

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY: Cresco Public Library
DATE OF MEETING: September 12, 2022
TIME AND PLACE OF MEETING: 5:30 p.m. at Cresco Public Library Program Room

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: Godwin, Kissinger, Lueschow, Pecinovsky, Reis, and 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, August 8, 2022.
3. Approval of the Claims.

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

1. Board President Report.
2. Director's Report.

COMMENTS FROM AUDIENCE: *(This portion of the agenda is for comments that are not related to one of the items listed on the agenda. Comments can only be received. No formal action by the Board can be taken. Those making public comments will be asked to state their name and address.)*

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

1. Budget FY 22/23 update.
2. Director Exempt or Non-exempt

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

1. Board By-Laws
2. Fine-Free in 2023 Presentation
3. Next Board Meeting October 10, 2022 at 5:30 p.m. at Cresco Public Library.

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: **September 9, 2022**

Cresco Public Library Board minutes

September 12, 2022

President Janis Rockabrand called the meeting to order at 5:34 p.m. in the library program room., Mark Kissinger, Felicia Pecinovsky, and Sally Godwin (via Zoom) and Kay Reis arrived at 6:00 p.m. Director Jordyn Moore was also in attendance.

Absent: Christine Lueschow

Visitor: Jan Carman, Fran Johnson – Young Adult Librarian, and Mallory Gosch – Library Assistant.

Mark moved to approve the recurring items that include the Agenda, List of Claims, and August 8 meeting minutes, Felicia seconded. Motion passed with all ayes.

Director's Report:

Silent Auction will occur during the month of November. A patron objected to a library book but has not submitted the Material Objection Form. The library is working on expanding programming services.

Jan updated the Board on city activities.

Mark moved to approve making the Director an hourly, non-exempt employee effective October 1st. Sally seconded. Motion passed with all ayes.

Felicia moved to approve the updates to the board's by-laws. Mark seconded. Motion passed with all ayes.

Director gave a presentation on going fine free in 2023. No action made.

The next meeting will be October 10, 2022 at 5:30 in the library program room.

Mark moved to adjourn the meeting at 6:15 p.m. Kay seconded. Motion passed with all ayes.

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY: Cresco Public Library
DATE OF MEETING: August 8, 2022
TIME AND PLACE OF MEETING 5:30 p.m. at Cresco Public Library Program Room

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: Godwin, Kissinger, Lueschow, Pecinovsky, Reis, and 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, July 11, 2022.
3. Approval of the Claims.

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

1. Board President Report.
2. Director's Report.

COMMENTS FROM AUDIENCE:

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

1. Budget FY 22/23 update.

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

1. Director Exempt or Non-exempt
2. Next Board Meeting September 12, 2022 at 5:30 p.m. at Cresco Public Library.

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: August 4, 2022

Cresco Public Library Board minutes

August 8, 2022

President Janis Rockabrand called the meeting to order at 5:28 p.m. in the library program room. Sally Godwin, Mark Kissinger, Christine Lueschow, and Kay Reis were present. Director Jordyn Moore was also in attendance.

Absent: Felicia Pecinovsky

Visitor: Jan Carman

Kay moved to approve the recurring items that include the Agenda, List of Claims, and August 8 meeting minutes, Mark seconded. Motion passed with all ayes.

Director's report:

The Foundation met on 8/3/2022. The Foundation has agreed to supply \$1000 for nonfiction materials, \$1000 for VOX books, pay for the book sale books transportation & other costs. Rhonda requested funding for science kits, which they would like me to investigate liability a bit more. We also requested some funding for our windows. They had more questions on that, and Jordyn is working with Michelle to get all of that together.

At the Foundation meeting, we also discussed check donations. The auditor found some donations that were written to the Cresco Public Library, instead of the Foundation. Jordyn met with the Foundation treasurer, and then the auditor and Michelle. For donations, we MUST follow what is written on the check. Staff will not annotate or augment the checks in any way. If one entity gets a donation but the donor meant to write it to the other entity, we need a written letter from the donor and it can be reimbursed very easily. The Foundation treasurer requested copies of donations to the library, that way they can see if any were supposed to go to the Foundation. Unfortunately, Jordyn cannot release any information about a donation unless she receives express written consent for that specific donation. Under Iowa Code, those are considered private records, so the checks need to be deposited by the institution they were written to.

Jordyn registered for Iowa Library Association Annual Conference. It is October 12-14 in Coralville. Jordyn will be staying with her sister in Williamsburg, so there are no hotel fees, which will help the budget.

The new copier will be installed on Tuesday, and computer services were switched to the new company: access systems.

Jordyn's spouse Dakota helped conduct a Storytime on July 20, 2022. He brought his guitar along and sang a couple of Cowboy songs to the kids. The kiddos were also then to play with his guitar, but they were too shy. Everyone really enjoyed adding in the music.

