AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY:	Cresco Public Library
DATE OF MEETING:	December 9, 2019
TIME AND PLACE OF MEETING:	CPL Program Room, 6:30 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, Dana, 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 Tuesday, November 12, 2019.
3. Approval of the Claims - Signing of bills.

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

4. Board President Report.
5. Director's Report.

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

1. Building Topic: Concrete Project. Follow-up.
2. Policy: Material Donations and Sex Offender. Final Review.
3. Building Topic: Computer maintenance contract.
4. Historical documents storage options. Follow-up.
5. Personnel.
6. Library Report: Budget FY 2019/2020. Discussion.
7. Board Education: Recruitment.

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

1. Library Services: Library hours.
2. Equipment: New computers.
3. Howard County Community Grant Application.
4. Next Board Meeting January 6, 2020 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 5, 2019**

Cresco Public Library Board Minutes
December 9, 2019

President Patsy Bronner called the meeting to order at 6:32 p.m. in the library meeting room. Patsy Bronner, Sally Godwin, Karen Hudecek, Christine Lueschow, and Mark Kissinger were present. Director Cynthia Kay was also present.

Mark Grinhaug, Ward Kowalke and Janis Rockabrand were absent.

Daniel Dana arrived at 6:36.

Christine moved and Karen seconded to approve the recurring agenda, correcting the meeting time in the minutes. Motion passed with all ayes.

Patsy lead a brief discussion about the Board make-up and term limits.

Director's report: See attached.
Additions to report: There will be a Mobile Medical Museum in the program room Jan. 9.

Concrete project follow-up: It is too late to do anything this year. A spec sheet for bids will be created to allow the project to go forward in the spring.

Daniel moved and Christine seconded to approve the Material Donations and Sex Offenders policies. Motion passed with all ayes.

Cynthia reported she cannot find another company to provide computer maintenance. She is getting bids for replacement computers and a lap top through a company the city uses.

Historical document storage discussion was tabled.

Cynthia reported that staff is working on updating their certification.

Budget items: A meeting with the Foundation will be held December 11 to set up the trust with the city. Estimates for new windows on the lower lever is approximately $23,000.

Christine moved and Daniel seconded to close the library January 16, 2020 for staff training. Motion passed with all ayes.

Based on community surveys, Mark K. moved and Karen seconded to keep the library open until 7 p.m. on Thursdays beginning February 6, 2020. Motion passed with all ayes.

Cynthia will apply for a grant through the Howard County Community Grant for a TV for the program room.

Christine asked how the new website through the state was coming. Cynthia reported that the state has had many problems with the program and has suspended work on websites until this is fixed.

The next Board meeting will be Monday, January 13, 2020 at 5:30 p.m. in the Library Program Room.

Mark K. moved to adjourn at 7:40. Christine seconded. Motion passed with all ayes.

Sally J Godwin, Sally Godwin, secretary

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY: Cresco Public Library
DATE OF MEETING: November 12, 2019
TIME AND PLACE OF MEETING: CPL Program Room, 5:30 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, Dana, Godwin, Grinhaug, Hudecek, Kissinger, Kowalke, Lueschow, Rockabrand

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

1. Building Topic: Concrete Project. John Andera, Andera Construction.
2. Approval of the Agenda.
3. Approval of Minutes from Monday, October 14, 2019.
4. Approval of the Claims - Signing of bills.

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

5. Board President Report.
6. Director's Report.

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

1. Building Topic: Concrete Project.
2. Building Topic: Maintenance Agreement.
3. Policy: Material Donations and Sex Offender. Follow-up.
4. Budget FY 2020/2021. Committee Report.
5. Patron Survey: Update.
6. Fundraising: Silent Auction follow-up.
7. Personnel.
8. Library Report: Budget FY 2019/2020.
9. Board Education: Budget discussion continued.

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

1. Building Topic: Computer maintenance contract.
2. Historical documents storage options.
3. Next Board Meeting December 9, 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: **November 8, 2019**

Cresco Public Library Board Minutes

November 12, 2019

President Patsy Bronner called the meeting to order as 5:35 p.m. members present Kissinger, Rockabrand, Grinhaug, Kowalke, Hudacek. Director Cynthia Kay and Dave Brenno were also present.

Motion to approve Recurring items was approved by all present.

John Andera came to explain his ideas on the water problem on the northwest of building. He thought to remove the concrete by the northwest door add a drain in front of the door increase the slope so it would flow away better. Patsy had concerns about freezing and getting enough slope. Was also discussed the option of raising the door to get more slope. John's original estimate was $3200 may be possible to do yet this year depending on weather.

Discussed the Patron survey which Ward compiled. It was interesting and enlightening.

Fund raising such as the book sale and silent auction will now go to a trust account with the City not the Library Foundation.

Cynthia had an issue with an employee that has been documented. Grace is working out well. Cynthia has been working on certification of staff getting everyone up to date. Arla has some issues relating to her current certification. It is part of her job description that she be certified.

Discussion was held on the budget to be presented the City Council. Patsy, Cynthia and Daniel put the numbers together.

LOST projects for the future were discussed that could include storm windows in Arla's office, furnace up dates, replacing shelving and replacement of panic bars on entry doors.

Was motioned and approved that the Library will close at 5:00 p.m. December 9 so staff and board members may have an in-service meeting together.

Meeting adjourned at 7:45 p.m.

Next Board meeting will be December 9, 2019 at ~~5~~ 6:30 p.m. in the library program room. Members asked to bring food and snacks.

