

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY: Cresco Public Library
DATE OF MEETING: June 8, 2020
TIME AND PLACE OF MEETING: Join Zoom Meeting, 5:30 p.m. (see below)

PUBLIC NOTICE IS HEREBY GIVEN THAT THE ABOVE MENTIONED GOVERNMENTAL BODY WILL MEET AT THE DATE, TIME AND PLACE SET OUT ABOVE. Meeting will be held via Zoom with the Cresco Public Library being host, due to the COVID-19 pandemic.

Join Zoom Meeting

<https://us02web.zoom.us/j/5184739494> Meeting ID: 518 473 9494 Password: 4t0Wb4

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

Meeting ID: 518 473 9494 Password: 119510

THE TENTATIVE AGENDA FOR SAID MEETING IS AS FOLLOWS:

ROLL CALL: Bronner, Dana, Godwin, Grinhaus, 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 11, 2020.
3. Approval of the Claims - Signing of bills. (May 11 and June 8)

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: Update.
2. Budget FY 19/20: Adjustments / Mediacom.
3. Budget FY 19/20: Adjustments / Trust.
4. Library Report: Re-opening update / plans.
5. Personnel: Wage approval for FY 20/21.
6. Board Education: Board openings / Future meetings.

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

1. Reappoint Mark Kissinger as Trustee for 7/1/20 to 6/30/23 term.
2. Policy Discussion: Library Fines.
3. Next Board Meeting July 13, 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: **June 4, 2020**

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY: Cresco Public Library
DATE OF MEETING: May 11, 2020
TIME AND PLACE OF MEETING: Join Zoom Meeting, 5:30 p.m. (see below)

PUBLIC NOTICE IS HEREBY GIVEN THAT THE ABOVE MENTIONED GOVERNMENTAL BODY WILL MEET AT THE DATE, TIME AND PLACE SET OUT ABOVE. Meeting will be held via Zoom with the Cresco Public Library being host, due to the COVID-19 pandemic.

Join Zoom Meeting: <https://us02web.zoom.us/j/85342715969>
Meeting ID: 853 4271 5969. Password: 3AZnj9; Or by telephone: 1 312 626 6799 PIN: 380034

THE TENTATIVE AGENDA FOR SAID MEETING IS AS FOLLOWS:

ROLL CALL: Bronner, Dana, Godwin, Grinhaus, 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 9, 2020.
3. Approval of the Claims - Signing of bills. (Since March 9)

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: Update.
2. Howard County Community Grant. Update.
3. Technological adjustment request.
4. Library Report: Budget Committee Report: Mediacom.
5. Personnel.
6. Historical Document storage option: Grant Application and Letter.
7. Board Education: Board openings.

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

1. Enrich Iowa.
2. Re-opening: Monday, May 18.
3. Collection Development: OverDrive Advantage 2.0 Enrollment.
4. Next Board Meeting June 8, 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: May 7, 2020

Cresco Public Library Board Minutes
May 11, 2020

President Patsy Bronner called the meeting to order at 5:34 p.m. via Zoom meeting. Patsy Bronner, Daniel Dana, Sally Godwin, Mark Kissinger, Ward Kowalke, and Christine Lueschow were present. Director Cynthia Kay was also present.

Absent: Mark Grinhaug, Karen Hudecek, and Janis Rockabrand were absent.

Guest: Jan Carman

Christine moved and Daniel seconded to approve the recurring agenda items of the agenda and the March minutes. No bills were presented for payment. Motion passed with all ayes.

Patsy thanked the staff for all of their hard work in these difficult times.

Director's report: see attached

The concrete project will hopefully begin soon as it needs to be done by mid-June.

The library did not receive money from the Howard County Community Grant. Cynthia would like to take \$1000 from the trust to help pay for the technology upgrade. Mark Kissinger moved to use \$1000 from the trust to help pay for the technology upgrade. Christine Lueschow seconded. Motion passed with all ayes.

Cynthia reported that, because of the Covid-19 virus, she was unable to obtain a second bid for moving the security cameras off staff computers and onto their own monitors, as the Board had requested. She asked that we accept the bid from CPU and go forward with the project. Ward Kowalke moved to make the necessary adjustments to operate the monitors separately from staff computers, and have CPU do the work. Voting aye: Bronner, Dana, Godwin, Kowalke, and Lueschow. Voting no: Kissinger. Motion passed.

