

Monday, July 8, 2019

4:30 p.m.

President Marilyn Evans called the meeting to order. Others present were trustees Sue Trunck, Jan Ehrig, Kathy Etringer, Rebecca Schildroth, and Library Director Janet Slessor. Motions were made and seconded to approve the minutes, agenda, and bills.

Report on Library Operations

OLD BUSINESS:

1. PLOW: 182 visits in June.

Bridges: 147 downloads in June.

Book Discussions: 5 in the evening group in June. The afternoon group does not meet in the summer.

2. Summer Reading Program: This has been going well with 27-65 kids in attendance so far. We have 108 kids signed up for this program.

3. Paper folding Class: Sheri has canceled this class due to lack of interest.

4. Upstairs Bulletin Boards: The cork on the bulletin boards needs to be replaced as the cork is falling off. Jerry Shin has been contacted and will do this work in coordination with when the boards are being changed.

5. Bulletin Board/Closet Conversion: Jerry is making the shelves. He will have Dane Watson stain and varnish the shelves before they are installed.

7. Markerspace Grant: Janet will find out more about it at the County Library meeting July 25th. The Grundy County Library Association has been awarded a Markerspace Grant. Below is a copy of the grant details.

SHARED BETWEEN LIBRARIES

Squishy Circuits group kit - 1 @ \$275.00

Snap Circuits 300 Experiments - 3 @ \$73.95

Engino Discovering STEM Newton's Laws - 1 @ \$25.95

Engino Discovering STEM Levers & Linkages - 1 @ \$27.12

Engino Discovering STEM Wheels, Axles, Inclined Planes - 1 @ \$28.44

Engino Discovering STEM Buildings and Bridges 1 @ \$22.09

Gears! Gears! Gears! Lights & Action 1 @ \$45.49

Gears! Gears! Gears! Super Set 1 @ \$39.99

Brother CS6000i Sewing & Quilting Machine - \$149.99 each

EACH LIBRARY Will RECEIVE

Perler Beads + Pegboards 20,000 beads & 6 boards set - \$37.61 36

Pack Play Doh - \$24.25 K'NEX 52 Model Set - \$38.54

TecBoss 3D Printing Pen - \$39.99 32 Color Filament Refills - \$14.79 20

Pack AA Alkaline Batteries - \$8.49

The Grundy County Library Association, which is comprised of six public libraries, has determined a need at each library for makerspace materials which would enhance their STEM education as well as allow patrons the opportunity for creative exploration. Once the items have been purchased and distributed among the libraries, a schedule of programs can be established that utilize and promote these resources. Our total cost would be about \$2,020.00, with each individual library receiving approximately \$155.00 worth of materials, and the remaining \$1,090.00 being applied towards sets and kits that will be shared among the six libraries. The majority of these makerspace materials will go towards creating new and strengthening current STEM programming for children in Grundy County public libraries. This grant would also allow us to introduce new cutting edge technology to patrons of all ages by way of 3D printing. We also want to promote traditional skills as well as multi-generational programming by purchasing sewing machines that can be used by adults and kids. These materials will help the Grundy County libraries meet benchmarks that will develop new partnerships to amplify the library's outreach and advance digital innovation goals. The county libraries believe that these resources will be a benefit to each library, and that the partnership between our libraries will be strengthened as we share these resources & machines. These makerspace materials may also generate new partnerships between our libraries other community organizations and groups.

8. Director Job Posting: We have 7 applicants for this position. It was proposed that we each comprise a list of 3 applicants for the job. The top 3 or 4 will be interviewed. Seeing as four candidates received an equal number of votes we will interview 4 of them. Marilyn will coordinate the interviews. Hopefully we can do that on the 15th and 16th of July. The trustees then talked about what questions we wanted to ask of the candidates. A list will be typed up and sent to trustees to edit and review. Jan will talk to City Hall about the salary, hours worked, and benefits we can offer.

9. State Library New Outline Resource Package for FY2020: No price has been set. The Foundation section will be available at the Library only.

10. Landscaping: Rebecca contacted Randy and they looked over the plants that need to be removed. He suggested that Dave Ehlers be contacted about how to improve this area and to develop a plan that could be done in phases.



New Business:

Other Business:

Meeting was adjourned at 6:45.

The next board meeting will be August 12, 2019, at 4:30 p.m.