Mark Kissinger

Mark Kissinger

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY: Cresco Public Library
DATE OF MEETING: October 14, 2019
TIME AND PLACE OF MEETING: CPL Program Room, 5:30 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, Dana, 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, September 9, 2019.
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.
3. Board Education: Carnegie Institute presentation.

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

1. Building Topic: Concrete Project.
2. Building Topic: Maintenance Agreement.
3. Policy: Material Donations and Sex Offender. Follow-up.
4. Budget 2019/2020 discussion.
5. Patron Survey: Update.
6. HCLA Fall meeting: Tuesday, October 1, 7 p.m. Lime Springs. Follow-up.
7. Fundraising: In general, Silent Auction specific.
8. Personnel.
9. Library Report.

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

1. Budget FY 2020/2021.
2. Next Board November _____, (Mon. the 11th, we are closed) 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: **October 10, 2019**

Cresco Public Library Board minutes
October 14, 2019

Before the meeting, the Board heard a presentation by the Carnegie Institute.

President Patsy Bronner called the meeting to order at 6:17 p.m. in the library meeting room. Patsy Bronner, Daniel Dana, Sally Godwin, Mark Grinhaug, Karen Hudecek, Ward Kowalke, and Christine Lueschow were present. Director Cynthia Kay was also present.

Mark Kissinger and Janis Rockabrand were absent.

Ward moved and Daniel seconded to approve the recurring agenda. Motion passed with all ayes.

Patsy thanked Cynthia for arranging the presentation by the Carnegie Institute.

Director's report: See attached.
Additions to report: Bob Tupy will repair the broken tile in the East entryway in the spring.
The library will host an adopt a senior pet day in the program room November 2.

Following up to the Carnegie Institute presentation – grant funding will be available to purchase archival storage for our artifacts. Cynthia will look into the cost of the materials.

Bob Tupy did caulking to help prevent water coming in the back door. The only permanent solution is to change the grade. A spec sheet will be created when the Board has decided what would be the best solution.

Gosch's will service the furnaces and humidifiers the first week in November.

Discussion of the Sex Offender policy was tabled until November while more information is gathered.

Daniel will check with other public spaces to see if they would like to display any material we have that no longer has a display space.

Ward updated the Board about the patron survey. Surveys were sent home with Notre Dame students and will be sent home with How-Winn students.

Cynthia updated the Board about the HCLA meeting. Van service for Inter Library Loan delivery will begin soon through the state.

Cynthia updated the Board about the Silent Auction that is currently happening.

Grace Hunholtz has been hired. Her main duties will be working the front desk so others can work. She will work 20-25 hours a week at $8.45 per hour.

Laura Thomas has taken on the Teen room and media responsibilities. Because of extra duties, her pay will be increased to $11 per hour. This increase will take place during the September 28, 2019 pay period.

Rhonda Vobr's pay will increase to $11 per hour beginning the October 12, 2019 pay period because of extra duties.

Christine moved to approve the new hire and pay increases, Daniel seconded. Motion passed with all ayes.

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

A budget committee was formed to review the budget for FY 2020/2021. Accounts will be created for donation money that will be used for library general operating expenses. The City will re-open the Trust account. Patsy, Janis, and Daniel will work with Cynthia.

The next Board meeting will be Tuesday, November 12, 2019, at 5:30 p.m. in the library program room.

Ward moved to adjourn the meeting at 8:00 p.m. Karen seconded. Motion passed.

Sally Godwin

Sally Godwin, secretary

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY: Cresco Public Library
DATE OF MEETING: September 9, 2019
TIME AND PLACE OF MEETING: CPL Program Room, 5:30 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, Dana, 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, August 12, 2019.
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. Building Topic: Concrete Project.
2. Building Topic: Maintenance Agreement.
3. Building Topic: General.
4. Policy: Material Donations and Sex Offender.
5. Budget 2019-2020 discussion.
6. Patron Survey: Update.
7. Personnel.
8. Library Report.
9. Board Education: Open discussion.

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

1. HCLA Fall meeting: Tuesday, October 1, 7 p.m. Lime Springs.
2. Fundraising: Silent Auction.
3. Building Topic: Window cleaning.
4. Next Board Monday, October 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: **September 5, 2019**

President Patsy Bronner called the Cresco Public Library Board meeting to order on September 9, 2019, at 5:32 PM at CPL Program Room. Board Members Bronner, Dana, Grinhaug, Hudecek, Kissinger, Kowalke, Lueschow, and Rockabrand were present. Board Member Godwin was absent.

Guests in attendance were Cynthia Kay (Library Director).

Grinhaug made the motion to approve the agenda, approve the claims, and approve the minutes from the August 12th Cresco Public Library Board meeting. Rockabrand seconded and approval of recurring items passed with all ayes.

Board President Bronner shared her excitement for all the new items and programs happening at the library, including the tech session for the new digitized newspapers and the webinar for "13 Ways to Kill Your Community" open to the public by Library Director Kay, and her continued appreciation of the staff getting involved and helping promote the library. Recognition for Board Trustee Kowalke's continued work on the patron surveys and beginning to tabulate the results. President Bronner encouraged all to complete the survey if they have not done so already. Patron surveys are available in both print (found at Cresco Public Library, Cresco City Hall, Cresco Chamber Office, CUSB Bank, and Cresco Bank & Trust) and online (found on the Cresco Public Library's website) versions and open until November 1, 2019.