Hotspots have been extremely popular, and a patron shared a very kind message on Facebook, which I included a photo of and removed their name.

Jordyn's former professor, Dr. Michael Bechtel, will be coming to the Library on August 17 from 10-11 with animals for kids to see and touch. This is to try to provide a more immersive experience than what Blank Park Zoo was able to offer.

Jan updated the Board on city activities.

A discussion was held about changing Jordyn from salaried to hourly wages (exempt to non-exempt.)

The next meeting will be September 12, 2022 at 5:30 in the library program room.

Mark moved to adjourn the meeting at 5:56. Kay seconded. Motion passed with all ayes.

Sally Godwin, Vice President

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY: Cresco Public Library
DATE OF MEETING: July 11, 2022
TIME AND PLACE OF MEETING 5:30 p.m. at Cresco Public Library Program Room

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: Godwin, Kissinger, Lueschow, Pecinovsky, Reis, and 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, June 13, 2022.
3. Approval of the Claims.

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

1. Board President Report.
2. Director's Report.

COMMENTS FROM AUDIENCE:

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

1. Budget FY 21/22 update.

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

1. Library Board of Trustees Officers
2. Bulletin Board Policy
3. Display & Exhibit Policy
4. Weekend Staff – Grace Hunholz
5. Next Board Meeting August 8, 2022 at 5:30 p.m. at Cresco Public Library.

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: **July 8, 2022**

Cresco Public Library Board minutes

July 11, 2022

Vice-President Janis Rockabrand called the meeting to order at 5:33 p.m. in the library program room. Sally Godwin, Mark Kissinger, Christine Lueschow, Felicia Pecinovsky, and Kay Reis were present. Director Jordyn Moore was also in attendance.

Visitor: Jan Carman

Mark moved to approve the recurring agenda, Felicia seconded. Motion passed with all ayes.

Director's report: see attached

Jan updated the Board on city activities.

A slate of officers was presented

President: Janis Rockabrand

Vice President: Sally Godwin

Secretary: Christine Lueschow

Mark moved that nomination cease. Kay seconded. Motion passed.

Mark moved to approve the slate of officers. Kay seconded. Motion passed.

Christine moved and Mark seconded to approve Bulletin Board Policy

Christine moved to approve the Display Policy with changes. Felicity seconded. Motion passed with all ayes.

Christine moved to rehire Grace Hunholz starting July 1, 2022, at the hourly rate of \$11.12 per hour. Mark seconded. Motion passed with all ayes.

The next meeting will be August 9, 2022 at 5:30 in the library program room.

Kay moved to adjourn the meeting at 6:05. Felicia seconded. Motion passed with all ayes.

Sally Godwin, Secretary

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY: Cresco Public Library
DATE OF MEETING: June 13, 2022
TIME AND PLACE OF MEETING 5:30 p.m. at Cresco Public Library Program Room

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, Kissinger, Lueschow, Pecinovsky, and 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 9, 2022.
3. Approval of the Claims.

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

1. Board President Report.
2. Director's Report.

COMMENTS FROM AUDIENCE:

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

1. Budget FY 21/22 update.

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

1. Hotspot Policy
2. General Policy
3. General Expenses
4. Staff Pay Rates
5. Library Board of Trustees Recommendations
6. Next Board Meeting July 11, 2022 at 5:30 p.m. at Cresco Public Library.

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 10, 2022**

Cresco Public Library Board minutes

June 12, 2022

President Patsy Bronner called the meeting to order at 5:35 p.m. in the library program room. Patsy Bronner, Sally Godwin, Mark Kissinger, Christine Lueschow, Felicia Pecinovsky, and Janis Rockabrand were present. Director Jordyn Moore was also in attendance.

Absent: Daniel Dana

Visitor: Kay Reis

Janis moved to approve the recurring items of Agenda, Minutes from May 9, 2022 and the Claims, Felicia seconded. Motion passed with all ayes.

President's Report: Patsy expressed her appreciation to be able to serve on the Library Board.

Director's report: see attached

Jordyn presented update on city activities from Jan Carman.

21/22 budget update was given as the end of the fiscal year approaches.

Christine moved and Janis seconded to approve the Hot Spot Policy. Motion passed with all ayes.

Mark moved and Felicia seconded to approve the General Policy

Christine moved and Janis seconded to approve the following pay raises effective July 1, 2022.

Motion approved with all ayes.

Jordyn Moore: \$52,998 salaried at 80 per timesheet

Rhonda Vobr: \$12.73 to \$13.48

Lisa Blankenship: \$11.14 to \$11.80

Fran Johnson: \$11.14 to \$11.80

Roxie Zubrod: \$10.50 to \$11.12

Pat Ahern: \$14.94 to \$15.82

Macie Mashek: \$8.00 to \$8.25

Mallory Gosch: \$8.00 to \$8.25

Janis moved and Felicia seconded to reappoint Christine Lueschow to another 3 year term to the Board. Motion passed with all ayes.

