AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY:	Cresco Public Library
DATE OF MEETING:	December 10, 2018
TIME AND PLACE OF MEETING:	CPL Program Room, 5:30 p.m. **(Time change)**

PUBLIC NOTICE IS HEREBY GIVEN THAT THE ABOVE MENTIONED GOVERNMENTAL BODY WILL MEET AT THE DATE, TIME AND PLACE SET OUT ABOVE. THE TENTATIVE AGENDA FOR SAID MEETING IS AS FOLLOWS:

ROLL CALL: Bronner, Godwin, Grinhaug, Hudecek, Kissinger, Kowalke, Lueschow, Rockabrand

RECURRING ITEMS: There may be action taken on each of the items listed below.

1. Approval of the Agenda.
2. Approval of Minutes from Monday, November 13, 2018.
3. Approval of the Claims - Signing of bills.

REPORTS: There may be action taken on each of the items listed below.

1. Board President Report.
2. Director's Report.
    a. Presentation by Lee Foley regarding automatic door opener.
    b. Introduction of Daniel Dana, potential board member.

OLD BUSINESS: There may be action taken on each of the items listed below.

1. Building topic: Automatic door opening. Discussion.
2. Building topic: Lighting project. Complete / Follow-up.
3. Building topic: Public restroom faucets. Complete / Follow-up.
4. Building topic: Fence Project.
5. Meeting with Supervisors: Rescheduled for Monday, January 7, 9:45 a.m. Budget hearing.
6. Policy Review: General discussion.
7. Budget 2019-2020 discussion: 1st Draft. (Budget Meeting: Tuesday, Dec. 18, at 3:05)
8. Personnel.
9. Library Report.
10. Board Education Report: Technology Session

NEW BUSINESS: There may be action taken on each of the items listed below.

1. Building Project: Lighting in Teen Room.
2. Building Project: Lighting in public restrooms.
3. Building Project: South entrance threshold.
4. Next Board Monday, January 14, 2019 at 5:30 p.m.

COMMENTS FROM AUDIENCE:

BOARD QUESTIONS AND CONCERNS:

ADJOURN:

THIS NOTICE IS GIVEN PURSUANT TO CHAPTER 21, CODE OF IOWA AND THE LOCAL RULES OF SAID GOVERNMENTAL BODY. POSTED **December 7, 2018**

Cresco Public Library Board Minutes
December 10, 2018

President Patsy Bronner called the meeting to order on December 10, 2018 at 5:37 p.m. in the library meeting room. Patsy Bronner, Sally Godwin, Mark Grinhaug, Karen Hudecek, Mark Kissinger, Ward Kowalke, Christine Lueschow, and Janis Rockabrand were present.

Visitor Daniel Dana was present.

Janis moved to approve the recurring agenda, Ward seconded. Motion passed with all ayes.

Patsy congratulated the Vice President Janis Rockabrand on her new position.

The Director's Report was reviewed. See attached

Mark K. moved and Christine seconded to spend up to $600 to update the automatic doors. Motion passed with all ayes.

Andera's is working on the library's rebates for the lighting project. The rebates will be higher than anticipated. The foundation will pay half the cost of the project.

Cynthia reported that the faucets have been updated in the public restrooms.

Don Recker will do maintenance/repair work on the fence in the spring.

The meeting with the county supervisors has been rescheduled for January 7, 2019.

Janis has started organizing the policy notebook.

The discussion for the 1st draft of the 2019/2020 budget will December. 18, 2018 at 3:05.

The Board reviewed the Monthly Review and Expense Report and the Summary of Circulation Statistics Report.

Daryl Andera looked into updating the lighting in the teen room by putting a canister light in each corner. This would cost about $400. The rebate from the previous lighting project should pay for this. He also estimates it would cost about $167 to put motion detectors in the public restrooms. Mark G moved and Mark K. seconded to approve these expenditures. Motion passed with all ayes.

Christine inquired about the credit card machine that Cynthia had talked about at an earlier meeting. Following a discussion, Sally moved that the library start using the machine through the city with a minimum of $3 per transaction. Voting aye: Bronner, Godwin, Kissinger, Kowalke, Lueschow, Rockabrand Voting nay: Grinhaug, Hudecek. Motion pasased.

Cynthia would like to close the library January 17, 2019 for staff training. Mark G. moved and Christine seconded to close the library on January 17 for staff training. Motion passed with all ayes.

Patsy adjourned the meeting at 7:31.

The next regular board meeting will be January 14, 2019 at 5:30 p.m. in the library meeting room.

Sally J Godwin

Sally Godwin

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY:	Cresco Public Library
DATE OF MEETING:	November 13, 2018
TIME AND PLACE OF MEETING:	CPL Program Room, 5 p.m.

PUBLIC NOTICE IS HEREBY GIVEN THAT THE ABOVE MENTIONED GOVERNMENTAL BODY WILL MEET AT THE DATE, TIME AND PLACE SET OUT ABOVE. THE TENTATIVE AGENDA FOR SAID MEETING IS AS FOLLOWS:

ROLL CALL: Bronner, Godwin, Grinhaug, Hudecek, Joiner, Kissinger, Kowalke, Lueschow, Rockabrand

RECURRING ITEMS: There may be action taken on each of the items listed below.

1. Approval of the Agenda.
2. Approval of Minutes from Monday, October 8, 2018.
3. Approval of the Claims - Signing of bills.

REPORTS: There may be action taken on each of the items listed below.

1. Board President Report.
2. Director's Report.

OLD BUSINESS: There may be action taken on each of the items listed below.

1. Policy Review: General discussion.
2. Building topic: Lighting project.
3. Building topic: Automatic door opening. Discussion.
4. Meeting with Supervisors: Monday, November 5, 9:30 a.m.
5. Budget 2019-2020 discussion.
6. Personnel.
7. Library Report.
8. Board Education Report.

NEW BUSINESS: There may be action taken on each of the items listed below.

1. Acceptance of Larry's resignation.
2. Nominations of potential board members.
3. Nominating new Vice President.
4. Discussion of new meeting start time.
5. Building topic: Public restroom faucets.
6. Next Board Meeting Tuesday, December 10, 2018 at TBD p.m.