Library Director Kay reported:

(a) Staff members were working on updating their certifications. One staff member will begin the training in mid-October. The cost for the PLS (Public Library Support) is $20. There was a cost of $100 for the Teen Librarian to complete a 10 hour long class, however the full amount will be reimbursed by the State Library of Iowa.

(b) Library Director Kay reached out and spoke with Lee Foley about moving forward with converting the automatic doors to electric power. Currently the automatic doors are on battery power.

(c) There are continued issues with the library's public computers and the contracted service provider. Current service is not cleaning up the computers as originally hoped and becoming quite costly with the needed service calls to repair/update computers remotely. Service calls are not covered under the monthly expense. Library Director Kay reached out to the service provider and shared the needs of the library and concerns with the cost. Service provider did not provide much help. The City of Cresco is working on adding a city wide IT service for city departments, boards, commissions, etc. Library Director Kay will keep the Board updated on the city's progress.

Discussion was held regarding the concrete project to fix the issue of water getting into the basement area of the library.

(a)John Andera believes the concrete from the metal grate to the building will also need to be redone. He quoted $3200 to complete the work including the additional section. Other bids that have been received do not include the extra work of the drain, etc. The City is asking for a budget of $2700 but may need to be increased.

(b)The project will continue to be reviewed and will not be completed this year. In the interim, Bob Tupy will fill in any cracks in the area before the winter as a temporary fix.

(c) Library Director Kay expressed concerns with current snow removal service. She reached out to the company and told them of the library's expectations/needs for the upcoming winter. The Board will revisit the topic if needed. No action needed at this time.

Discussion was held about the need for additional support for the Library Director when it comes to building upkeep and maintenance and time management needs. The Board has a Building Committee that the Library Director will utilize more to help with time management. Library Director Kay will reach out to the City for additional support to see what city protocol is and if there is any additional support.

Discussion was held in regards to the library's Sex Offender Policy. Library Director and Board Vice President Rockabrand have updated the policy based on their research reviewing other area library's policies. Board Trustee Grinhaug will reach out to law enforcement about reporting requirements if a registered sex offender were to enter the library. Approval of the updated policy will be tabled until the next meeting to see if any additional updates are needed.

Discussion was held regarding material donations and the Gifts Policy.

(a)An amendment was made to paragraph five of the policy during the Board review: "When the library receives a cash gift for the purchase of memorial books, equipment or other materials, the selection will be made by the director. If the donor has specific wishes, they should be conveyed in writing along with the monetary gift and every effort will be made to comply with those wishes." Dana made the motion to approve the updated Gifts Policy as amended. Rockabrand seconded and it passed with all ayes.

(b) A City Council Member shared concerns with Library Director Kay about receipts given for donations vs. fundraisers. Moving forward, separate receipt books will be kept for the two different items as donations are tax deductible and silent auction purchases are not.

Library Director Kay and Board Trustee Kowalke provided an update on the Patron Survey for the Board. Prior to the meeting, the library has received a total of 39 surveys since August 1st (13 online surveys and 26 paper surveys). Most comments have been positive with how much the library means to the community. Board Trustee Kowalke is on a weekly schedule going to the different locations where the survey is available to collect and compile the results.

Discussion was held regarding library personnel. Library Director Kay shared that staff relations have been low with different groups and for different reasons. The Library Director has been taking classes about staff relations and improving teamwork and felt the staff would benefit by taking classes also. A staff meeting was held on August 16th focusing on the topic where Library Director Kay shared opportunities for classes/training on the subject and will be giving staff a month to complete some opportunities. Since the meeting, staff relations are beginning to improve and efforts by both the Library Director and staff to improve library function. Library Director Kay is continuing to take classes on being a successful supervisor.

Discussion was held regarding the library report. There is a difference with handling of donations vs. other items that causes the donation totals to be a month behind the other data. Library Director Kay may ask for the need of an additional spreadsheet to help with tracking donations but for now will utilize the library report as is.

Discussion was held regarding board education. Library Director Kay encouraged all Board Members to attend the public webinar, " 13 Ways to Kill Your Community," that will be held on September 19th from 6:00 PM to 7:30 PM. The webinar will also be recorded and available on the State Library of Iowa website at a later date.

Discussion was held regarding the upcoming HCLA Fall Meeting that will be held at the Lime Springs Public Library on October 1st at 7:00 PM. As President of HCLA, Library Director Kay is required to supply a Secretary for the meeting; Library Board President Bronner and Board Member Lueschow will try to attend. Library Director Kay will reach out to the Board closer to the meeting for availability.

Discussion was held regarding the upcoming 25th Annual Silent Auction Fundraiser at Cresco Public Library.

(a)The Silent Auction is organized by the Friends of the Cresco Public Library with proceeds going to the Summer Library Programing.

(b)The Silent Auction will begin Monday, September 30th and end on Friday, October 25th at 5:00 PM. The community is encouraged to stop by the library during regular business hours to browse the many beautiful and unique items displayed on the library's main floor.

(c) To place a bid on an item, ask for a bidding number at the front desk. Bids may be placed until Friday, October 25th at 5:00 PM.

(d) Following the silent auction, if a person has won an item, a Friend of the Cresco Public Library will call the person. Items may be picked up beginning Monday, October 28th after the silent auction has ended and the Friends have been able to contact all the winners.

