

## Gutekunst Public Library Board Minutes February 6, 2020

Todd Meyer called the meeting to order at 7:00pm. Also present: Don Goodman, Pat Kifer, Buffi Honeck, Sandra Halbloom and Mara Edler. Members of Friends, Jerry Peck (president) and Deb Bagby, also attended.

Minutes from January were approved. Pat moved, Don seconded, ayes carried.

After the meeting was adjourned, Sandra noticed that the January Minutes were headed with the wrong year (2019 instead of 2020). She corrected the year on the original and contacted Mara, who corrected the year on the copy in the permanent record.

Bills and operating expenses from January were approved. Buffi moved, Sandra seconded, ayes carried.

Petty cash from January was approved. Don moved, Pat seconded, ayes carried.

### Correspondence:

- Farmers Savings Bank: Gutekunst Charitable Trust Account Summary (end of 2019 report)

**Friends of GPL Report:** Presented by Jerry Peck (president) and Deb Bagby (representative and board member)

- Lisa Hemesath has submitted the 501c3 application with the state to make Friends of GPL a nonprofit.
- Friends will hold regularly scheduled board meetings on the third Thursday of every month at 6:30pm in the GPL board room.
- Friends currently consists of four officers and nine board members.  
Revised the operating agreement and shared with Mara.
- Current Goals:
  - Plan recruitment launch for the end of March/beginning of April to recruit volunteers
  - Plan book sale in June conjunction with Rose Festival
  - Renovate the garage so that it has ability/capability to be used functionally yearlong/all seasons
  - Bookstore open once a month, volunteer operated

### Old Business:

- Circulation Policy Review: Discussion continued regarding the benefits and concerns of adapting a fine-free policy. The following policy changes were recommended:
  - VHS removed from policy (The library no longer owns VHS tapes)
  - Limit of 25 articles of printed material
  - Educators Exception available to exceed limit. This would include teachers, daycare providers, homeschool families etc.
  - Fines: Books and printed material will now be fine free
  - Overdue, lost, or damaged materials will be replaced/reordered after 60 days. Prior to the 60th day, Borrower will receive three notifications regarding their material: the first and second will be via text, the final in writing. Once the replacement item(s) have been ordered, Borrower will be responsible for the cost and will be unable to check out new material until their account is balanced.
- Pat motioned to adapt the preceding changes, therefore eliminating fines on printed materials, Sandra seconded, ayes carried.
- Mara will rewrite the policy to reflect the discussed changes. The updated Circulation Policy will be presented for official vote during the March board meeting.

### New Business:

- Budget: Don presented the 2020-2021 budget proposal. Pat moved to approve the budget, Buffi seconded, ayes carried.
- Disk Cleaner Replacement: After the disk cleaner broke, Mara researched the price to purchase a replacement (129.90). Buffi motioned to make the purchase, Sandra seconded, ayes carried. Mara will make a personal purchase and submit it for reimbursement. This lead to discussion regarding replacing the debit card with a credit card.
- Overdrive Advantage Library Option: Discussion regarding the potential for Overdrive Advantage to provide additional copies of digital material (specific to demand and exclusively for GPL. Further discussion and vote will be tabled until the March meeting.)
- Children's Theater: Mara has volunteered to offer and lead a children's theater at GPL during the summer. Sandra has volunteered to assist. Mara purchased and reviewed a script *Storyville*, which will tie into the summer reading

program theme. Mara requested approval and \$150 for the purchase of additional scripts. Don made a motion, Buffi seconded, ayes carried

- Iowa Adventure Pass Renewal:

- Passes have been used 85 times: Blank Park Zoo (41); Science Center (21); Reiman Gardens (14); Botanical Garden (6); Grout Museum (2); Brenton Skating Plaza(1).
- Discussion about cutting passes: Cut one Zoo pass (from 2 to 1); Cut one Science Center (from 2 to 1); cut Grout Museum.
- May partner with Parks and Rec to request funding from the Kauffman grant for renewal of the following Adventure Passes: zoo (1), Science Center (1), Reiman Gardens (1), Botanical Garden (1), Brenton Skating Plaza (1).

**Director's Report:** Director's Report was approved. Pat moved, Don seconded, ayes carried.

Pat moved to adjourn, Don seconded, ayes carried.

Next meeting: March 5, 2020

Submitted by Sandra Halblom