COMMENTS FROM AUDIENCE:

BOARD QUESTIONS AND CONCERNS:

ADJOURN:

THIS NOTICE IS GIVEN PURSUANT TO CHAPTER 21, CODE OF IOWA AND THE LOCAL RULES OF SAID GOVERNMENTAL BODY. POSTED **November 10, 2018**

LIBRARY BOARD OF TRUSTEES MEETING
Tuesday, November 13, 2018

ATTENDANCE:
President Patsy Bronner called the meeting to order on November 13, 2018 at 5:00 in the library meeting room. Patsy Bronner, Sally Godwin, Mark Grinhaug, Karen Hudecek, Mark Kissinger, Ward Kowalke, Christine Lueschow were present.

Larry Joiner, and Janis Rockabrand were absent.

GUESTS PRESENT:
Dave Brenno

RECURRING ITEMS

1. Approval of the Agenda
2. Approval of Minutes from Monday, October 14, 2018
3. Approval of the Claims Signing of bills – Discussion of Computer Project Invoice

Moved by Mark G. Seconded by Karen. Motion passed with all ayes.

Director's Report: See attached

A discussion was held about how to put the policy book together. No decision was made.

Lighting project is still planned for early November. Andera's would like to come in before opening to work. They hope to have the work done by the end of November.
The Board would like them to also look at the fans in the entryways.

Lee Foley was unable to attend this evening to discuss the automatic doors. Every time the batteries are replaced it costs $200 each. It would cost about $500 to make them electric.
Mark K. moved to spend $500 to make the doors electronic. Christine seconded.
Mark K. amended the above motion to add forming a committee to meet with Lee to discuss converting the doors from battery to electronic and to authorize the committee to approve going ahead with the project if the cost is under $700. Motion passed with all ayes.

The November meeting with the County Supervisors was post-poned due to the election. It has been rescheduled for January.

The budget process for 2019/2020 has begun. Cynthia would like to meet with a couple of board members about the budget.

The Board reviewed the Monthly Review and Expense Report and the Summary of Circulation Statistics Report.

Christine, Sally and Ward attended the State Library webinar on October 28, 2018.

Larry Joiner submitted his resignation to the Library Board, as he is moving to the Foundation Board. Mark G. moved to accept his resignation, Ward seconded. Motion passed with all ayes.

A discussion was held about possible replacements for Larry.

Mark G. moved to nominate Janis to replace Larry as Vice President and close nominations. Mark K. seconded. Motion passed with all ayes.

Christine moved to change the start times of the meetings to 5:30. Karen seconded. Motion passed with all ayes.

The faucets in the public are coated in lime and not working properly. They are also not ADA compliant. Mark K. moved to replace the faucets if the cost is no more than $600. Mark G. seconded. Motion passed with all ayes.

Dave Brenno updated the Board about nuisance properties around the city.

Sally asked about adding the Director's Report to the Recurring Items list. Since the report no longer get voted on each month, it is not needed.
The Board also asked Cynthia for an update about her recent injury. It is slowly getting better.

Patsy adjourned the meeting at 6:25.

The next regular meeting of the Cresco Public Library Board will be December 10, 2018 at 5:30 in the Library conference room.

Sally J Godwin

Sally Godwin, Secretary

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY:	Cresco Public Library
DATE OF MEETING:	October 8, 2018
TIME AND PLACE OF MEETING:	CPL Program Room, 5 p.m.

PUBLIC NOTICE IS HEREBY GIVEN THAT THE ABOVE MENTIONED GOVERNMENTAL BODY WILL MEET AT THE DATE, TIME AND PLACE SET OUT ABOVE. THE TENTATIVE AGENDA FOR SAID MEETING IS AS FOLLOWS:

ROLL CALL: Bronner, Godwin, Grinhaug, Hudecek, Joiner, Kissinger, Kowalke, Lueschow, Rockabrand

RECURRING ITEMS: There may be action taken on each of the items listed below.

1. Approval of the Agenda
2. Approval of Minutes from Monday, September 10, 2018
3. Approval of the Claims Signing of bills – Discussion of Computer Project Invoice
4. Approval of minutes from June 4, 2018 Special meeting

REPORTS: There may be action taken on each of the items listed below.

1. Board President Report.
2. Director's Report

OLD BUSINESS: There may be action taken on each of the items listed below.

1. Policy Review: New Patron Registration and Unattended Child.
2. Building topic: Lighting project.
3. Building topic: Cleaning supply closet dry sink faucet and wall.
4. ILA Conference: Oct. 3-5 in Cedar Rapid report.
5. Personnel.
6. Library Report.
7. Board Education Report.

NEW BUSINESS: There may be action taken on each of the items listed below.

1. Building topic: Electric door opener South entrance.
2. Meeting with Supervisors: Monday, November 5, 9:30 a.m.
3. Next Board Meeting Tuesday, November 13, 2018 at 5 p.m. (November 12 is a Holiday)

COMMENTS FROM AUDIENCE:

BOARD QUESTIONS AND CONCERNS:

ADJOURN:

THIS NOTICE IS GIVEN PURSUANT TO CHAPTER 21, CODE OF IOWA AND THE LOCAL RULES OF SAID GOVERNMENTAL BODY. POSTED **October 4, 2018**

LIBRARY BOARD OF TRUSTEES MEETING
Monday, October 8, 2018

ATTENDANCE:
President Patsy Bronner called the meeting to order on October 8, 2018 at 5:00 In the library meeting room. Patsy Bronner, Sally Godwin, Karen Hudecek, Larry Joiner, Ward Kowalke, Christine Lueschow and Janis Rockabrand were present.

Mark Kissinger arrived at 5:01.
Mark Grinhaug arrived at 5:14.

GUESTS PRESENT:
Dave Brenno

RECURRING ITEMS

1. Approval of the Agenda
2. Approval of Minutes from Monday, September 10, 2018
3. Approval of the Claims Signing of bills – Discussion of Computer Project Invoice
4. Approval of minutes from June 4, 2018 Special meeting

Moved by Larry Seconded by Christine Motioned passed with all ayes.

Patsy thanked the staff for all their hard work during the computer update.

Director's Report See attached

There are no new updates to the New Patron Registration and Unattended Child policy

Lighting project is still planned for early November.

The cleaning supply closet dry sink faucet and wall are finished. The project cost just under $600.00.

Sally and Cynthia reported on their recent attendance at the Iowa Library Conference.,

Both new hires are working out well.