Respectfully submitted by Rebecca Schildroth, Secretary

Monday, August 12, 2019

4:30 p.m.

President Marilyn Evans called the meeting to order. Others present were trustees Sue Trunck, Jan Ehrig, Rebecca Schildroth, and Library Director Janet Slessor. Motions were made and seconded to approve the minutes, agenda, and bills.

Report on Library Operations

The State Library of Iowa Library reports they will have a new web site up and running soon. This new website is for PLOW libraries. The State Library and SILO are introducing this new website platform for the PLOW libraries that receive free website hosting from the state library.

OLD BUSINESS:

1. PLOW: 200 visits in July.

Bridges: 159 downloads in July.

Book Discussions: 5 in the evening group in July. The afternoon group does not meet in the summer.

2. Summer Reading Program: Total children signed up was 114. Seventy completed their reading logs. And eighteen prizes were given.

3. Bulletin Board/Closet Conversion: Jerry Shin is working on the shelves. He will have Dane Watson stain and varnish the shelves before they are installed.

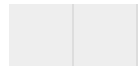
4. Makerspace Grant: This county wide grant is in the amount of \$2,025. It is a reimbursement grant and the funds must be spent by October 31st. Since the total is more than is in the

Grundy County Library Association's account, it was decided to spend the initial amount from our treasury and purchase the rest through the Kling Memorial Library's Friends Group or Foundation.

5. Note paper: Bec has looked into options at Karen's Print Rite. The cost of 100 note cards is \$60 and the cost for 200 cards is \$100. It was moved by Jan to purchase 200 cards. The motion was seconded and passed unanimously.

6. Landscaping: Jan will contact Dave Ehlers. He will be asked how to improve the front area and to develop a plan that could be done in phases

10. New Library Director: Victoria Litwiller has been offered and accepted the position of Library Director. The Reinbeck City Council approved her hiring at their August 5 meeting. Janet's last day will be Saturday September 28. It was suggested that we have an open house for both Janet and Victoria together. Sue will talk with Victoria and come back with a date. It was suggested that Saturday the 28th from 10:00 to 12:00 be a possibility.



New Business:

1. ADA checklist Review: Every three years we have to review one item on the list. Janet and Cherie did this on the approach and entrance to our library. Our building does not have a handicapped parking place. We will contact the city in this regards. The sidewalk is handicapped so it was thought we could easily make a spot at the corner.

2. Employee Handbook Review: All trustees were assigned the task of reviewing the handbook. All trustees had completed this task prior to the meeting.

Other Business:

1. The State Library of Iowa: There will have a new delivery courier system starting in the fall.

2. Meeting of Trustees: August 27th there will be a county meeting for the trustees of the county libraries.

Meeting was adjourned at 5:18.

The next board meeting will be September 9, 2019, at 4:30 p.m.

Respectfully submitted by Rebecca Schildroth, Secretary

Monday, September, 9, 2019

4:30 p.m.

President Marilyn Evans called the meeting to order. Others present were trustees Kathy Etringer, Sue Trunck, Jan Ehrig, Rebecca Schildroth, and Library Director Janet Slessor. Victoria Litwiller was also in attendance. Motions were made and seconded to approve the minutes, agenda, and bills.

Report on Library Operations

Janet reported that the glass on the front door was broken when a rock hit it while yard work was being done. It should be repaired next week.

OLD BUSINESS:

1. PLOW: 138 visits in August.

Bridges: 147 downloads in August..

Book Discussions: 2 in the evening group in August. The afternoon group does not meet in the summer.

2 Makerspace Grant:: We have not received any updates on this but Janet hopes to have information at the next Grundy County Library Association meeting.

3. Bulletin Board, Closet Conversion, and Display Shelving: Jerry Shin has completed the work on the new shelves and display area. Bec will contact him about the rest of the work we want done on the Bulletin Board and closet conversion.

4. Landscaping: We are on Dave Ehlers list of projects. The worst bushes have been removed and we will see if Dave wished to work with the remaining or remove the ones remaining.

5. Note paper: Bec wanted to know if we wished to keep the 100 years on the logo or have it removed. It was agreed to keep leave it as designed.