(e) The Library Board would like to that the Friends of the Cresco Public Library for their continued support of the library and for organizing the Silent Auction each year. The Board would also like to thank all library friends, patrons, and area businesses that were able to donate items to the Silent Auction.

Discussion was held regarding window cleaning services available in the area. Recently, a newer business that does window cleaning visited the library and left a business card. Windows were just cleaned in July 2019 and will not be done again for a couple years. The Library Board thinks it best to reach out to the newer business about services available and get a quote to complete the services to see how it compares to the current contractor.

Kowalke moved to adjourn at 7:32 PM. Hudecek seconded and it passed with all ayes. The next regular Cresco Public Library Board meeting will be Monday, October 14th at 5:30 PM at CPL Program Room.

Respectfully Submitted,

Christine Lueschow

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY:	Cresco Public Library
DATE OF MEETING:	August 12, 2019
TIME AND PLACE OF MEETING:	CPL Program Room, 5:30 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, Dana, 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, July 8, 2019.
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. Board Education: Breakout Box demonstration.
2. Building Topic: Children's Area.
3. Building Topic: Concrete Project.
4. Building Topic: Carpet Cleaning.
5. Policy: Material donations.
6. Budget 2019-2020 discussion.
7. Patron survey: Update.
8. Personnel.
9. Library Report.

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

1. Building topic: Maintenance Agreement.
2. Library Standards: Accreditation versus Certification.
3. On-line Resources: Brainfuse HelpNow.
4. Policy: Sex Offender.
5. Next Board Monday, September 9, 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: **August 9, 2019**

Cresco Public Library Board Minutes
August 12, 2019

President Patsy Bronner called the Cresco Public Library Board meeting to order on August 12, 2019, at 5:32 PM at CPL Program Room. Board Members Bronner, Kissinger, Kowalke, Lueschow, and Rockabrand were present. Board Member Grinhaug arrived at 5:38 PM. Board Members Dana, Godwin, and Hudecek were absent.

Guests in attendance were Cynthia Kay (Library Director), Sara Stromseth-Troy (Teen Librarian), and Dave Breno (City Council).

Kissinger made the motion to amend the agenda to move "Comments from the Audience" to Item 2 under "Old Business" to allow time for news from City Council. Rockabrand seconded. Bronner, Kissinger, Kowalke, Lueschow, and Rockabrand voted aye. Grinhaug was absent. The motion passed by majority vote.

Rockabrand made the motion to approve the minutes from the July 8th Cresco Public Library Board meeting and to approve the claims. Kowalke seconded. Bronner, Kissinger, Kowalke, Lueschow, and Rockabrand voted aye. Grinhaug was absent. The motion passed by majority vote.

Board President Bronner reported that the patron survey is now available in both print and online versions and open until November 1, 2019. Print versions can be found at Cresco Public Library, Cresco City Hall, Cresco Chamber Office, CUSB Bank, and Cresco Bank & Trust. A link to the online version can be found on the Cresco Public Library's website. President Bronner mentioned she completed the online version and shared its ease of use. She encourages board members and the public to take time and complete the survey.

Library Director Kay reported:

(a) The library is going to be bringing in an Edgar Allan Poe performer and is working with Cresco Theatre & Opera House to use their venue on Tuesday, October 29th. Both parties are working out the details but the plan is moving forward.

(b) Library Director Kay reached out and spoke with Cresco Fire Chief Stapelkamp in regards to the status of the library's fire extinguishers. Fire Chief Stapelkamp believes to the best of his knowledge that the fire extinguishers at the library are still up to code and do not need replaced at this time. He also shared with the library, a resource for replacing fire extinguishers when the time comes.

(c) Library Director Kay shared that the Air Conditioning/Furnace Unit Project had been completed by Gosch's on Tuesday, August 6th. Gosch's determined the issue was due to condensation from the coils above was leaking onto the units below causing the damage. During the repair of the unit, Gosch's also took time to replace the condensation hose system to PVC piping to prevent further condensation issues. Gosch's is currently drafting a maintenance agreement for spring and fall visits.

(d) Library Director Kay shared that the Merit Group who had worked on the roof back in 2013 was able to stop by in July and performed a walk around. The person from the Merit Group reviewed the pieces of mortar that the library has been finding on the ground and shared that they were from the mortar that was used to fill gaps around the edges and are not a concern. He also

noticed a tile on the Southwest portion above the AC unit where a one inch wide piece of tile had broke off due to snow and ice coming off the roof but again was not a concern. Overall, the Merit Group felt the roof was holding up quite well.

(e) Don Dietzenbach of State Farm has approached the Library about being a recipient of donations via State Farm's Quotes for Good program. The program would take place in the month of September. Grinhaug made the motion that the library will not make any promotions, but are thankful for and will accept the donation. Kowalke seconded and it passed with all ayes.

(f) See attached for the full director's report

A presentation by Teen Librarian Stromseth-Troy about the library's new teen program, "Breakout Box" was held as part of Board Education. The Board learned that the program has been extremely successful since the beginning, bringing numerous groups of teenagers to library for participation. There are programs available online with story lines that cover different school topics and skills to solve problems and look for clues to open different padlocks and open the lock boxes. Topics include history, social sciences, team building, etc. The Board thanked Teen Librarian Stromseth-Troy for her and the teams hard work and taking the time to share the program with them.

Board President Bronner asked for comments from the audience. City Council Breno shared updates in regards to the RFP for the land by the bowling alley as well as projects the Park Board is working on.