The Board reviewed the Monthly Review and Expense Report and the Summary of Circulation Statistics Report.

The next State Library of Iowa webinar is October 30, 2018 at 6:00

Lee Foley will do the work to change the south entrance door to from battery operated to electric.

The four county librarians will meet with the county supervisors on Monday, November 5, 2018 at 9:30 a.m.

Patsy address the issue roll call votes for each item. She has looked at the Code of Iowa and feels we do not have to. This will be on the agenda next month.

Mark G. moved to adjourn at 6:19. Ward seconded and it passed with all ayes. The next regular Cresco Public Library Board meeting will be November 13, 2018 at 5 p.m.

Sally Godwin

Sally Godwin, Secretary

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY: Cresco Public Library
DATE OF MEETING: September 10, 2018
TIME AND PLACE OF MEETING: CPL Program Room, 5 p.m.

PUBLIC NOTICE IS HEREBY GIVEN THAT THE ABOVE MENTIONED GOVERNMENTAL BODY WILL MEET AT THE DATE, TIME AND PLACE SET OUT ABOVE. THE TENTATIVE AGENDA FOR SAID MEETING IS AS FOLLOWS:

ROLL CALL: Bronner, Godwin, Grinhaug, Hudecek, Joiner, Kissinger, Kowalke, Lueschow, Rockabrand

RECURRING ITEMS: There may be action taken on each of the items listed below.

1. Approval of the Agenda
2. Approval of Minutes from Monday, August 13, 2018
3. Approval of the Claims Signing of bills

REPORTS: There may be action taken on each of the items listed below.

1. Board President Report.
2. Director's Report

OLD BUSINESS: There may be action taken on each of the items listed below.

1. Exterior Window Project: update.
2. Policy Review: New Patron Registration and Unattended Child.
3. Building topic: Computer project.
4. Building topic: Lighting project.
5. Building topic: Wall stool women's restroom.
6. Building topic: Cleaning supply closet dry sink faucet and wall.
7. Iowa Library Association Annual Conference: Oct. 3-5 in Cedar Rapids.
8. Personnel.
9. Library Reports.
10. Board Education Report.

NEW BUSINESS: There may be action taken on each of the items listed below.

1. Chamber membership clarification.
2. Building topic: Painting. (LOST projects FY 18/19)
3. Next Board Meeting Monday, October 8, 2018 at 5 p.m.

COMMENTS FROM AUDIENCE:

BOARD QUESTIONS AND CONCERNS:

ADJOURN:

THIS NOTICE IS GIVEN PURSUANT TO CHAPTER 21, CODE OF IOWA AND THE LOCAL RULES OF SAID GOVERNMENTAL BODY. POSTED SEPTEMBER 7, 2018

LIBRARY BOARD OF TRUSTEES ANNUAL MEETING
Monday, September 10, 2018

President Patsy Bronner called the Cresco Library Board of Trustees to order July 9, 2018 at 5 p.m. Board members Patsy Bronner, Sally Godwin, Karen Hudecek, Janis Rockabrand, Christine Lueschow, Larry Joiner, Mark Kissinger, Ward Kowalke were present. Library Director Cynthia Kay was also present.

Board member Mark Grinhaug arrived at 5:02.

Dave Brenno was present as a guest.

Larry moved to approve the the recurring items. Mark K seconded and it passed with all ayes

Patsy thanked the By-Laws Committee for their work.

Discussion was held about the monthly Director's report. (See attached.)

Cynthia reported that the work on the windows is finished.

A discussion was held about the input from the staff about the New Patron Policy and Unattended Child Policy. The policy committee will take this into concideration when they meet.

Karen moved that the library pay up to $10 per staff member for lunch during the inservice on September 12. Larry seconded. Motion passed with all ayes.

Bob's Electric is scheduled to replacing lighting the beginning of November. Cynthia will approach the Foundation about paying for part of the cost.

Cynthia reported that the toilet in the woman's restroom has been fixed. She also reported that Don Recker will work on the cleaning closet sink.

Mark K. moved that fees be paid for Sally to attend the Iowa Library Association conference with Cynthia. Janis seconded. Motion passed with all ayes.

Mark G. moved to approve the hiring of two new library assistants: Laura Lewis and Rhonda Vobr. Laura's first day of work was August 29, 2018. Her salary is $10 per hour. Rhonda's first day of work was September 5, 2018. Her salary is $10 per hour.

The Board reviewed the Monthly Review and Expense Report and the Summary of Circulation Statistics Report.

Cynthia reported that with our Chamber membership we are able to advertise jobs on the Chamber's job link.

Dean Miller will be doing touch up painting. This is a LOST project and should cost about $1200.

Dave Brenno asked if exit interviews had been done with Wayne and Staci. He said the city is looking into doing them with full and part-time employees.

Dave also pointed out some procedural items the city would like us to do that we did not.

The next Board meeting is Monday, October 8, 2018 at 5:00 p.m.

There being no further business, the meeting was adjourned at 6:03 p.m. Larry so moved, Christine seconded.

Sally J Godwin

Sally Godwin, Secretary

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY: Cresco Public Library
DATE OF MEETING: August 13, 2018
TIME AND PLACE OF MEETING: CPL Program Room, 5 p.m.

PUBLIC NOTICE IS HEREBY GIVEN THAT THE ABOVE MENTIONED GOVERNMENTAL BODY WILL MEET AT THE DATE, TIME AND PLACE SET OUT ABOVE. THE TENTATIVE AGENDA FOR SAID MEETING IS AS FOLLOWS:

ROLL CALL: Bronner, Godwin, Grinhaug, Hudecek, Joiner, Kissinger, Kowalke, Lueschow, Rockabrand

RECURRING ITEMS: There may be action taken on each of the items listed below.

1. Approval of the Agenda
2. Approval of Minutes from Monday, July 9, 2018
3. Approval of the Claims Signing of bills

REPORTS: There may be action taken on each of the items listed below.

1. Board President Report.
2. Director's Report

OLD BUSINESS: There may be action taken on each of the items listed below.

1. Exterior Window Project: update.
2. Policy Review: New Patron Registration and Unattended Child.
3. Building topic: Computer project.
4. Building topic: Lighting project.
5. Personnel.
6. Library Reports.
7. Board Education Report.

NEW BUSINESS: There may be action taken on each of the items listed below.

