couple months if we receive the money.

**4. Trustee CE Class:** Victoria informed us that we each need 5 hours over 3 years. Hours worked from home should be turned in to her and there are online classes we can attend. Jan and Rebecca attended one this last month.

**5. Summer Reading Program:** The state program is geared more to larger libraries. We may share a program with Grundy Center. There is a yoga program included in the planning.

**NEW BUSINESS:**

**1. New Policies:** Victoria gave us a copy of the new proposed policies. They pertain to Disaster Preparedness and the Pandemic. Jan made the motion to approve the policies. It was seconded and passed unanimously.

**2. City council Meeting Report:** Victoria went to the meeting and found it very informative. She has ideas on how to improve the relationship between the city and the Library. The city has some ideas on how to present itself to the Cedar Valley. Victoria thinks we can tie into this project.

**3. Saving and CD's:** The total in CD's is \$117,677.35. We will put \$62,779.77 in a 6 month CD. It is anticipated we will need some of these funds for the items we wish to do for a meeting room.

**4. Paint Iowa Beautiful Grant:** Victoria has applied for 10 gallons of paint from Diamond Vogel.

**OTHER BUSINESS:**

**1. Board Training? Long Range Plan:** Victoria stated our Long range Plan is to be updated every three years. Sue made the motion to accept the plan. It was seconded and passed unanimously.

**2. IA Learns Account:** This is working well.

Meeting was adjourned at 5:33.

The next board meeting will be March 8, 2021 at 4:30 p.m.  
Respectfully submitted by Rebecca Schildroth, Secretary

**Reinbeck Public Library  
Trustee Board Meeting  
Monday March 8, 2021  
4:30 pm**

President, Marilyn Evans, called the meeting to order. Others present were trustees, Sue Trunck, Jan Ehrig, Rebecca Schildroth, and Library Director Victoria Derr. This was a combination meeting as two trustees attended by Zoom and the others were present at the library. Motions were made and seconded to approve the minutes, bills, and agenda.

**Report on Library Operations by Director:**

Victoria stated that the plumbing issue is found and the sewage line to the street will be fixed. Tree roots were found in the old clay tile.

**February Statistics:**

**Plow:** 149 visits.

**Bridges:** 110 downloads

**Circulation:** 711

**Book Discussions:** 6 in attendance in the afternoon group, and the evening group did not meet.

**OLD BUSINESS:**

- 1. Grants:** Both the ALA grant and the Paint Iowa Beautiful have been submitted and we are now waiting to find out if we will get the grants.
- 2. Summer Reading Program::** Prizes have been determined and the director and staff is working on putting together programs. Marion Boyer will do a painting class. The state program is geared more to larger libraries. We may share a program with Grundy Center. There is a yoga program proposed and an instructor in town. It might be worth looking into.
- 4. Coffee Bar:** We are waiting on a budget amendment from the city to finish our project.

**NEW BUSINESS:**

- 1. March Activities:** Victoria stated that the library will have activities for the elementary age kids the week of spring break. Cherie will have a different activity each day.
- 2. Historical Project:** Ray Rannfeldt would like to work on this. Ann Rae is working on going through our collection to see what we have and sometimes saving it in a better form.
- 3. Helper in the Library:** Central Rivers Education has contacted us about using student help. Most likely this will start next fall.

**4. New Website:** Victoria has worked on a new web site. It is now up to date with the exception of pictures of Trustees.

**5. Memorial for Donna Brandt:** Donna's sons, Jack and Bob would like to give a tree or something in the landscaping in her memory. They are wishing to know about a plaque. We will investigate some options. Currently this is not being done. However there are a couple of named items. This will be discussed further at another meeting.

**OTHER BUSINESS:**

**1. Board Training –Policies:** Marilyn motioned that we approve the Circulation Policy changes. It was seconded and passed unanimously.

**2. IA Learns Account:** This is working well.

Meeting was adjourned at 5:24.

The next board meeting will be April 12, 2021 at 4:30 p.m.