6. New Director: Victoria has to fill out her paper work with the city. She told us of her approaching wedding on October 12th to Vince Derr. She requested the 11-18th off for her wedding and honeymoon. It was agreed that she work this out with her staff and that the trustees had no issue with her taking this time off. Otherwise she was just observing our meeting.

10. Meeting of County Library Trustees: The meeting scheduled for August 27th had to be postponed. It is planned that there will be a meeting later this fall.



New Business:

1. Handicapped parking: It was agreed that we would take this request to the city council, in a written form, in hopes that we could have one parking place as this would us in compliance with **the ADA checklist**.

2. Concrete 5 Website: The state Library of Iowa has a new website platform for Plow. There are classes on how to use the website and transfer items from the old Plow website our library for this as the old version will not be supported in the future. Janet has signed up our library for the new website platform.

Other Business:

1. Trustees: Kathy and Sue have terms that will expire on December 31, 2019. Kathy will not run for reelection and Sue has not made the decision. Janet will post this on on Facebook and on a sign at the desk to see if anyone would see it and decide to run for the board. Papers were available at city hall and 10 signatures needed to be put on a petition and turned into the Grundy Co. Auditor by 5 p.m. on Sept. 19. If no one files, there could still be write in candidacy.

3. Open house: This will honor Janet and introduce Victoria to the community. We will hold an open house on the 28th.Kathy will make posters for this and Sue will distribute them. Bec, Sue, Marilyn, and Kathy will make snacks for the occasion.

Meeting was adjourned at 5:20

The next board meeting will be October 21, 2019, at 4:30 p.m.

Jan and Marilyn will ok bills on October 14th.

Respectfully submitted by Rebecca Schildroth, Secretary

Monday October 21, 2019

4:30 p.m.

President Marilyn Evans called the meeting to order. Others present were trustees Kathy Etringer, Sue Trunck, Jan Ehrig, Rebecca Schildroth, and Library Director Victoria Derr. Motions were made and seconded to approve the minutes, agenda. The bills had been approved by Marilyn and Jan on the 14th of October.

Report on Library Operations

Victoria reported that she has updated Facebook with new information. She is sorting both the cake pan and puzzle collections. The items no longer being used will be disposed of in the near future. She is looking at a National Library Grant to have google interior shots made of our library. The Photos would then be available both on a Google page as well as the Google Maps Street View.

OLD BUSINESS:

1. PLOW: 120 visits in September.

Bridges: 151 downloads in September

Book Discussions: Attendance was 8 in the afternoon and 7 in the evening group in September.

2 Markerspace Grant:: We have not received any updates on this. Victoria will become familiar with this in the near future as it is hoped this will help attract new patrons.

3. Bulletin Board and Closet Conversion: After a bit of discussion it was moved by Jan that we put the closet conversion on hold. The motion was seconded and passed unanimously. Jerry Shin should get to the Bulletin Boards soon.

4. Landscaping: We are on Dave Ehlers list of projects. We plan to work on this project over the winter and be able to implement it in the spring. We agreed that we want an estimated on both retaining wall work and ideas, and the replacement of landscaping in the front of the building.

5. Note paper: They are printed but not picked up at this time.

6 Handicapped parking: Victoria and Marilyn have both worked on this project and it is being presented to the city council. Our wish is to have the space van assessable.



New Business:

1. Personal: Our janitor has turned in her resignation. Victoria will post the listing Facebook, here at the Library, and at City Hall. The starting salary will be \$12.50 per hour with 3 hours of work time to be done twice a week. Victoria will put together a list of tasks to be completed each week.

2. Staff Scheduling: Victoria has set up a rotating schedule for everyone to work on Saturdays. It will be decided next meeting what hours we will be open Thanksgiving weekend. She will check with Julie at City Hall as to how to handle the time off taken for her wedding.

3. Computer Chairs for the Patrons: Victoria proposed that we buy 5 new chairs at \$40 each for patron use at the computers using Enrich Iowa Funds. Bec made a motion to purchase these chairs. The motion was seconded and passed unanimously

4. Halloween Costume Contest: The Library will be open 5-6 pm on Thursday for Trick or Treat and a costume contest.

5. Internet: Victoria tried a free trail for increased speed. It was a success as currently when all the computers are used they becomes very slow. It will cost us an additional \$20 per month to increase the service speed. Jan moved that we increase our service and take the money from Gifts and Trust for the rest of the year to fund this expense. The motion was seconded and passed unanimously.