1. Building topic: Wall stool women's restroom.
2. Building topic: Cleaning supply closet dry sink faucet and wall.
3. Iowa Library Association Annual Conference: Oct. 3-5 in Cedar Rapids.
4. Next Board Meeting Monday, September 10, 2018 at 5 p.m.

COMMENTS FROM AUDIENCE:

ADJOURN:

THIS NOTICE IS GIVEN PURSUANT TO CHAPTER 21, CODE OF IOWA AND THE LOCAL RULES OF SAID GOVERNMENTAL BODY. POSTED 8/10/18.

Cresco Public Library Board of Trustees Meeting
Monday, August ~~14~~ 13, 2018

The following Board members were in attendance: Board President Patsy Bronner, Sally Godwin, Mark Grinhaug, Karen Hudecek, Larry Joiner, Ward Kowalke, Christine Lueschow, and Janis Rockabrand. Director Cynthia Kay was also present.

Mark Kissinger was absent.

The meeting was called to order by President Bronner at 5 p.m.

Christine moved to approve the agenda, Janis seconded. Motion passed with all ayes.
Larry moved to approve the July minutes as amended. Karen seconded. Motion passed with all ayes.
Mark G. moved to approve the Claims. Ward seconded. Motion passed with all ayes.

See attached for the Director's report.

Cynthia reported that the work on the windows is finished.

New Patron Registration and Unattended Children policies need to be created. Christine, Janis, and Sally will work on this.
Mark G. moved that the library close on September 11 &12 for computer updating. Janis seconded. Motion passed with all ayes.

Christine moved to accept Bob's Electric bid of $3993.00 to replace the upstairs lights. Larry seconded. Motion passed with all ayes.

Job descriptions need to be updated. Ward, Christine and Janis will work on this.

The Board reviewed the Monthly Review and Expense Report and the Summary of Circulation Statistic Reports.

Cynthia showed the Board how to access the sump pump.

Gosch's and Kubik's will be asked to submit a bid to fix the wall stool in the women's bathroom and the supply closet dry sink faucet and wall.

Christine moved to pay for Cynthia's registration and expenses to the Iowa Library Association annual conference October 3-5 with the option to add another attendee. Karen seconded. Motion passed with all ayes.

Larry moved to adjourn at 6:24. Mark G. seconded. Motion passed with all ayes.

The next regular Board meeting will be September 10, 2018 at 5:00.

Sally J Godwin

Sally Godwin, Secretary

AGENDA
Cresco Public Library
Annual Meeting
Board of Trustees
Monday, July 9, 2018
5:00 p.m.

I. Call to order.

II. Approval of the agenda.

III. Approval of the minutes from the June 11, 2018 Board meeting.

IV. Opening words from the Board President.

V. Director's report.

VI. Signing of bills.

VII. Continuing business:
   A. Budget 2017/2018: wrapping up.
   B. Exterior Window trim project (LOST): update.
   C. Policy review: approval of Bylaws.
   D. Building topics: E-rate update.
   E. Personnel.
   F. Library Reports.
   G. Board Education Report.

VIII. New business:
   A. Election of new officers 2018/19.
   B. Budget 2018/2019 introduction.
   C. Next Board meeting Monday, August 13, 2018 at 5 p.m.

IX. Comments from the audience.

X. Board questions and concerns.

XI. Adjourn.

LIBRARY BOARD OF TRUSTEES ANNUAL MEETING
Monday, July 9, 2018

President Patsy Bronner called the Cresco Library Board of Trustees to order July 9, 2018 at 5 p.m. Board members Karen Hudecek, Janis Rockabrand, Christine Lueschow, Larry Joiner, Mark Kissinger, Ward Kowalke were present. Library Director Cynthia Kay was also present.

Board member Mark Grinhaug was absent.

Board member Sally Godwin arrived at 5:10.

Dave Brenno was present as a guest.

Larry moved to approve the agenda. Janis seconded and it passed with all ayes

Mark moved to approve minutes from the July 9, 2018 meeting. Karen seconded and it passed with all ayes.

Patsy thanked the By-Laws Committee for their work.

Discussion was held about the monthly Director's report. (See attached.)

Bills were reviewed and signed.

Discussion was held about the year end budget. $12, 329.86 was transferred from the trust to help cover extra labor costs caused by extra pay periods.

A discussion was held about the work on the windows. Work has resumed. Cynthia will check into what happens next since the completion date in the contract has passed.

Discussion was held about meeting attendance in the by-laws. This information was added since the last meeting. Christine moved to accept the by-laws as amended. Janis seconded and the motion passed with all ayes.

The library has received just over $10,000 for the computer updates. Work will begin after the money is received. This will require some shut down time. Cleaning and rearranging will also happen when the library is closed.

The Board reviewed the Monthly Review and Expense Report and the Summary of Circulation Statistics Report.

Cynthia reported that Pat Ahern's pay increase was incorrectly figured. It was calculated at a 3% raise to $13.94 and should have been calculated at a 2% raise to $13.80.

Cynthia showed the Board how to log into the State Library to be able to watch the Webinare videos.

Larry moved to continue with the same slate of officers for next year. Janis seconded and the motion passed with all ayes. President: Patsy Bronner, Vice President: Larry Joiner, Secretary: Sally Godwin

A discussion was held about putting money in the trust with the City or putting into the foundation.

There were no questions or comments from the audience.

Larry told the Board about a discussion he had with a patron. She said it can be hard to get to the sidewalk on the east side of the building because people park in front of it. She would like yellow lines painted on the curb to make that a no parking area.

The next Board meeting is Monday, August 13, 2018 at 5:00 p.m.

There being no further business, the meeting was adjourned at 6:15 p.m. Ward so moved, Larry seconded.

Sally Godwin

Sally Godwin, Secretary

AGENDA
Cresco Public Library
Board of Trustees Meeting
Monday, June 11, 2018
5:00 p.m.

I. Call to order.

II. Approval of the agenda.

III. Approval of the minutes from the May 14, 2018 Board meeting.

IV. Opening words from the Board President.

V. Director's report.

VI. Signing of bills.

VII. Continuing business:
   A. Board Structure: vacant seat.
   B. Exterior Window trim project (LOST): update.
   C. Policy review: committee update.
   D. Building topics: update
   E. Personnel.
   F. Library Reports.
   G. Board Education Report.