Janis moved and Felicia seconded to appoint Kay Reis to a 3 year term to Board. Motion passed with all ayes.

The next meeting will be July 11, 2022 at 5:30 in the library program room.

Christine moved to adjourn the meeting at 6:35. Janis seconded. Motion passed with all ayes.

Sally Godwin, Secretary

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY: Cresco Public Library
DATE OF MEETING: May 09, 2022
TIME AND PLACE OF MEETING 5:30 p.m. at Cresco Public Library Program Room

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, Kissinger, Lueschow, Pecinovsky, and 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 11, 2022.
3. Approval of the Claims.

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

1. Board President Report.
2. Director's Report.

COMMENTS FROM AUDIENCE:

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

1. Budget FY 21/22 update.

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

1. Expiring Terms
2. Next Board Meeting June 13, 2022 at 5:30 p.m. at Cresco Public Library.

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 06, 2022

Cresco Public Library Board minutes

May 9, 2022

President Patsy Bronner called the meeting to order at 5:30 p.m. in the library program room. Patsy Bronner, Daniel Dana, Sally Godwin, Mark Kissinger, and Janis Rockabrand were present. Director Jordyn Moore was also in attendance.

Felicia Pecinovsky arrived at 6:11.

Absent: Christine Lueschow

Visitor: Jan Carmen

Janis moved to approve the recurring agenda, Daniel seconded. Motion passed with all ayes.

Director's report: see attached

21/22 budget: Staff is finalizing orders for the end of the fiscal year.

Daniel moved to authorize the director to spend all available funds up to the 21/22 budget amount. Janis seconded. Motion passed with all ayes.

The terms of Patsy, Daniel and Christine will expire at the end of June. Patsy and Daniel will not be returning, and Christine has not yet decided. New Board members are being sought.

Jan updated the Board on city activities.

The next meeting will be June 13, 2022 at 5:30 in the library program room.

Felicia moved to adjourn the meeting at 6:46. Mark seconded. Motion passed with all ayes.

Sally Godwin, Secretary

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY: Cresco Public Library
DATE OF MEETING: April 11, 2022
TIME AND PLACE OF MEETING: 5:30 p.m. at Cresco Public Library Program Room

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, Kissinger, Lueschow, Pecinovsky, and 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 Wednesday, March 14, 2022.
3. Approval of the Claims.

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

1. Board President Report.
2. Director's Report.
3. Friends of the Library Report.

COMMENTS FROM AUDIENCE:

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

1. Budget FY 21/22 update.

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

1. Plunkett's Pest Control
2. Next Board Meeting May 09, 2022 at 5:30 p.m. at Cresco Public Library.

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 08, 2022**

Cresco Public Library Board Minutes

April 11, 2022

President Patsy Bronner called the Cresco Public Library Board meeting to order on April 11, 2022, at 5:32 PM at CPL Program Room. Board Members Patsy Bronner, Mark Kissinger, Christine Lueschow, Felicia Pecinovsky and Janis Rockabrand were present. Board Members Daniel Dana and Sally Godwin were absent.

Guests in attendance were Jordyn Moore (Library Director) and Jan Carman (City Council).

Rockabrand made the motion to approve the agenda, approve the claims, and approve the minutes from the March 14, 2022 Cresco Public Library Board meeting with the following clerical corrections: Mark Kissinger and Janis Rockabrand listed as absent and the spelling of 'Carmen' to 'Carman'. Pecinovsky seconded and approval of recurring items passed with all ayes.

Board President Bronner congratulated Library Director Moore on her recent graduation and the earning of her Master's Degree. The Board continues to be impressed and appreciative of the exceptional work she is doing for the Library. Board President Bronner also extended her congratulations and appreciation to Children's Librarian Rhonda Vobr for her recent 'Iowa Scale-Up Grant' selection and being awarded the STEM Storytime Kits through the Northeast Iowa Region Governor's STEM Advisory Council. Library Director Moore conveyed that Children's Librarian Vobr continues to be one of the biggest assets here at the Cresco Public Library recognizing her hard work and dedication to locate and apply for extra funding to expand Library services and the Board couldn't agree more. Board President Bronner also thanked Board Member Lueschow for her efforts in organizing the revitalization of the 'Friends of Cresco Public Library' group and looked forward to hearing their report. Lueschow stated that none of it would be possible without the help and support from Library Director Moore and the members of Friends of Cresco Public Library.