Discussion was held regarding limiting access to the amphitheater in the Children's Area of the library. The barriers that were approved during the July 8, 2019 Cresco Library Board meeting have been purchased and are on site. Library Director Kay is trying to find a volunteer to fill the barriers with sand and will then place them in the Children's Area.

Discussion was held regarding the concrete project to fix the issue of water getting into the basement area of the library. John Andera visited the library and told Library Director Kay that the sanding would not fix the issue. He recommends putting a drain that will be sloped to the tile line to get getter water removal. He will be getting a quote to the library.

Discussion was held regarding the recent carpet cleaning that has been completed. Cost of the service was able to be covered by the City's LOST account.

Discussion was held regarding the library's material donation policy. Library Director Kay and Board Vice President Rockabrand have reviewed the current policy and shared with the Board. The policy is in need of updating. The Board Policy Committee will meet to update the policy and present it to the Board. The library had received some artwork donations from a patron. The Library and Board would like to thank the patron for thinking of the library, but unfortunately there is not an appropriate place to display the items.

Discussion was held regarding donations made to the library and where those funds would be used after a recent audit. Donations that state "Cresco Public Library" will go towards the budget/operations of the library. Specific donations that list "Cresco Public Library Foundation" will go to the Foundation. A meeting will be held with the Foundation on the change and moving the monetary funds from past donations since July 1, 2018 to the operational

budget based on the auditors' recommendations. The auditors also mentioned that past donations since January 1, 2018 could also be moved based on when the Library Board and Library Foundation became two separate entities.

Library Director Kay stated the need for a Library Clerk in a permanent position. The need will be revisited when budget discussions begin.

Library Director Kay and Lueschow have been working on updating the library report to better align with new reporting needs and also provide more details. A copy of the updated library report was given to the Board and discussed.

Discussion was held in regards to library accreditation versus librarian certification. Cresco Public Library requires certification for certain positions as stated in the job descriptions. Recertification of librarians are required every three years. An update was provided to the Board that current staff are either certified or are working to become certified. A copy of the librarians' certificates will be kept in their personnel files. The Board supports the need of having copies of certifications given the requirement for the positions.

Library Director Kay shared that the on-line resource, Brainfuse, is offering a new service called "HelpNow" to offer homework assistance. The service would be an additional $438. Currently, there does not appear to be a need to add the new service. The topic will be revisited if need arises.

Library Director Kay shared that the library currently does not have a formal sex offender policy. Board Vice President Rockabrand has been researching different library policies. The two will draft a policy and bring in the Board Policy Committee as needed.

Rockabrand moved to adjourn at 7:36 PM. Grinhaug seconded and it passed all ayes. The next regular Cresco Public Library Board meeting will be Monday, September 9, 2019 at 5:30 PM at CPL Program Room.

Respectfully Submitted,

Christine Lueschow

Christine Lueschow

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY:	Cresco Public Library
DATE OF MEETING:	July 8, 2019
TIME AND PLACE OF MEETING:	CPL Program Room, 5:30 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, Dana, 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, June 10, 2019.
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. Building Topic: Children's Area.
2. Building Topic: Carpet Cleaning.
3. Building Topic: Concrete Project.
4. Budget 2018-2019 discussion.
5. Budget 2019-2020 discussion.
6. Patron survey: Implementation.
7. Personnel.
8. Library Report.
9. Board Education Report: Preview of new spreadsheets.

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

1. Collection Topic: Donations.
2. Next Board Monday, August 12, 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: **July 3, 2019**

Cresco. Public Library Board Minutes
July 8, 2019

President Patsy Bronner called the meeting to order at 5:32 p.m. Patsy Bronner, Daniel Dana, Karen Hudecek, Mark Kissinger, Ward Kowalke, and Christine Lueschow were present. Director Cynthia Kay was also present.

Mark Grinhaug arrived at 5:40.
Sally Godwin arrived at 5:49.
Janis Rockabrand was absent.

Daniel moved to amend the agenda to add Trustee absences to New Business. Ward seconded. Motion passed with all ayes.

Mark K. moved to approve the June minutes. Karen seconded. Motion passed with all ayes.

Daniel moved to approve claims. Ward seconded. Motion passed with all ayes.

Patsy met with a couple of different committees and wants to express gratitude to volunteers, trustees, and employees for their continued work on keeping the library going and improving.

See attached for the director's report.

Mark G. moved to approve barrier for the amphitheater, Daniel seconded. Motion passed with all ayes.

Mark K. moved to allow the carpet cleaning service also clean the fabric chairs upstairs up to $200. Karen seconded. Motion passed with all ayes.

The Board would like Bob Tupy to fill in more cracks/holes in the concrete with caulk.

There was a shortfall in the 2018/2019 budget of $1500 due to unforeseen expenses. The Foundation made up the difference, but cannot be relied on to do this in the future. The Foundation by-laws prohibit their money being used for operations.

The Board requested that the Foundation share their goals/projects they would have for the next year.

The computer service hired to maintain the computers appears to be expensive in comparison to other IT services and although they are available via e-mail and phone, they do not stop in and make a personal appearance. The city is looking into hiring an IT service to cover all city departments. Hopefully, this will solve the issue.

The Board finalized the Patron Survey. Cynthia will look into places to put the survey around town.

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

Cynthia shared the spreadsheet she and Christine are creating to make tracking expenditures easier.

Cynthia reminded Board members to inform her if they will be late or absent.