VIII. New business:
   A. Building topics: landscaping.
   B. Budget 2017/2018: wrapping up.
   C. City Wide Garage Sales: June 14-16.
   D. Next Board meeting Monday, July 9, 2018 at 5 p.m.

IX. Comments from the audience.

X. Board questions and concerns.

XI. Adjourn.

LIBRARY BOARD OF TRUSTEES MEETING
Monday, June 11, 2018

ATTENDANCE:
A regular meeting of the Board of Trustees of the Cresco Public Library was held on Monday, June 11, 2018, at 5 p.m.. The following members were in attendance: Board President Patsy Bronner, Sally Godwin, Karen Hudecek. Larry Joiner, Christine Lueschow, and Janis Rockabrand. Director Cynthia Kay was also present.

Mark Kissinger was absent
Mark Grinhaug arrived at 5:07 p.m.

GUESTS PRESENT:
Ward Kowalke

CALL TO ORDER: The meeting was called to order by Patsy at 5 p.m.

APPROVAL OF AGENDA:
Karen moved and Janis seconded to approve the agenda. Motion passed with all ayes.

APPROVAL OF MINUTES:
Minutes from the May 14, 2018 meeting were read and approved. Moved by: Larry, Seconded Christine. Motion passed with all ayes.

CYNTHIA'S MONTHLY REPORT: See Attachment
Larry moved and Janis seconded to waive $3 or less fines during fair week when a patron shows a fair button. Motion passed with all ayes.

SIGNING OF BILLS:
Current bills were reviewed and signed.

CONTINUING BUSINESS: :

A. Board Structure: vacant seat
Ward Kowalke has agreed to join the Board.

B. Exterior Window trim project (LOST): update
Very little work has been done on the windows since the $4500 payment was made. Mark G. will talk to Arlyn about an estimated date of completion.

C. Policy review: committee update
The by-laws have been rewritten to be in alignment with city and state code. One item still to be decided is how many meetings a Board member may miss in a year. This was tabled until the July meeting.

D. Building topics: update
The sump pump is located under the elevator. The next time the maintenance man comes he will show us how to access it.

E. Personnel
Cynthia's annual review was favorable.
She would like to have a personnel committee. Patsy, Christine, and Ward volunteered to be on it.
Mark G. moved and Christine seconded to approved hourly wage increases as presented and longevity pay for Arla. Motion passed with all ayes.

F. Library Reports
The Board reviewed the Monthly Review and Expense Report and the Summary of Circulation Statistics Report.

G. Board Education Report
The webinar this month is on policies.

VIII. New business:

A. Building topics: landscaping
Cynthia had a mulberry tree and some bushes removed by the fence.

B. Budget 2017/2018: wrapping up
All bill need to be in by June 14th to be in this year's budget.

C. City Wide Garage Sales: June 14-16
The library will participate with withdrawn books, DVDs and magazines in the east entrance for sale.

The next Board meeting is Monday, July 9, 2018 at 5:00 p.m.

There being no further business, the meeting was adjourned at 6:26 p.m. Larry so moved, Janis seconded.

Sally Godwin

Sally Godwin, Secretary

AGENDA
Cresco Public Library
Board of Trustees Special Meeting
Monday, June 4, 2018
5:00 p.m.

I. Call to order.

II. Approval of the agenda.

VII. Continuing business:
A. Personnel: On-call staffing.

IX. Comments from the audience.

X. Board questions and concerns.

XI. Adjourn.

SPECIAL LIBRARY BOARD OF TRUSTEES MEETING
Monday, June 4, 2018

ATTENDANCE:
A special meeting of the Board of Trustees of the Cresco Public Library was held on Monday, June 4, 2018 at 5 p.m.. The following members were in attendance: Board President Patsy Bronner, Sally Godwin, Karen Hudecek, Larry Joiner, and Janis Rockabrand. Mark Grinhaug, Mark Kissinger, and Christine Lueschow were absent. Director Cynthia Kay was also present.

CALL TO ORDER: The meeting was called to order by Patsy at 5:00 p.m.

APPROVAL OF AGENDA: Janis moved and Larry seconded to approve the agenda.

VII.Continuing business:

A. Personnel: On-call staffing

Larry moved to hire a staff member for on-call purposes only to start June 5, 2018, at $7.25 per hour. Janis seconded. Motion passed with all ayes.

There being no further business, the meeting was adjourned at 5:12 p.m..

Sally J Godwin

Sally Godwin, Secretary

AGENDA
Cresco Public Library
Board of Trustees Meeting
Monday, May 14, 2018
5:00 p.m.

I. Call to order.

II. Approval of the agenda.

III. Approval of the minutes from the April 9, 2018 Board meeting.

IV. Opening words from the Board President.

V. Director's report.

VI. Signing of bills.

VII. Continuing business:
   A. Board Structure:
      1. Standardized procedures.
      2. Open seat
   B. Exterior Window trim project (LOST): update.
   C. Policy review: Schedule and Accreditation.
   D. HCLA: Supervisors tour, Monday, April 23rd.
   E. Personnel.
   F. Library Reports.
   G. Board Education Report.

VIII. New business:
   A. Building topics.
   B. Labor Budget FY 2018-2019.
   C. Professional book purchases.
   D. Next Board meeting Monday, June 11, 2018 at 5 p.m.

IX. Comments from the audience.

X. Board questions and concerns.

XI. Adjourn.

LIBRARY BOARD OF TRUSTEES MEETING
Monday, May, 14, 2018

ATTENDANCE:
A regular meeting of the Board of Trustees of the Cresco Public Library was held on Monday, May 14, 2018 at 5 p.m.. The following members were in attendance: Board President Patsy Bronner, Sally Godwin, Karen Hudecek, Mark Kissinger, Christine Lueschow, and Janis Rockabrand. Director Cynthia Kay and Assistant Director Staci Wicks were also present. Mark Grinhaug and Larry Joiner were absent.

GUESTS PRESENT:
~~Dave Brenno~~

CALL TO ORDER: The meeting was called to order by Patsy at 5:00 p.m.

APPROVAL OF AGENDA:
Janis moves and Mark K seconded to approve the agenda. Motion passed with all ayes.

APPROVAL OF MINUTES:
Minutes from the April 9, 2018 meeting were read and approved. Moved by: Mark K. and Christine seconded the motion. Motion passed with all ayes.