6. Five Year plan: The library needs to have a new written five year plan. Everyone is to work on ideas. Some suggestions are: to expand our Children's programs, install a nanny cam in the upper floor, buy a TV, and make some cozy corners in the library.

Other Business:

1. Trustees: There are three persons running for the two open seats on the library board. Those running are Sue Trunk, Bonnie Shin, and Corissa Snider.

2. Note: Janet Slessor wrote a note of thanks for the gift from the trustees, and open house. Everyone thought our open house was well received by the community.

Meeting was adjourned at 5:32

The next board meeting will be November 11, 2019, at 4:30 p.m.

Respectfully submitted by Rebecca Schildroth, Secretary

Monday November 18, 2019

4:30 p.m.

President Marilyn Evans called the meeting to order. Others present were trustees Sue Trunck, Jan Ehrig, Rebecca Schildroth, and Library Director Victoria Derr. Motions were made and seconded to approve the minutes, agenda. The bills had been approved by Marilyn and Jan on the 11th of November.

Report on Library Operations

Victoria reported that she has been sorting both the nonfiction collection. Books have not been checked out in six years or longer are being removed. The faster Wi-Fi is a big improvement.

The state Library has a program call WhoFi to monitor and track the number of devices on a wireless network. It provides statistics and easy to read reports. i

We have installed a patron counter in the entry.

OLD BUSINESS:

1. PLOW: 180 visits in October.

Bridges: 151 downloads in October.

Book Discussions: Attendance was 9 in the afternoon and 6 in the evening group in October.

2 Computer Chairs: The new chairs have been well received by staff and patrons.

3. Personal: Deeann Stice has started her position of cleaning. She is coming in two times a week.

4. Note paper: The note paper has been picked up from the printer.

5 Handicapped parking: City hall has approved our having a handicapped parking spot and they will do this in the spring.

6. Holiday Hours: Jan made the motion that in addition to being closed on Thanksgiving the library will be closed on Friday the 29 and open Saturday the 30 for the Thanksgiving weekend. The motion was seconded and passed unanimously.

7. Five Year plan: Victoria has been working on writing up our plan. When completed she will send out copies to the trustees. Items to be included are ways to expand the programing for children, and to start a once a week after school program for elementary school students.

We have one mini iPad and more devices of that nature will enhance our ability to attract students. The Edge assessment is done.

8. Landscaping: Jan reported she has consulted with Dave Ehlers and he will draw up a plan a for the west side of the building front and let us know what needs to be done with the retaining wall.

New Business:

1. E-Rate: Victoria informed us of this program. It is a school and library program that makes Internet access service more affordable. Congress mandated in 1996 that the Federal Communications Commission use federal finds to provide support to companies that give discounts to eligible school and libraries. She has started the paperwork for this rebate and we should qualify for a 70% discount. Most likely it will take until February or March to get this program in place. It is hoped that we will be able to increase our internet speed at that time.

2. Budget for year beginning July 1, 2020: Victoria has been working on this and asked our input on where to increase and decrease our expenditures. She will present this to the Reinbeck City Council. We wish her to give an explanation of the changes in allocations. The Trustees and Victoria feel this should prove helpful. The budget needs to be turned into the city by November 22.

3. Julia Witt Memorial: We have received \$1440 in memorial money. Victoria indicated she wishes to use it for some tables, chairs, and lamps for use in the young adult area of the library. This will be done by moving the nonfiction to the upper level and moving the young adult/juvenile section to the area that is currently nonfiction. A detailed plan for this expenditure will be in place before this project begins.

4. December Activities: Victoria is planning on a December open house with activities. She will e-mail the details for this to the Trustees at a later date.

5. IA Shares: Victoria informed us that IA Shares is a new delivery service of the State Library to provide a method of sending and receiving library materials between the public libraries. There will be no charge for this service. The service provides one day per week delivery to every public library in Iowa. Our day is Tuesday.

Other Business:

Meeting was adjourned at 6:00

The next board meeting will be December 9, 2019, at 4:30 p.m.

Respectfully submitted by Rebecca Schildroth, Secretary

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Other Business:

Meeting was adjourned at 6:00

The next board meeting will be December 9, 2019, at 4:30 p.m.