Respectfully submitted by Rebecca Schildroth, Secretary

**Reinbeck Public Library  
Trustee Board Meeting  
Monday April 12, 2021**

**4:30 pm**

President, Marilyn Evans, called the meeting to order. Others present were trustees, Sue Trunck, Jan Ehrig, Rebecca Schildroth, and Library Director Victoria Derr. This was a combination meeting as two trustees attended by Zoom and the others were present at the library. Motions were made and seconded to approve the minutes, bills, and agenda.

**Report on Library Operations by Director:**

Victoria stated that the plumbing issue is found and the sewage line to the street will be fixed. Tree roots were found in the old clay tile.

**February Statistics:**

**Plow Visits:** 229

**Bridges Downloads:** 133

**Circulation:** 881

**Book Discussions:** 7 in attendance in the afternoon group, and the evening group did not meet.

**OLD BUSINESS:**

**1. Grants:** Paint Iowa Beautiful has awarded us with 5 gallons of paint. We will receive \$3,000 from the ALA Grant for media updates.

**2. Website:** Victoria needs the remaining pictures of the trustees. She has revamped the site to reflect current activities and information.

**3. Donna Brandt Memorial:** We have been given \$300 from the family and other monies. There is nearly \$600 in funds.

**4. Summer Reading Program::** Prizes have been selected. They will include local vender vouchers. The Blank Park Zoo in Des Moines will do an animal show July 9<sup>th</sup>. There will be activity packs for the children.

**4. Directors Certification:** Victoria is signed up. There are a lot of bugs in the new program sanctioned by the State Library of Iowa.

**New Business**

**1. City Meeting Report:** Victoria stated that she is working with them to amend our budget. The bill to fix our sewage issue is not reflected in our current budget. We will be asking to move money from the CD's to fund the meeting room.

**2. Job Titles/Wages:** Victoria proposed that the budget for the coming year be \$59,000. She presented us with proposed hours and wages for the coming year. The Trustees will take this under advisement. Victoria will send us information on the site that list wages for other libraries our size in Iowa.



**OTHER BUSINESS:**

**1. Board Training/Circulation and Video Policy.** Currently we are not issuing fines on DVD's. The two day return policy has been well received.

Meeting was adjourned at 4:54.

Our next meeting will be held on May 10, at 4:30 pm.

**Reinbeck Public Library  
Trustee Board Meeting  
Monday May 14, 2021**

**4:30 pm**

President, Marilyn Evans, called the meeting to order. Others present were trustees, Bonnie Shinn, Sue Trunck, Jan Ehrig, Rebecca Schildroth, and Library Director Victoria Derr. This was a combination meeting as one trustee attended by Zoom and the others were present at the library. Motions were made and seconded to approve the minutes, bills, and agenda.

**Report on Library Operations by Director:**

Victoria stated that the work on the summer reading program is coming along nicely. Prizes and programs are set. There will be three age groups for prizes.

**May Statistics:**

**Plow:** 235 visits.

**Bridges:** 128 downloads

**Circulation:** 901

**Book Discussions:** No book clubs this month.

**OLD BUSINESS:**

- 1. Grants:** Paint grant is good until July of this year.
- 2. Coffee Bar:** The two bids for the electric service to the coffee bar were: \$325 from J Boldt Electric and \$524 from Konken Electric. It was moved by Rebecca and seconded by Sue to accept the bid of \$325 from J Boldt Electric. The motion passed unanimously.
- 3. Website (pictures):** Pictures are still needed from three trustees.
- 4. Donna Brandt Memorial:** Donna's son would like to give a large bush singular to the one on the south east corner in the front of the library.
- 5. Wages:** Currently the wages are set for the coming year (starting July 1, 2021). We will need to review them before the next budget year.

**NEW BUSINESS:**

- 1. City Council Report:** Victoria stated that our budget request was amended. This was for work on the electrical and plumbing, and for the insurance increase.
- 2. Project Goals for the coming year:** The board picked June 7 at 4:30 to work on a plan for the coming fiscal year. Painting, shelving, electrical and flooring are the top priorities on the list.

