

## Gutekunst Public Library Board Minutes December 5, 2019

Jackie Barnes called the meeting to order at 7:00pm. Also present: Todd Meyer, Don Goodman, Pat Kifer, Michelle Wilkinson, Buffi Honeck, Sandra Halblom and Mara Edler.

Minutes from November were approved pending the following changes: Don Goodman was not present at the November meeting as originally indicated; Roger Lopez volunteered his consultation services and was not hired. Todd moved, Michelle seconded, ayes carried.

Bills and operating expenses from November were approved. Pat moved, Don seconded, ayes carried.

Petty cash from November was approved. Michelle moved, Buffi seconded, ayes carried.

The meeting agenda was rearranged to accommodate guests and occurred as follows:

### **New Business:**

- Gutekunst Trust & Hertz Farm Management Updates: Norm Bach and Mike Baltes discussed the 2018-2019 annual report on the J.G. Gutekunst Charitable Trust. Key points discussed included the current investment portfolio (65% equities/35% fixed income), farm rent, distribution, and projected bonus.
- Friends Group Proposal: Kim Meyer, Lisa Hemesath, Deb Bagby and Paula Eaton submitted a proposal to establish Friends of the Gutekunst Public Library, an organization formed to complement and support the efforts of GPL. Current vision includes four core functions of the group: organize volunteers, fundraise, assist with programming, and promote literacy. The group's next steps include filing for a 501(c) and creating an operating agreement with Gutekunst Public Library. Buffi moved to approve partnership, Sandra seconded, ayes carried.
- Holiday Closings: Mara submitted the 2020 holiday closings proposal (Proposed days to be closed: 1/1, 4/11-12, 5/23-25, 7/4, 9/5-7, 11/26-29, 12/24-27, 12/31). Michelle moved to approve, Todd seconded, ayes carried.

### **Old Business:**

- Fireside Room Technology: Mara proposed her recommendations for the projector and speaker (Epson 2142 W projector: approximately \$1,130-1200.00 and a Bose speaker: \$3-500.00). Pat made a motion that she pursue the purchases, Buffi seconded, ayes carried. Mara will obtain pricing and information to make a recommendation for a mounted, motorized pull-down screen and an additional pop-up screen. Additionally, she will be contacting Tom Dobbins with the Lions Club (\$2,000 donation) and Bev Murphy (\$500 donation) to find out purchase/reimbursement protocol. It was discussed that Ray Kohnert may be consulted and hired to build an overlay to disguise the projector screen when not in use.
- Snow Removal Update: Following the hire of Elite Snow Removal and their first snow-removal, Mara contacted the city attorney to ensure compliance. Due to the liability and legality regarding contracting minors and children using machinery, the contract was terminated. Mara requested permission to open the second bid that had been received. Bid came from Brad Halblom, who was contracted last year. Mara contacted Brad. Buffi made a motion to hire Halblom, Pat seconded, ayes carried (Sandra Halblom abstained from the vote).
- Board Room Security Camera: An incident of vandalism was discussed. The cost to have the camera purchased and installed was estimated at \$236.90. Michelle made a motion that we purchase the camera and installation, Don seconded, ayes carried.
- Hemphill Memorial: Hemphill family proposed a project budget of \$3-5,000. Rob Lechnir will be pricing materials, including a stone bench and water feature, and drawing up design plans to be sent to the Hemphill family.

**Correspondence:** None

### **Director's Report**

Director's Report was approved. Pat made a motion, Michelle seconded, ayes carried.

Michelle moved to adjourn, Todd seconded, ayes carried.

Next meeting: January 9, 2020

Submitted by Sandra Halblom