Respectfully submitted by Rebecca Schildroth, Secretary

Reinbeck Public Library

Board Meeting

Monday January 13, 2020

4:30 pm

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

Report on Library Operations by Director

The budget looks good with the exception of salaries. Janet Slessor, our former director, took five weeks of accumulated vacation salary and that was not a planned salary expenditure when the budget was submitted this past year. It will be almost doable to keep this expense within our budget.

Ray Ramnfeldt will be donating a history book each month. Additionally Ray has said he is willing to teach cribbage if we supply the cribbage boards. The idea is favorable and boards will be purchased if we cannot find patrons willing to donate.

The Christmas open house was a success as almost 50 kids were in attendance and we had 98 people attend.

Victoria is working on a Valentine Party.

OLD BUSINESS:

- 1. PLOW:** 119 visits in November. **Bridges:** 149 downloads in November. **Book Discussions:** 15 in attendance in the afternoon group, and 5 the evening group.
- 2. Five Year Plan:** Jan made the motion that we approve the five year plan as presented to the board. The motion was seconded. All Trustees voted favorably.
- 3. Landscaping:** Jan reported that Dave Ehlers is working on this project but has yet to get it to her.
- 4. Coffee Bar:** Victoria reported Jill, of Moeller and Walter, has drawn up a plan. It had been sent to the Trustees to look at ahead of the meeting. It is a basic counter with cabinets underneath. As it is over \$1000 we will need another quote before proceeding. This plan did not include a sink and the trustees requested that this be added to the project.

NEW BUSINESS:

- 1. Accreditation:** Victoria is working on our accreditation that is due to the State Library of Iowa by February 28, 2020. It is almost completed. She needs to have Trustees look into on line education opportunities put on by the State Library of Iowa. One is coming up on Tuesday. Victoria has formulated the following: Disaster Preparation and Recovery Policy, Display Case Policy, Incident Report, Reinbeck Public Library Bulletin Board Policy, Overdue Item Letter, Reinbeck Public Library Customer Service Policy, and a suggested Reinbeck Public Holiday Document. Some suggestions were made and we will vote on this at our next meeting.
- 2. New Director Certification:** The State Library of Iowa will not be offering this until next year as they are revamping the program.
- 3. Furnace:** In December T. J. Hoiem Plumbing did some work on our humidifiers. It was not done correctly as we had a water leak. They fixed the problem and we were given a new humidifier. We have two furnaces and the older one is showing a lot of age. It was suggested that we look into having it replaced.

OTHER BUSINESS:

- 1. Summer Reading Program:** The theme is Imagine Your Story. Victoria, along with Ann Ray and Cherrie are working on this.

Meeting was adjourned at 5:40.

The next board meeting will be February 10, 2020 at 4:30 p.m.
Respectfully submitted by Rebecca Schildroth, Secretary

Reinbeck Public Library

Board Meeting

Monday February 10, 2020

4:30 pm

President Pro tem, Rebecca Schildroth, called the meeting to order. Others present were trustees Sue Trunck, Jan Ehrig, Bonnie Shinn, and Library Director Victoria Derr. Motions were made and seconded to approve the minutes, agenda.

Report on Library Operations by Director

Victoria stated that she is working to make a 3-D model of an idea for future utilization of the library building. It is hoped that the space could be used more effectively.

The sale of unused books has gone well. Over \$300 has been taken in as donations. The Julia Witt memorial monies is now at \$1800.

Grundy County Library meeting for trustees will be in April.

The summer reading program will be in June and the first week in July.

OLD BUSINESS:

1. PLOW: 119 visits in January. Bridges: 149 downloads in January. Book Discussions: 15 in attendance in the afternoon group, and 5 the evening group.

2. Accreditation and Five Year Plan: Victoria stated that 24 people answered the survey. The conclusions are that classes on technology, and usage of a smart phone and iPad are of interest. DVD check out could be longer.

Rebecca made the motion to try 2 day checking out for three months and then assessing how this is working. Check out will be limited to two adult and two youth DVDs. The motion was seconded. All Trustees voted favorably.

Sue made the motion that we formally adopt the city policy on personal. The motion was seconded. All Trustees voted favorably. These changes and additions were necessary for the accreditation. Bonnie moved that we accept this accreditation plan as it is slightly changed from the one we approved last month. The motion was seconded. All Trustees voted favorably.