**OTHER BUSINESS:**

- 1. Board Training –Policies:** Jan motioned that we approve the employee titles and job description changes. It was seconded by Sue and passed unanimously.

Meeting was adjourned at 5:30.

The planning meeting will be June 8, 2021 at 4:30.

The next board meeting will be June 4, 2021 at 4:30 p.m.

Respectfully submitted by Rebecca Schildroth, Secretary

**Reinbeck Public Library**

**Goals Meeting**

**Tuesday June 8, 2021**

**4:30pm**

President, Marilyn Evans, called the meeting to order. Others present were trustees, Bonnie Shinn, Sue Trunck, Jan Ehrig, Rebecca Schildroth, and Library Director Victoria Derr.

**1. Paint:** We narrowed the paint colors down to our top three.

**2. Victoria stated the following items are things to consider.**

1. Flooring
2. Paint
3. Removal of cabinetry and other existing structure/refurbishment
4. Electrical outlets put back into wall
5. Architect/builder plan for wall and door
6. Construction of wall/doors/window
7. Bolt lock on door leading to upstairs
8. Lock gate on elevator or training to turn off
9. Security cameras
10. Furniture
11. Which CD Funds to use
12. (Present plan to city to ask for withdrawal of CD funds)

**Items to achieve in the coming fiscal year will be:** Painting, removal of shelves, electrical and flooring.

Discussion was held on the need for a new doorway, office needs for the director, a glass wall to close off the meeting area and a need to see how the meeting room is being used before progressing to the next step.

Meeting was adjourned at 5:30.

The next board meeting will be June 14, 2021 at 4:30 p.m.

Respectfully submitted by Rebecca Schildroth, Secretary

**Reinbeck Public Library  
Trustee Board Meeting  
Monday June 14, 2021**

**4:30 pm**

President, Marilyn Evans, was gone so Victoria called the meeting to order. Others present were trustees, Bonnie Shinn, Sue Trunck, Rebecca Schildroth, and Library Director Victoria Derr. Motions were made and seconded to approve the minutes, bills, and agenda.

**Report on Library Operations by Director:**

Victoria stated that the work on the summer reading program is coming along nicely. Prizes and programs are set. There will be three age groups for prizes.

**June Statistics:**

**Plow:** 188 visits.

**Bridges:** 102 downloads

**Circulation:** 862

**Book Discussions:** Afternoon book club has 6 attendees and the evening had 3.

**OLD BUSINESS:**

- 1. Website (pictures):** Pictures are still needed from three trustees.
- 2. End of Year:** The budget looks good with 94% spent.
- 3. Paint Color for meeting room area):** After looking over several samples, a motion was made by Bonnie and seconded by Sue to use a lighter color for our Color Iowa Grant and to purchase a quart of a darker color for accents. The motion passed unanimously.
- 4. ALA Grant:** Donna's son would like to give a large bush singular to the one on the south east corner in the front of the library. Victoria wishes to plan a get together of teachers, students and others on how to use our grant. This is part of the requirements. Some items that will be purchased are ChromeBooks, a new computer for the Director's use. We can deviate 10% from our proposal.
- 5. Director Certification:** Victoria is now an Iowa Certified Director. She completed her classes online.

**NEW BUSINESS:**

- 1. City Council Report:** Victoria stated that she attended the meeting and that she is pleased with the direction the council is taking.
- 2. Enrich Iowa Funds:** Victoria has spent most of the money. Discussion was held on a couple of ideas to spend the rest of our grant. A motion was made by Sue and seconded by Rebecca to purchase a label maker and supplies with the remaining \$46.96. The motion passed unanimously.

**OTHER BUSINESS:**

**1. Trustee Training:** Victoria suggested that each Trustee read the new manual that is now on line on the State Library of Iowa web site.

<https://docs.google.com/document/d/1zYx9FwB8RFgGmdZX8aD7KLwUsWeOF8GMz0vMSogs6FM/edit>

Meeting was adjourned at 5:20.

The next board meeting will be July 12, 2021 at 4:30 p.m.

Respectfully submitted by Rebecca Schildroth, Secretary