Mark K. moved to keep the money paid by patrons for weeded materials for library operations instead of going to the Foundation as it has in the past. Mark G. seconded. Motion passed.

A discussion was held about accepting donations of artwork. Cynthia will check if we have a policy for this or if one needs to be developed.

Mark G. moved to keep the current slate of officers. Karen seconded. Motion passed with all ayes.

The next Board meeting will be August 12, 2019 at 5:30 p.m.

Mark G moved to adjourn the meeting at 7:15. Ward seconded. Motion passed with all ayes.

Sally Godwin, Secretary

Christine Lueschow

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY:	Cresco Public Library
DATE OF MEETING:	June 10, 2019
TIME AND PLACE OF MEETING:	CPL Program Room, 5:30 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, Dana, 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, May 13, 2019.
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. Building Topic: Children's Area.
2. Building Topic: Carpet Cleaning.
3. Building Topic: Concrete Project.
4. Budget 2018-2019 discussion.
5. Budget 2019-2020 discussion.
6. Patron survey: Discussion.
7. Building Topic: Donation.
8. Personnel.
9. Library Report.
10. Board Education Report: Property Tax Law Changes.

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

1. Grant Opportunities.
2. Building Topic: Teen Room discussion.
3. Next Board Monday, July 8, 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: **June 6, 2019**

Cresco. Public Library Board Minutes
June 10, 2019

President Patsy Bronner called the meeting to order at 5:30 p.m. Sally Godwin, Karen Hudecek, Mark Kissinger, Ward Kowalke, Christine Lueschow, and Janis Rockabrand were present. Director Cynthia Kay was also present.

Daniel Dana and Mark Grinhaug were absent.

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

Patsy thanked the personnel committee for their work on Cynthia's evaluation, and Ward's work for compiling the information.

See attached for the director's report.

Because of safety concerns, consideration is being given to closing off the children's amphitheater unless being used for programing,

Dean's Carpet is the lowest bid for the carpet cleaning. He will be able to come in on a Saturday afternoon and Sunday to do the work.

The building committee will work on specs for a concrete project to create a grade on the north side of the building.

Christine moved and Karen seconded that the remaining money in the trust account with the city be used to help cover the budget shortfall in the 2018/2019 budget. Thus closing the account. Motion passed.

Mark K. moved and Ward Kowalke seconded to increase Cynthia's wages by $.50 per hour, and all other staff by $.20. per hour. Motion passed.

Sally Godwin left the meeting at 6:30. Trustee Christine Lueschow finished taking the minutes.

Cynthia provided a sample community survey to the board members. A committee was formed. Cynthia and the committee will look at possible questions and report at the July meeting.

Janis moved and Karen seconded to allow staff and the Board to make a donation to acquire on of the old benches. Motion passed.

The Board feels they need a better understanding of why the statistics in the Library Report are divided the way they are and that they need general updating.

The new property tax law limits cities to a 2% raise. This will effect city departments.

Cynthia is looking into grant opportunities to acquire a TV or large monitor for the program room.

The teen room needs to be updated with fresh paint, new varnish, and furniture. It was recommended to ask the Foundation to help fund this project.

A concern was raised about Board members not following the attendance policy, and not communicating when they will not be in attendance.

The next Board meeting will be July 8, 2019 at 5:30 p.m.

Janis moved to adjourn the meeting at 7:04 p.m. Mark K. seconded. Motion passed.

Sally Godwin, Secretary

Christine Lueschow

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY: Cresco Public Library
DATE OF MEETING: May 13, 2019
TIME AND PLACE OF MEETING: CPL Program Room, 5:30 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, Dana, 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, April 8, 2019.
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: Blanket Approval.
2. Building Topic: Carpet Cleaning.
3. Building Topic: Concrete Project.
4. Budget 2018-2019 discussion / Library Report.
5. Patron survey: Discussion.
6. Digitization project: Howard County Newspapers. Follow-up.
7. Personnel.
8. Board Education Report: Property Tax Law Changes.

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

1. Building Topic: Donation.
2. Grant Opportunities.
3. Next Board Monday, June 10, 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: **May 9, 2019**

Cresco Public Library Board Minutes
May 13, 2019

President Patsy Bronner called the meeting to order at 5:31 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. Director Cynthia Kay was also present.

Daniel Dana was absent.

Dave Brenno was present as a guest.

Approval of recurring items:
Mark G. moved to approve the agenda as amended, Janis seconded. Motion passed with all ayes.
Mark K. moved to approve the April minutes and claims, Karen seconded. Motion passed with all ayes.

Patsy handed out forms for Cynthia's evaluation. She also commented on the wonderful coverage in the paper about the services for the blind at the library.

See attached for the director's report.

Cynthia verbally added to her report information about the usage of the credit card machine. The board had put a $3 minimum to use the service because of the service charge. Staff have forgotten this minimum and allowed charges of $1. She reports that patrons do not mind paying the service charge for using this service. She suggested lowering the minimum to $1.
Mark K moved that the library accept credit card payments for any amount. Janis seconded.
Voting aye: Bronner, Godwin, Grinhaug, Kissinge, Kowalke, Luescow, Rockabrand
Passing: Hudecek
Motion passed.

Janis moved to adopt new policies presented. Ward seconded. Motion passed.

Cynthia reported on the bids received for the carpet cleaning. Once is significantly lower than the others. She will double check that bid.

The Board may need to get formal bids for the concrete project. Cynthia will ask Rod Freidhof to look at it to obtain specific information for a bid.