Cynthia reported that Wendy Lickteig has taken over the Mediacom page and is working remotely. Eventually, the equipment will be moved out of the library. Because the equipment is still in the library, the city has been given a key for emergency purposes only. Also, the library will no longer receive discounts from Alliant, Black Hill, or Mediacom because we no longer maintain the Mediacom page.

Staff will be resuming their hours with the soft opening May 18. There will be a limited number of patrons allowed in at once, and they will be limited to where they may go in the library. Because of changes in programming, the on-call staff member will no longer be needed.

The grant application for historical document storage will be sent in for the August due date.

Mark Grinhaus and Karen Hudecek will be leaving the Board. Replacement members are being sought.

Cynthia reported that she has approximately \$2000 left in Enrich Iowa funds. This is direct state aide to support Inter Library Loan, Large Print books and ebooks.

She would like to use \$250 of the Enrich Iowa funds to enroll in the OverDrive Advantage 2.0. This supports the purchase of downloadable materials. Christine Lueschow moved to approve enrolling in OverDrive Advantage 2.0 so line items may be adjusted for direct purchase of downloadable items. Daniel Dana seconded. Motion passed with all ayes.

Jan Carman updated the Board on current city projects.

The next Board meeting will be June 8, 2020, at 5:30 p.m., hopefully in the library program room.

Mark Kissinger moved to adjourn at 6:54 p.m., Christine Lueschow seconded. Motion passed with all ayes.



Sally Godwin, secretary

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY: Cresco Public Library
DATE OF MEETING: March 9, 2020
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, Grinhaus, Hudecek, Kissinger, Kowalke, Lueschow, Rockabrand

SPECIAL PRESENTATION: Wayne Mashek of A & W/Long John Silvers.

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 10, 2020.
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: Update.
2. Policy: Gifts Policy – Revisit.
3. Library Report: Budget Committee Report.
4. Personnel.
5. Historical Document storage option: Grant Application.
6. Board Education: Library/City Relationship.

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

1. April Meeting: Easter Monday. Reschedule?
2. Technological adjustment proposal.
3. Next Board Meeting April 13, 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: **March 5, 2020.**

Cresco Public Library Board Minutes
March 9, 2020

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

Mark Grinhaus arrived at 5:45.

Guest: Jan Carman

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

A special presentation was given by Wayne Mashec of A&W. He presented the Library with the proceeds of the fundraiser – a check for \$200.

Patsy told the Board that the City has an emergency plan in place should the coronavirus continue to spread. She also shared with the Board a flyer from an upcoming Waubasha festival. Many of the activities take place in the library. It would be nice if we could do something similar in Cresco – perhaps with the Norman Borlaug Fest.

Director's report – see attached.

There is no new information about the concrete project.

The Gift Policy was amended to include the Foundation as an option for gift giving. Janis moved and Ward seconded to approve the amendment. Motion passed.

A discussion was held about the budget.

Cynthia reported that Lisa Blankenship and Connie Sellung have been hired at the rate of \$10.50 per hour. Rhonda Vobr's wage has increased to \$12.00 per hour because of her new position as Children's Librarian.

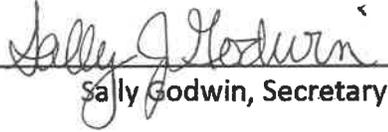
Sally has volunteered to help Cynthia write a grant for archival storage for our historical documents.

A schedule was established for Board members to attend the first City Council meeting of each month.

Cynthia received a bid from CPU for new dedicated monitors for the security cameras. They slow down the computers they are hooked up to. The bid was \$500 for monitors, installation and labor. Cynthia was asked to get a bid from Johnson's.

The next Board meeting will be Monday, April 13, 2020, in the library meeting room.

Mark G. moved to adjourn the meeting at 6:25. Mark K. seconded. Motion passed.



Sally Godwin

Sally Godwin, Secretary

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY: Cresco Public Library
DATE OF MEETING: March 9, 2020
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

SPECIAL PRESENTATION: Wayne Mashek of A & W/Long John Silvers.

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 10, 2020.
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: Update.
2. Policy: Gifts Policy – Revisit.
3. Library Report: Budget Committee Report.
4. Personnel.
5. Historical Document storage option: Grant Application.
6. Board Education: Library/City Relationship.

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

1. April Meeting: Easter Monday. Reschedule?
2. Technological adjustment proposal.
3. Next Board Meeting April 13, 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: **March 5, 2020.**

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY: Cresco Public Library
DATE OF MEETING: February 10, 2020
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, January 13, 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: Set committee meeting date.
2. Howard County Community Grant Application: Follow-up.
3. Library Report: Budget Committee Report.
4. Personnel.
5. Library Services: Hours of service discussion.
6. Board Education: Library/City Relationship.