OPENING WORDS FROM BOARD PRESIDENT:
Patsy informed the Board that she will probably miss meetings due to a rotator cuff injury.

CYNTHIA'S MONTHLY REPORT: **See Attachment**
The report was accepted with all ayes.

SIGNING OF BILLS:
Current bills were reviewed and signed.

CONTINUING BUSINESS:

A. Board Structure:
   1. Standardized procedures
      The city will post the minutes after the Board has approved them.

   2. Open seat
      Becky has resigned her from her position. We will begin looking for a male replacement to keep the Board in gender balance.

B. Exterior Window trim project (LOST): update
   Progress is being made. $4500 has been paid so far.

C. Policy review: Schedule and Accreditation
   We need to co-ordinate our by-laws with city and state code. Christine, Janis, Sally and Cynthia will form a committee to do so.

D. HCLA: Supervisors tour, Monday, April 23rd
   The tour went well.

E. Personnel
   Job reviews are all done.

F. Library Reports

The Board reviewed the Monthly Review and Expense Report and the Summary of Circulation Statistics Report.

G. Board Education Report

Christine watched the April webinar on Better Board Meetings and said it was very good. She said many things they suggest we already do. She recommended that Board members watch when it becomes available on-line.

VIII. New business:

A. Building topics

Light bulbs have been breaking. Bob's Electric modified one of the fixtures to LED to help determine cost efficiency and longevity. Bob's Electric is working on an analysis to help evaluate overall efficiency if all upstairs lights were retrofitted for LED.

Don Recker fixed the fence panel that blew down.

Cynthia was wondering if anyone knew where the sump pump is. No one did.

B. Labor Budget FY 2018-2019

Cynthia reported from the City that pay raises will probably be 2% for part-time employees and 3% for full time employees.

She reported that there is pay inconsistency between staff members that have been employed the same amount of time. She would like to rectify this.

She also reported that one employee is eligible for longevity pay.

The Board tabled a vote on this until June.

C. Professional book purchases

Cynthia will purchase 2 professional books to help with the weeding process of the non-fiction.

X. Board questions and concerns

Sally expressed thanks from the Friends of Library to Cynthia, Janis and Christine for their help with the Book Sale.

The next Board meeting is Monday, June 11, 2018, at 5:00.

There being no further business, the meeting was adjourned at 6:18p.m. Mark K. so moved, Karen seconded.

Sally J. Godwin

Sally Godwin, Secretary

AGENDA
Cresco Public Library
Board of Trustees Meeting
Monday, April 9, 2018
5:00 p.m.

I. Call to order.

II. Approval of the agenda.

III. Approval of the minutes from the March 12, 2017 Board meeting.

IV. Opening words from the Board President.

V. Director's report.

VI. Signing of bills.

VII. Continuing business:
   A. Board Structure: Voting clarification / One term ending June 30th.
   B. Exterior Window trim project (LOST): update.
   C. Policy review and approvals for Accreditation.
   D. E-Rate: follow-up.
   E. HCLA (Howard County Library Assoc.)
   F. Personnel.
   G. Library Reports.
   H. Board Education Report.

VIII. New business:
   A. Supervisors tour, Monday, April 23rd at 10:45 a.m.
   B. Staff Appreciation Lunch Wed. April 25.
   C. Next Board meeting Monday, May 14, 2018 at 5 p.m.

IX. Comments from the audience.

X. Board questions and concerns.

XI. Adjourn.

LIBRARY BOARD OF TRUSTEES MEETING
Monday, April 9, 2018

ATTENDANCE:
A regular meeting of the Board of Trustees of the Cresco Public Library was held on Monday, April 9, 2018 at 5 p. m. The following members were in attendance: Board President Patsy Bronner, Sally Godwin. Mark Grinhaug, Karen Hudecek. Larry Joiner, Christine Lueschow, Mark Kissinger, and Janis Rockabrand. Director Cynthia Kay and Assistant Director Staci Wicks were also present.

GUESTS PRESENT:
Dave Brenno

CALL TO ORDER: The meeting was called to order by Patsy at 5:01p.m.

APPROVAL OF AGENDA:
Mark G. moved to approve the agenda, Karen seconded. Motion passed with all ayes.

APPROVAL OF MINUTES:
Minutes from the March meeting were read and approved as corrected. Moved by: Mark G, Seconded: Janis

OPENING WORDS FROM BOARD PRESIDENT:
Patsy welcomed new Board member Christine Lueschow.

CYNTHIA'S MONTHLY REPORT: See Attachment
Larry moved and Janis seconded to approve the monthly report.

SIGNING OF BILLS:
Bills were reviewed and signed.

CONTINUING BUSINESS:

Continuing business:

A. Board Structure: Voting clarification / One term ending June 30th
It has been asked in the past if the president votes on motions. This was investigated and the answer is yes.
Becky's term is up June 30th. She can continue with another term, but has not been asked yet if she would like to continue.

B. Exterior Window trim project (LOST): update
Arlyn Skoda will do the project. His bid was $10,000.

C. Policy review and approvals for Accreditation
Cynthia reported updates or changes that have been made to finalize our accreditation. These include organizing library goals by categories instead of having one long list, a staff orientation plan, and adding staff meeting attendance and job descriptions to the handbook.

D. E-Rate: follow-up
We may be able to get money for this based on the school district's free and reduced lunch numbers. It will probably be September before we get final funding amounts.

E. HCLA (Howard County Library Assoc.)
The April 3rd meeting was cancelled because of weather and has been rescheduled on April 10th.

F. Personnel

Staff reviews are beginning. Cynthia's annual review is due by the end of May.
We will not be getting a staff member through ABLE at this time. Cynthia is working with the organization on paperwork to speed up the process should there be another candidate.
City Hall says staff raises will probably be about 2% for part time employees and 3% for full time employees.

G. Library Reports.

There was review of the monthly Revenue and Expense Report.
There was review of the Summary of Circulation Statistics report.

H. Board Education Report

The Board will not be able to watch the webinar from the state live because of set up for the book sale. This month's topic is Better Board Meetings.
Cynthia gave the Board a packet to review before the next meeting.

VIII. New business:

A. Supervisors tour, Monday, April 23rd at 10:45 a.m

B. Staff Appreciation Lunch Wed. April 25

This is through the Chamber and there is a charge to attend. Cynthia will make the staff aware this is happening.