A discussion was held about the remaining money for the 2018/2019 budget. Cynthia has stopped all ordering for the remainder of the fiscal year.

The patron survey discussion was tabled.

Cynthia updated the Board about the newspaper digitization project.

Cynthia has been investigating director vs. children's librarian work time. She will be implementing some changes in how the children's librarian's time is structured.

The Board Education Report on property tax law changes was tabled.

An anonymous donor would like to purchase a new bench for the outside of the library. The donor asked that the Board look at some options and make a recommendation on what to purchase. The Board looked at some possibilities and selected two options for the donor to choose from.

The discussion on grant opportunities was tabled.

Dave Brenno updated the Board on projects around town.

The next Board meeting in Monday, June 10, 2019 at 5:30 p.m.

Mark G. motioned to adjourn the meeting at 6:40 p.m. Janis seconded. Motion passed

Sally J Godwin

Sally Godwin, Secretary

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY: Cresco Public Library
DATE OF MEETING: April 8, 2019
TIME AND PLACE OF MEETING: CPL Program Room, 5:30 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, Dana, 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, March 11, 2019.
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. Board Education Report: Library for the Blind presentation.
2. Building topic: Painting of Children's Area.
3. Policy Review: Blanket Approval.
4. Budget 2018-2019 discussion / Library Report.
5. Howard County Community Grant Application. Follow-up.
6. Annual Book Sale: Agreement
7. Patron survey: Discussion
8. Personnel.

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

1. Building Topic: Gutters.
2. Digitization project: Howard County newspapers.
3. Next Board Monday, May 13, 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: **April 4, 2019**

Cresco Public Library Board Minutes
April 8, 2019

President Patsy Bronner called the meeting to order at 5:31 p.m. in the library meeting room. Patsy Bronner, Sally Godwin, Karen Hudecek, Ward Kowalke, and Christine Lueschow were present. Director Cynthia Kay was also present.

Mark Kissinger arrived at 5:35.

Daniel Dana, Mark Grinhaug and Janis Rockabrand were absent.

Approval of recurring items:
Christine moved to approve the agenda as amended, Karen seconded. Motion passed with all ayes.
Christine moved to approve the March minutes and claims, Karen seconded. Motion passed with all ayes.

See attached for the director's report.

The Cresco Public Library is now a training center for equipment for the Iowa Library for the Blind. Rhonda Vobr gave a presentation to the Board about this service.

Mark K. moved to update the amphitheater with a basecoat and then stencil with multicolored paint. This will then be covered with a clear coat. The work must be billed by June 30, and not exceed $750.
Ward seconded. Motion passed with all ayes.

Cynthia discussed the library's agreement with the county. Which Patsy signed. All 4 libraries in the county are part of this agreement.

Mark K. moved to approve the updated Volunteer application. Karen seconded. Motion passed with all ayes.

The Howard County Community Grant did not award the library any money.

Christine moved to accept the Book Sale agreement with the Friends of the Library as presented by Cynthia. Ward seconded. Motion passed with all ayes.

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

The Patron Survey discussion was table until next month.

It is time for personnel reviews. Cynthia will do the staff members and Patsy will head up Cynthia's review.

It is felt that the down spouts on the gutters need to be extended. Karen will donate tile to do this and Mark K. will do the work.

The digitizing of county newspapers should be ready in May. All four county libraries will have a link for this.

Mark K moved to adjourn the meeting at 7:25. Christine seconded. Motion passed with all ayes.

The next meeting of the Cresco Public Library Board will be May 13, 2019 at 5:30.

Sally J Godwin, Sally Godwin, Secretary

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY: Cresco Public Library
DATE OF MEETING: March 11, 2019
TIME AND PLACE OF MEETING: CPL Program Room, 5:30 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, Dana, 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, February 11, 2019.
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. Building topic: Furnaces
2. Policy Review: General discussion.
3. Budget 2019-2020 discussion: Follow-up.
4. Budget 2018-2019 discussion: Follow-up.
5. In-Service, Thursday, January 17, Follow-up.
6. Howard County Community Grant Application. Follow-up.
7. Personnel.
8. Library Report.
9. Board Education Report: Brainfuse: New Job resource.

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

1. Bridges, on-line reading, renewal agreement.
2. Annual Book Sale: April 25 – 27.
3. Board Structure.
4. Patron Survey.
5. Next Board Monday, April 8, 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: **March 7, 2019**

Cresco Public Library Board Minutes
March 11, 2019

President Patsy Bronner called the meeting to order at 5:30 p.m. in the library meeting room. Patsy Bronner, Sally Godwin, Karen Hudecek, Mark Kissinger, Ward Kowalke, Christine Lueschow, and Janis Rockabrand were present. Director Cynthia Kay was also present.

Mark Grinhaug arrived at 5:38.

Daniel Dana was absent.

Dave Brenno was a guest.

Approval of recurring items:

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

Patsy reported that the Board does not have to vote on the budget.

See attached for the director's report.

Cynthia reported that one furnace is up and running and the other needs to be replaced.

The touch up painting downstairs is done.

The Policy Committee will meet soon about the New Patron Policy and the Meeting Room Policy.

A discussion was held about the 18/19 and 19/20 budgets.

Cynthia reported the in-service was very beneficial.

The Howard County Community Grants will not be awarded until after March 31.

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

Cynthia reported on a new job seeking resource called Brainfuse.

