

# 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, 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, 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 Grinhaus, 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, Grinhaus, Kissinger, Kowalke, Lueschow, 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. One 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

  
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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 Summary 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.

  
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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 eyes.

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 Summary of Circulation Statistics Report.

Cynthia reported on a new job seeking resource called Brainfuse.

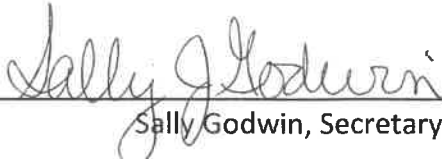
It is time to renew our Bridges subscription. The funds come from the annual book sale.

Mark G. moved to renew Bridges, Janis seconded. Motion passed with all eyes.

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.

  
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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, 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, 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 Grinhaus, 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.

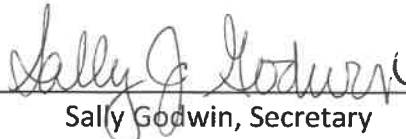
Two furnaces are not working. One needs repair, the other needs replacing. The city will pay for the work needed on the furnaces.

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 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, 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 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 17<sup>th</sup>; 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 Grinhaus, 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 Summary of Circulation Statistics Report.

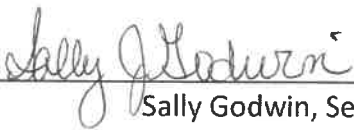
The Board was unable to have a tech demonstration due to technical difficulties.

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.

  
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Sally Godwin, Secretary