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

1. Building topic: Library Mediacom phone/internet contract.
2. Next Board Meeting March 9, 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: **February 6, 2020.**

Cresco Public Library Board Minutes
February 10, 2020

President Patsy Bronner called the meeting to order at 5:35 p.m. in the library meeting room. Patsy Bronner, Dana Daniel, Sally Godwin, Mark Grinhaus, Ward Kowalke, and Christine Lueschow were present. Director Cynthia Kay was also present.

Karen Hudecek, Mark Kissinger, and Janis Rockabrand were absent.

Guest: Jan Carman

Christine moved and Daniel seconded to approve the agenda as corrected. Motion passed.

Mark G. moved and Christine seconded to approve the minutes as corrected.

Christine moved and Mark G. seconded to approve the signing of bills.

Patsy told the Board that the full time position recently vacated will be filled with part time help. She also reminded the Board about the fundraiser at A&W on February 17, 2020.

Director's report – see attached.

The building committee will meet to finalize the concrete project.

Cynthia updated the Board on the grants she is applying for to update the laptop and purchase a TV.

Library Budget was cut by \$20,700.

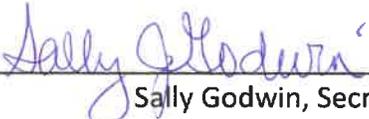
Cynthia reported that two staff members will attend the Kids First Program for Youth and Teens.

Cynthia gave the Board a handout on Library/City relationships.

Cynthia reported the library has a phone line it does not use. We are under contract for it until June, 2021.

The next Board meeting will be March 9, 2020, in the library program room.

Mark G moved and Ward seconded to adjourn the meeting at 6:33 p.m. Motion approved.



Sally Godwin, Secretary

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY: Cresco Public Library
DATE OF MEETING: January 6, 2020
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, Grinhaus, 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 9, 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: Gift Policy / Material Donations. Re-visit.
3. Historical document storage options. Follow-up.
4. Howard County Community Grant Application.
5. Personnel.
6. Library Services: Hours change.
7. Library Report: Committee Report.
8. Board Education: Budget FY 2020/2021.

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

1. Programming: Movie License.
2. Building Topic: Elevator Doors.
3. Building Topic: Windows on lower level.
4. Library Report: Overdue fines.
5. Next Board Meeting February 10, 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: **January 10, 2020.**

Cresco Public Library Board minutes
January 13, 2020

President Patsy Bronner called the meeting to order at 5:32 p.m. in the library meeting room. Patsy Bronner, Sally Godwin, Karen Hudecek, Christine Lueschow, Mark Kissinger, Janis Rockabrand were present. Director Cynthia Kay was also present.

Daniel Dana, Mark Grinhaus, and Ward Kowalke were absent.

Guest: Jan Carman

Mark Kissinger arrived at 5:37.

Janis moved and Karen seconded to approve the recurring agenda. Motion passed with all ayes.

Patsy reported that the budget committee has been working on the budget and how best to fill the open position in the library.

Director's report: See attached.

Additions to report: The library will be closed on January 16, 2020 for staff training, with Board training from 6:30-7:30.

Concrete project follow-up: The building committee will meet to discuss options and create a spec sheet for bids will be created to allow the project to go forward in the spring.

The Foundation would like to be added to the Materials Donation policy as another option.

Discussion on historical documents storage was tabled.

Cynthia will apply for the HCCG for a technology update – a TV for the program and a new laptop.

Discussion was held about the open position and the best way to fill it.

Christine moved and Mark K. seconded to keep the library hours as they currently are until the budget has been finalized. Motion passed.

Budget Committee has been working on next year's figures. Not all money figures are available yet, so work is ongoing.

LOST items were discussed.

Cynthia is looking into obtaining a movie license. The funds would come from the programming budget.

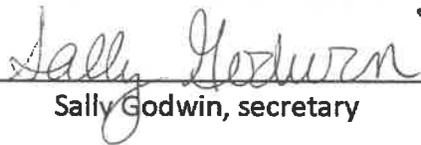
The elevator doors may need to be replaced due to age. This would cost approximately \$1500 per door.

The library needs to install storm windows. This would cost \$100 for storm windows and \$250 for tracks and sashes.

Cynthia has been looking into the pros and cons of doing away with fines.

The next meeting will be February 10, 2020 at 5:30 p.m.

Janis moved to adjourn at 6:55. Mark K. seconded. Motion passed with all ayes.


Sally Godwin, secretary