It is time to renew our Bridges subscription. The funds come from the annual book sale.
Mark G. moved to renew Bridges, Janis seconded. Motion passed with all ayes.

Cynthia is working with the Friends group on an agreement to donate weeded library items to the book sale.

The Board structure discussion was tabled at this time.

Discussion about the Patron Survey was tabled until the April meeting.

Sally J Godwin

Sally Godwin, Secretary

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY: Cresco Public Library
DATE OF MEETING: February 11, 2019
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, January 14, 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. Building topic: Automatic door opener.
2. Building topic: Fence Project.
3. Building Project: South entrance threshold.
4. Building Project: Northwest corner concrete outside.
5. Policy Review: General discussion.
6. Budget 2019-2020 discussion: Follow-up.
7. Budget 2018-2019 discussion: Adjustments.
8. In-Service, Thursday, January 17, Follow-up.
9. Howard County Community Grant Application. Follow-up.
10. Personnel.
11. Library Report.
12. Board Education Report: Technology Session / In-Service.

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

1. Building topic: Furnaces.
2. Petty Cash increase request.
3. Program request.
4. Building topic: Gutters.
5. Next Board Monday, March 11, 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: **February 8, 2019**

Cresco Public Library Board Minutes
February 11, 2019

President Patsy Bronner called the meeting to order at 5:00 p.m. in the library meeting room. Patsy Bronner, Mark Grinhaug, Ward Kowalke, Christine Lueschow, and Janis Rockabrand were present. Director Cynthia Kay was also present.

Daniel Dana arrived at 5:01.
Mark Kissinger arrived at 5:03.
Sally Godwin arrived at 5:08.

Karen Hudecek was absent.

Approval of recurring items:
Due to approaching inclement weather, the Board will meet for one hour only, covering new business first, then going to the budget and other items as time allows.

Daniel moved to approve the recurring items as amended, Janis seconded. Motion passed with all ayes.

Patsy thanked Janis for calling all Board members about the time change, and Karen for arranging the trays for the in-service.

She welcomed Daniel Dana to the Board.

Two furnaces are not working. One needs repair, the other needs replacing. The city will pay for the work needed on the furnaces.

Mark G moved and Christine seconded to increase the petty cash amount by $50. Motion passed with all ayes.

A discussion was held about the 2019/2020 budget. Patsy expressed concern because the Board has not received or approved the final budget figures from the city and the city council is to approve it on February 18. Cynthia will check with the city about this.

Mark K moved to adjourn the meeting at 6:07, Janis seconded. Motion passed with all ayes.

The next regular board meeting will be March 11, 2019 at 5:30 p.m. in the library meeting room.

Sally J. Godwin

Sally Godwin, Secretary

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY: Cresco Public Library
DATE OF MEETING: January 14, 2019
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, December 10, 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. Nomination of new Trustee.
2. Building Project: Lighting in Teen Room. Complete.
3. Building Project: Lighting in public restrooms. Complete.
4. Building Project: Heaters in entrances.
5. Building topic: Automatic door opener.
6. Building topic: Fence Project.
7. Building Project: South entrance threshold.
8. Meeting with Supervisors: Follow-up.
9. Policy Review: General discussion.
10. Budget 2019-2020 discussion: Follow-up
11. In-Service, Thursday, January 17th; Library Closed.
12. Personnel.
13. Library Report.
14. Board Education Report: Technology Session / In-Service.

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

1. Howard County Community Grant Application. Deadline January 31.
2. Building Project: Northwest corner concrete outside.
3. Next Board Monday, February 11, 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: **January 10, 2019**

Cresco Public Library Board Minutes
January 14, 2019

President Patsy Bronner called the meeting to order on December 10, 2018 at 5:30 p.m. in the library meeting room. Patsy Bronner, Sally Godwin, Karen Hudecek, Ward Kowalke, Christine Lueschow, were present.

Absent: Mark Grinhaug, Janis Rockabrand
Visitor: Daniel Dana

Ward moved to approve the recurring agenda as corrected, Karen seconded. Motion passed with all ayes.

Patsy expressed delight with the results of the tech night.

The Director's Report was reviewed. See attached

Daniel Dana was nominated as a new Library Trustee. Sally moved to approve the appointment, Christine seconded. Motion passed with all ayes.

Cynthia reported that the new lighting in the teen room and the public rest rooms is complete.

Cynthia reported on the heaters in the hallway and entrances. One in the south entrance is disconnected, one to the hallway is still on and the one in the east entry is set to automatically turn on.

There has been no action taken with updating the automatic door opener.

Cynthia reported that the Howard County librarians had a successful meeting with the County Supervisors.

Cynthia expressed a need to update the volunteer policy. The policy committee will meet soon.

A discussion was held about the 2019-2020 budget, specifically the LOST budget. City Hall says to leave well enough alone.

The library will be closed January 17, 2019 for in-service.

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

The Board was unable to have a tech demonstration due to technical difficulties.

The deadline for the Howard County Community Grant applications is January 31, 2019. The Board decided Cynthia should apply for a Smart TV and one piece of updated lawn furniture.

Cement work is needed on the northwest corner outside. It was decided to put this on the LOST list for payment purchases for FY 2019/20.

Karen moved to adjourn the meeting at 6:56 p.m. Ward seconded. Motion passed with all ayes. Motion passed with all ayes.

The next regular board meeting will be February 11, 2019 at 5:30 p.m. in the library meeting room.

Sally J Godwin

Sally Godwin, Secretary