3. Landscaping: Jan reported that Dave Ehlers wished to know if we wanted to remove the bushes on the west side of the front entry. Rebecca moved that we ask him to draw up a plan with the bushes removed. The motion was seconded. All Trustees voted favorably.

4. Coffee Bar: Victoria will be working on this in the near future.

5. Valentine Parry: Sue and Bonnie will help with the parry. Jan and Rebecca will bring cookies.

6. E Rate: In March we should find out if we get the state of Iowa funds for this service. It is anticipated this will cut our internet service cost by 60 to 70 percent.

NEW BUSINESS:

1. Cribbage Class: Ray Rannfeldt will begin the class on Saturday February 15th. It will be held from 11 to 12. Depending to the interest of individuals the class time could change.

OTHER BUSINESS:

None

Meeting was adjourned at 5:40.

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

Respectfully submitted by Rebecca Schildroth, Secretary

Reinbeck Public Library

Board Meeting

Monday March 9, 2020

4:30 pm

President, Marilyn Evans, called the meeting to order. Others present were trustees Sue Trunck, Jan Ehrig, Bonnie Shinn, 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 has been working to make a 3-D model of an idea for future utilization of the library building. It is hoped that the space could be used more effectively. We were able to look at them at this time.

She was able to get Alliant Energy to put us on budget payments. They will be \$385 per month. The Valentine Party was a success with 41 in attendance.

Victoria will add a protocol for epidemics.

OLD BUSINESS:

1. PLOW: 120 visits in February. **Bridges:** 130 downloads in February. **Book Discussions:** 8 in attendance in the afternoon group, and 5 the evening group.

2. Bridges: Victoria stated that she has renewed of contract as it will be up the end of March.

3. Spring Break Activities: On Tuesday March 17th we will host a St Patrick's Day Party from 5:30 to 6:30. Bonnie volunteered to help. Victoria also will have some spring break activities.

4. Summer Reading: Victoria has Pro Jousts coming on the 8th of June for our kick off and the Blank Park Zoo on June 19th. There will be 4 weeks of programs.

5. Landscaping: Jan reported that Dave Ehlers wished to know if we wanted to remove the bushes on the west side of the front entry. Rebecca moved that we ask him to draw up a plan with the bushes removed. The motion was seconded. All Trustees voted favorably.

4. Coffee Bar: Victoria is still working on a quote for a sink and another bid.

6. Board Credit Webinar: Board trustees are asked to view this webinar for our continuing education.

NEW BUSINESS:

1. Accreditation: Victoria has the paperwork done. Accreditation needs to be renewed every three years.

2. Webinars: Victoria is signed up for a grant writing webinars. She hopes to be able to preserve and display some of the original papers about the forming of our library.

3. Passports: The County has asked if the libraries would like to take over this task. It would provide some income. Board trustees asked that she look into the feasibility of doing this service.

OTHER BUSINESS:

None

Meeting was adjourned at 5:10.

The next board meeting will be April 13, 2020 at 4:30 p.m.

Respectfully submitted by Rebecca Schildroth, Secretary

Reinbeck Public Library

Board Meeting

Monday April 13, 2020

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. Because of Iowa state regulation on the Corvid 18 we elected to have a Zoom meeting. Motions were made and seconded to approve the minutes, bills, and agenda. Jan and Marilyn will look over the bills in the coming days.

Report on Library Operations by Director

Victoria stated that our daily circulation has been in the 35 to 38 items. Or about at normal levels. The system in place for patrons to call in and have their books packed for pickup in the entry is working well. The staff and Victoria have been doing a big overhaul of nonfiction and some extra cleaning and organization. Additionally they are looking at ways to change the Summer Reading Program to fit the

anticipated new state guidelines. Teachers have asked about what books are available to use for their classes. Every effort will be done to help them with their online classrooms.

OLD BUSINESS:

- 1. PLOW: 155 visits** in March. **Bridges: 155** downloads in March. **Book Discussions:** are suspended until it is safe to resume..
- 2. Quarantine Operations:** Victoria stated that temperatures are being taken daily. Counters and such are wiped down each day.
- 3. Coffee Bar/Bulletin Boards:** Victoria has not been able to get a quote on a small sink nor other work we wish to accomplish..
- 4. Board Credit Webinar:** Jan, Marilyn and Bec have each viewed the webinar that was suggested we listen to from the State Library of Iowa web pages.