IX. Comments from the audience

Dave reported that the City uses CPU for computer issues.
He feels that the minutes need to record the aye and nay votes for any that are not unanimous. Sally asked him to check into this for us.

The next Board meeting is Monday, May 14, 2018 at 5:00 p.m.

There being no further business, the meeting was adjourned at 6:20. Karen so moved, Mark G. seconded.

Sally J Godwin

Sally Godwin, Secretary

AGENDA
Cresco Public Library
Board of Trustees Meeting
Monday, March 12, 2018
5:00 p.m.

I. Call to order.

II. Approval of the agenda.

III. Approval of the minutes from the February 12, 2017 Board meeting.

IV. Opening words from the Board President.

V. Director's report.

VI. Signing of bills.

VII. Continuing business:
   A. Board Structure: Approval of New Member
   B. Library Efficiency Projects Update.
   C. Exterior Window trim project (LOST): update.
   D. Trust Fund at City Hall clarification follow-up.
   E. Accreditation follow-up.
   F. E-Rate: follow-up.

VIII. New business:
   A. HCLA (Howard County Library Association).
   B. Personnel.
   C. Board Education Report.
   D. Next Board meeting Monday, April 9, 2018 at 5 p.m.

IX. Comments from the audience.

X. Board questions and concerns.

XI. Adjourn.

LIBRARY BOARD OF TRUSTEES MEETING
Monday, March 12, 2018

CALL TO ORDER AND ATTENDANCE:
A regular meeting of the Board of Trustees of the Cresco Public Library was held on Monday, March 12, 2018, at 5 p.m. The following members were in attendance: Board President Patsy Bronner, Sally Godwin, Mark Grinhaug, Karen Hudecek. Larry Joiner, Mark Kissinger, and Janis Rockabrand. Director Cynthia Kay and Assistant Director Staci Wicks were also present.

GUESTS PRESENT:
Dave Brenno

CALL TO ORDER: The meeting was called to order by Patsy at 5:01 p.m.

APPROVAL OF AGENDA: The agenda was approved as amended.

APPROVAL OF MINUTES:
Minutes from the February 12, 2018 meeting were read and approved as corrected. Motion passed with all ayes.

OPENING WORDS FROM BOARD PRESIDENT:
Patsy welcomed new Board member Mark Kissinger.

CYNTHIA'S MONTHLY REPORT: See Attachment

REVIEW BILLS PAID:
Current bills paid were reviewed.

CONTINUING BUSINESS:

Board Structure: Approval of New Member
Christine Lueschow was approved to become the newest member of the Board.

Library Efficiency Projects Update
All projects are done.

Exterior Window trim project (LOST): update
Arlyn Skoda was the only bidder on the window project. After the preservation portion of the project, his bid increased by several thousand dollars. Cynthia, Patsy and Mark G. will meet with him to discuss the bid and the increases

Trust Fund at City Hall clarification follow-up
A former Board member pushed to close the trust fund so we do not become dependent on it. City Hall has no problem with us keeping the fund. It has been used in the past to purchase replacement computers. This money must be budgeted, and we can amend the budget to use it.

Accreditation follow-up
Roles, mission statement, and goals and objectives with statistics must be updated. A new staff member orientation must also be created. Cynthia has given Board members drafts to look at before the next meeting.

E-Rate: follow-up
Three bids have been received. Details of the bids may be found in Cynthia's Director's report.

NEW BUSINESS:

HCLA (Howard County Library Association)
The next meeting will be April 3.
The county supervisors will tour the Cresco and Lime Springs libraries.
The state would like all county Board members to meet once a year.

Personnel
The monthly staff meeting will now be held on the Friday following the Board meeting.
There is a possibility we may be able to have a new staff member through the ABLE program.
Cynthia would like to take an online class in cataloging. Mark G moved and Karen seconded that we pay for the course.

Board Education Report
The state is having monthly Board webinars that all are invited to come and watch.

Library Reports
It was previously determined that we did not need a separate report (The Summary of Circulation Statistics about internal library statistics, revenues and expenses. However, the state requires that Cynthia provide us with one, so this report has been reprised.

COMMENTS FROM THE AUDIENCE:
Dave asked what would happen to money donated for a specific project – would it go to the Foundation or the trust fund. After discussion, it seemed to be – it would depend on the circumstances.

The next Board meeting is Monday, April 9, 2018 at 5:00 p.m.

There being no further business, the meeting was adjourned at 6:44. Larry so moved, Mark K. seconded.

Sally J Godwin

Sally Godwin, Secretary

AGENDA
Cresco Public Library
Board of Trustees Meeting
Monday, February 12, 2018
5:00 p.m.

I. Call to order.

II. Approval of the agenda.

III. Approval of the minutes from the January 8, 2017 Board meeting.

IV. Opening words from the Board President.

V. Director's report.

VI. Review and signing of bills.

VII. Continuing business:
- A. Board Structure: Open seats.
- B. Library Hours: follow-up.
- C. Budget 2018-19: follow-up.
- D. Library Efficiency Projects Update.
- E. Exterior Window trim project (LOST): Bid request update.
- F. Six month job review follow-up.
- G. Trust Fund at City Hall clarification.
- H. Policy adoption of revised documents for Accreditation.

VIII. New business:
- A. New review and signing of bills procedure.
- B. E-Rate: Bid request update.
- C. Library reading programs with prizes.
- D. Next Board meeting Monday, March 12, 2018 at 5 p.m.

IX. Comments from the audience.

X. Board questions and concerns.

XI. Adjourn.

LIBRARY BOARD OF TRUSTEES MEETING
Monday, February 12, 2018

CALL TO ORDER AND ATTENDANCE:
A regular meeting of the Board of Trustees of the Cresco Public Library was held on Monday, February 12, 2018 at 5 p.m. The following members were in attendance: Board President Patsy Bronner, Becky Creger, Sally Godwin, Mark Grinhaug, Karen Hudecek, and Janis Rockabrand, Director Cynthia Kay and Assistant Director Staci Wicks were also present.

GUESTS PRESENT: Dave Brenno, Mark Kissinger

CALL TO ORDER:
The meeting was called to order by President Patsy Bronner at 5:05 p.m.

APPROVAL OF THE AGENDA:
Karen moved and Janis seconded to approve the agenda. Motion passed with all ayes.

