

## Gutekunst Public Library Board Minutes April 7, 2022

Todd Meyer called the meeting to order at 7:02pm. Also present: Don Goodman, Pat Kifer, Michelle Wilkinson, Beau Hanson, Sandra Nyberg, and Mara Edler. Harlan Quick (city councilor) attended as liaison for the City of State Center. Jackie Barnes attended as liaison for Friends of GPL. The Board meeting was held in the boardroom.

Minutes from March were approved. Michelle moved, Pat seconded, ayes carried.

Bills and operating expenses from March were approved, pending the addition of \$2,000 to the West Marshall Scholarship Fund. Don moved, Sandra seconded, ayes carried.

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

### **Public Comment:** None

**Correspondence:** Donna Schoppe: Thank you letter regarding Cook the Book surprise dinner held in her honor.

Norm Bach/Farmers Savings Bank: Contribution projection. The letter indicated that due to the changes in the rent agreement (increased base rent) the bonus rent payout received in the Fall may be less than previously received.

Marshall County County Board of Supervisors: Marshall County sent the 2021/22 distribution (8545.15) for GPL. This amount is slightly more than last year's due to a redistribution of the Laurel Public Library's funds since they have closed.

Biblionix: Clark Charbonnet (CEO of Biblionix) sent a letter to inform customers of an anticipated 2023 subscription-cost increase. The cost will likely increase 5-10 percent. The board discussed the current cost and features.

West Marshall Scholarship Fund: Request form.

**Friends of GPL Report:** Friends submitted a copy of their March Board Meeting minutes. Jackie presented the highlights, which included:

- Book Sales: April sale will be moved to May due to weather. Friends is working with Emma Kielman, owner of Rose Creamery, to set up a sales-display to sell books in her coffee shop.
- National Library Week: Friends is demonstrating gratitude for each GPL librarian with a thank you card and gift certificate for Rose Creamery.
- Little Free Libraries : Libraries have been built and painted by students at WMHS in the woods and art department. Jackie shared pictures of the completed LF libraries.
- WM May Term: Friends is collaborating with Brandon Fitch (WM Elementary School Counselor) to host a library-themed May term for students.

Thank you Friends!

**Board Education Report:** Michelle Wilkinson: Intellectual Freedom webinar

Take Away: The board can support library staff by ensuring that library policies are clear, strong, and include appropriate forms and chain-of-command when/if patrons have a concern/complaint.

### **Old Business:**

- **Donation Board Expansion:** Mara shared updates regarding the donation board.
  - Design: Mara reached out to Barb Meyer (experienced cabinet maker/woodworker), who suggested white oak as the best option to emphasize varying stain hues. Mara reached out to Sean Chesler, who confirmed that there is not a minimum thickness required in order to engrave the names on the planks. Planks/bindings will be various (but equitable) sizes and stains for esthetic purposes and not to represent donation amount. Mara will work on having samples ready to present at the June meeting.
  - Installation: A backing will be cut and installed in the location
  - Funding: A recent donation from the Hemphill family may be used to purchase wood and/or needed supplies.

## **New Business:**

- **Foundation Repair:** The board discussed the recent water incident that occurred on March 5th. Mara reached out to Studio Melee for an official Water Event Incident Report documenting the cause, timeline, interior and exterior photographs, and other pertinent information.
  - Repair: Mara presented the bids (and options) from the following contractors: Ciro DiIorio Masonry & Landscaping, LLC. (\$4,500; \$27,130) and Midwest Foundation Repair (\$30,959.21). An engineer from EMC insurance came to assess the damage. Mara contacted Lori Bearden at City Hall regarding insurance coverage. The board will be tabling a decision until it has received confirmation regarding insurance, liability, and the engineer-report.
  - Future Protocols: Create a maintenance schedule/log that includes having the drains jetted annually, contact Rick Thompson to receive a quote for the installation of gutter-guards, contact a contractor to raise the East drain/gutter.
- **Swank Movie License Renewal:** Mara shared her vision to host GPL movie nights this summer. Swank has extended the right to show movies outside of the building on library grounds through the end of 2022. The annual renewal fee is \$447.00.  
Michelle made a motion to renew the annual Swank Movie License, Beau seconded, ayes carried
- **ProQuest Ancestry Renewal:** The Ancestry subscription expired in March. Mara and the board discussed the value of the service. Discussion included patron use, future outlook of use, and monetary cost (\$1,526.46). Mara will continue to promote and assess the benefit and use of Ancestry. Pat made a motion to approve the subscription renewal for ProQuest Ancestry, Sandra seconded, ayes carried.
- **April/May Staffing:** Mara discussed anticipated staffing concerns during the months of April and May. Possible solutions include:
  - Allow Linda to be paid for working at home. The board supports the decision to pay Linda for hours worked at home.
  - Hire & train a Substitute. The board supports this decision. Jackie Barnes was offered the position during the meeting and accepted. Mara and Jackie will schedule paid training.
  - Temporary decrease in programming. Gerifit programming will not be offered during the months of May through July. It will resume in August. The board trusts and supports Mara's decision to halt or lessen any other programming and/or time-commitment that is deemed low priority.

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

Sandra moved to adjourn, Michelle seconded, ayes carried.

Next meeting: May 5, 2022 7:00pm

Submitted by Sandra Nyberg