NEW BUSINESS:

- 1. End of Quarantine – April 30th:** Victoria has suggested that when the quarantine is lifted we will implement a daily morning sanitation cleaning, limit the number of people in the library, and continue the use of entry way pickup for the patrons wishing to do this. She will look for state guidance and community input on how best to ease the transition.

OTHER BUSINESS:

None

Meeting was adjourned at 4:57.

The next board meeting will be May 11, 2020 at 4:30 p.m.

Respectfully submitted by Rebecca Schildroth, Secretary

Reinbeck Public Library

Board Meeting

Monday May 11, 2020

4:30 pm

President, Marilyn Evans, called the meeting to order. Others present were trustees Sue Trunck, Jan Ehrig, 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 our building insurance has gone from \$2758 to \$3702 for the coming year. Jan made the motion we amend the 2020 budget to include this amount. Bonnie seconded the motion. All Trustees voted favorably. We will be able to come in just under budget for the year ending June 30th. The additional salary/vacation expense incurred from paying Janet \$6889.13 in vacation salary was unexpected by the board. We have been approved for the e-rebate program. \$1320 is the fastest RTU rate for one year. The state will pay \$792 of this amount. Our cost for next year will be \$528. Victoria has talked with city hall and it is hoped that our handicap parking is soon in place.

OLD BUSINESS:

- 1. PLOW:** 335 visits in April. **Bridges:** 153 downloads in April. **Book Discussions:** are suspended until it is safe to resume..
- 2. Quarantine Operations:** Victoria stated that we opened the library on Monday May 4th from the hours of 11am-5pm. The plan is to only allow 15 people into the library at one time, and possibly have hand sanitizer (If we can get some or make some). All staff will have masks (I'm going to ask Pat Shutters if she will make us some) and we will separate out the computer stations. We will continue doing curbside pickup for those who want it. We will continue to disinfect surfaces daily and keep the library clean. Masks are optional. There have been 5-10 people in most days.
- 3. Coffee Bar/Bulletin Boards:** Victoria has not been able to get a quote on a small sink nor other work we wish to accomplish..
- 4. Landscaping:** Rebecca made the motion to spend up to \$2500 on new landscaping and retaining wall rework to the west side of the front of the building. The funds should be used from our money in CDs. She suggested that we take a closer look at the plants and numbers in the proposal. Marilyn seconded the motion. All Trustees voted favorably

NEW BUSINESS:

1. Summer Reading Program: Cherrie is working on crafts kits for kids and Victoria is looking at getting permits from publishers to do some on line reading. Jester puppets is filming a 45-60 minute program that will cost us \$250 to use. We will not be spending as much on this program this year. It is hoped that we can keep and attract kids for this year's programs.

OTHER BUSINESS:

None

Meeting was adjourned at 4:57.

The next board meeting will be June 8, 2020 at 4:30 p.m.

Respectfully submitted by Rebecca Schildroth, Secretary

Reinbeck Public Library

Board Meeting

Monday June 8, 2020

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 she picked up a free display for magazines and has painted it and now has this project completed. The handicapped parking on Blackhawk Street is completed.

OLD BUSINESS:

1. PLOW: 342 visits in May. **Bridges:** 138 downloads in May. **Book Discussions:** are suspended until it is safe to resume..

2. Budget: Victoria stated that we will end the year under budget. It has taken work on her part to do this as Janet's vacation salary was not budgeted.

3. Summer Reading: Victoria and the staff have worked hard to put together a program that will be in line with the guidelines for Covid 19. At sign up each child receives a fun kit. When reading logs are turned in they go towards the drawings for the grand prizes. This is divided into three age groups.

4. Landscaping: Jan will look into the city removing the current bushes.

5. Coffee Bar/Bulletin Boards: Victoria will get an additional quote on the sink from AT Plumbing.

NEW BUSINESS:

1. Budget: We do not currently know what has been approved by the city council.

2. Operating hours: We have resumed the old operating hours that we are open.

OTHER BUSINESS:

None

Meeting was adjourned at 5:31.

The next board meeting will be July 13, 2020 at 4:30 p.m.

Respectfully submitted by Rebecca Schildroth, Secretary