APPROVAL OF MINUTES:
Minutes from the January 8, 2018 meeting were read. Mark moved and Janis seconded to approve the minutes as amended. Motion passed with all ayes.

OPENING WORDS FROM BOARD PRESIDENT:
Patsy welcomed new City Council representative Dave Brenno and Mark Kissinger, who just agreed to be on the Library Board.

DIRECTOR'S REPORT: See attached
Mark G. moved and Karen seconded to accept the director's report. Motion passed with all ayes.

REVIEW BILLS PAID:

There has been some confusion about whether the Board needs to approve bills to be paid. Mark G. moved and Karen seconded that the Library director will now approve bills to be paid. If there are questions on specific bills, the Director will hold those bills for approval from the Trustees. Motion passed with all ayes.

CONTINUING BUSINESS:

Board member openings/structure
Mark Kissinger agreed to be the newest Board member.

Library Hours
New hours have been implemented and no issues have arisen.

Budget 2018-2019
The 2018-19 budget has been finalized with the city.

Library efficiency Projects Update
Don Recker has finished the new audio shelves and is now working on the newspaper shelving.

Exterior Window trim project (LOST): Bid request update
Only one bid, for $7,800, has been received. This bid is for repair and the current thought is there needs to an emphasis also place on preservation. Patsy and Mark G. will form a subcommittee to speak with other possible contractors. Sally moved and Janis seconded that Mark G. and Pasty be given the authority to award a bid if it needs to be approved before the next Board meeting.

Six month job review
Larry and Pasty met with Cynthia for her six month job review.

Trust Fund at City Hall clarification
There is approximately $14,000 in the trust fund at City Hall. Cynthia has been told that we do not need to spend this money by the end of the year, contrary to what we had previously been told.

Policy adoption of revised documents for Accreditation
The Board was presented with the policy reviews and changes that the sub-committee worked on. Changes include a $3 per day fine for overdue equipment and charging $2 for interlibrary loan items not picked up on items delivered by the van. Janis moved and Becky seconded to approve the recommendations of the policy review sub-committee. Motion passed with all ayes.

NEW BUSINESS:

New review and signing of bills procedure
Cynthia will turn bills to be paid over to City Hall prior to the Board meeting. City Hall will then create a list of all bills to be paid. Instead of each bill being signed individually by two Board members, only the list will need to be signed by two Board members. Original bills will be included with the sheet to sign in case there is any need to review them. Cynthia will return the signed form and the paid bills to City Hall the day after the Board meeting.

E-Rate: Bid request update
Not all requested e-rate bids have been received. This is for updating server, back-up and computers and is for the 2019-20 budget.

Library reading programs with prizes
Much to our sorrow, Board members and staff may not participate in these programs.

The next Board meeting is Monday, March 12, 2018 at 5 p.m.

There being no further business, the meeting was adjourned at 6:50. Sally so moved, Karen seconded.

Sally Godwin

Sally Godwin, Secretary

AGENDA
Cresco Public Library
Board of Trustees Meeting
Monday, January 8, 2018
5:00 p.m.

I. Call to order.

II. Approval of the agenda.

III. Approval of the minutes from the December 11, 2017 Board meeting.

IV. Opening words from the Board President.
   A. Welcome new Board Member, Becky Creger

V. Director's report.

VI. Discussion and approval of library bills.

VII. Continuing business:
   A. Board member openings/structure.
   B. Library Hours: Personnel Introduction Policy: VII. Conditions of Work
   C. Budget 2018-19.
   D. Library Efficiency Projects Update.
   E. Exterior Window trim project (LOST). Update.

VIII. New business:
   A. Six month job review.
   B. Next Board meeting Monday, February 12, 2018 at 5 p.m.

IX. Comments from the audience.

X. Board questions and concerns.

XI. Adjourn.

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LIBRARY BOARD OF TRUSTEES MEETING
Monday, January 8, 2018.

CALL TO ORDER AND ATTENDANCE:
A regular meeting of the Board of Trustees of the Cresco Public Library was held on Monday, January 8, 2018 at 5 p.m. The following members were in attendance: Board President Patsy Bronner, Larry Joiner, Mark Grinhaug, Janis Rockabrand, Sally Godwin, Karen Hudacek and Becky Creger. Director Cynthia Kay and Assistant Director Staci Wicks were also present.

GUESTS PRESENT: Dick Holten, Thais Folta

CALL TO ORDER:
The meeting was called to order by President Patsy Bronner at 5:03 p.m.

APPROVAL OF THE AGENDA:
Larry moved and Janis seconded to approve the agenda. Motion passed with all ayes

APPROVAL OF MINUTES:
Minutes from the December 11, 2017 meeting were read and amended. Karen moved and Larry seconded to approve the minutes as amended. Motion passed with all ayes.

OPENING WORDS FROM BOARD PRESIDENT:
Patsy welcomed new Board member Becky Creger.

CYNTHIA'S MONTHLY REPORT: See Attachment.
Mark moved and Sally seconded to accept the Director's report. Motion passed with all ayes

REVIEW BILLS PAID:
The Library director will now approve bills to be paid. If there are questions on specific bills, the Director will hold those bills for approval from the Trustees.

CONTINUING BUSINESS:

Board member openings/structure
An ad was placed for Board openings and no one responded. Two new members are needed. Mark Kissinger has been approached and will let us know.

Library Hours
Sally moved and Mark seconded that to best utilize staff and serve patrons that the library close Mondays, Tuesdays, and Wednesdays at 7 beginning January 29, 2018. Motion passed with all ayes.

Budget 2018-2019
The city will pay half or up to $2500, for the computer update project. If the erate money will not pay for the rest, other sources to pay for this will have to be found.

Library efficiency Projects Update
The picture is hung and the audio shelving expansion is being worked on.

Exterior Window Trim Project
Curt and Cynthia will be meeting soon to write up the bid request form.

NEW BUSINESS:

Cynthia's six month review
Since Karen Nance and Curt McNew, who have been conducting the reviews, are no longer on the Board, this has not been done yet. Patsy will contact them to talk about the format they used and conduct the review.

The next Board meeting is Monday, February 12, 2018, at 5 p.m.

There being no further business, the meeting was adjourned at 5:58 p.m. Larry so moved, Mark seconded.

Sally Godwin, Secretary