Library Director Moore reported:

(a) Library Director Moore highlighted all the hard work the Library Staff have been doing the past month including, but not limited to, current staff taking on more responsibilities and projects to help with all the changes seen at the Library this year to better serve the community as well as the new hires diving in, working hard, and making contacts within the community including school librarians. She is also impressed by all of the staff's abilities to work together and solve problems. Library Director Moore and the Board continue to be appreciative of all the work that the Library Staff is doing.

(b) Library Director Moore provided an update regarding the technological services the Library has implemented recently. The Tech Help Sessions held on Wednesday evenings have been gaining in popularity and Library Director Moore and Library Staffer Mashek have been

able to provide guidance and answers for every single request. Hot Spot circulation was at thirteen at the time of this meeting since their implementation on March 14, 2022. Their popularity is gaining and has proven to be beneficial to patrons, especially those that live in areas where they cannot gain access to the internet through other service providers. The current demographic that is using these devices is mainly 60+ year olds and there haven't been any issues to date.

(c) Library Director Moore reported that new patron sign ups have tripled compared to this time last year. She and the Board are thrilled by this news as the Library works to better serve the community.

(d) Library Director Moore shared that 'Wild Prairie Winds,' a professional wind quintet, had reached out to her about putting on a program at the Library. On June 4th, Wild Prairie Winds will be at the Library to discuss and explore themes found in music. More details will be available as the event gets closer.

(e) Library Director Moore is continuing to work on the provision of financial support to the public library which provides library services with the respective jurisdictions (as stated under Iowa Code 256.69 - Local Financial Support) for Protivin. Library Director Moore has finalized a draft of the 28E Agreement with help from the Cresco City Clerk and Deputy Clerk and is ready to present it to the Protivin City Council. If the agreement is not accepted by the Protivin City Council, the Board will need to look at updating the necessary Library policy(ies) to charge the Protivin residents a fee for library services.

(f) Library Director Moore reported that the Howard County Library Association (HCLA) met on April 6, 2022 in Riceville with District Consultant Eunice Reisberg also being in attendance. Discussions during the meeting included the Supervisors Distribution Formula and their funding, including the increase of \$1,000.00 for the next year. The HCLA members also discussed partnerships during the meeting with Cresco, Riceville, and Elma working together for an event at the Howard County Fair on Friday, June 24 (Lime Springs may also attend, but they are in the middle of a big remodel and are not quite sure of their availability yet).

(g) For the full Director's Report, please reference the attached.

Board Member Lueschow reported the following regarding the Friends of the Library:

(a) Efforts are being made to revitalize the 'Friends of Cresco Public Library' group to provide additional support to the Library and the services it provides to the community.

(b) Current status of the 'Friends' is a designation that falls under the CPL Volunteer Policy until the appropriate 501(c)(3) Non-Profit status can be obtained to distinguish it as a separate, public entity.

(c) Current focus on the revitalization project is recruitment, with the highest priority of finding members that could fill executive roles within the group to obtain the 501(c)(3) status and make decisions on by-laws, membership dues, etc.

- (i) The group is working on finalizing communications and advertising to share with the community as well as collecting names and reaching out to community members that have shown interest in supporting the Library in the past.
- (ii) A few new members joined the group recently and the group is starting to receive more interest from community members wanting to learn more.
- (iii) Lueschow asks that those interested in becoming a member and/or learning more about these opportunities, to please reach out to Library Director Moore.

(d) The Annual Book Sale will be held under the ‘Cresco Public Library’ with support from the volunteers of the ‘Friends of Cresco Public Library.’ Thanks to the suggestion from Library Staffer Zubrod, the event will be held during the City Wide Garage Sale Weekend to help draw more people in to raise funds for the Library as well as recruit members for the Friends group. The dates of the event will be June 16 - 18, 2022 and the location will be at the Cresco Public Library.

Council Member Carman provided updates from the City Council including, but not limited to, the Pickle Ball Courts and the Airport Runway projects funding efforts; Hawkeye Sanitation’s new garbage can roll out timeline and the increase in service pricing of \$3.65 for non-senior citizens; CIT providing the cleaning services for the sewer lines West of 3rd St. in May; New water meters are being obtained to replace outdated ones; and updates on recent grants that were awarded to numerous community departments.

The Budget Committee did not have any new updates regarding the budget for fiscal year 2021/2022 at the time of the meeting. Library Director Moore shared she is in the process of exploring and obtaining quotes/bids from different copy and computer servicing companies to look for potential savings for the Library.

Library Director Moore shared that staff and patrons have reported wasp activity near the South Entrance and Dropbox with the recent warmer weather. In October, she had received a quote from Plunkett’s Pest Control for their General Pest Control Program that would include Crawling Insects and Mice as well as Exterior Treatments in the Spring, Summer, and Fall for the quoted price of \$537.00 per year. The Board discussed the situation and numerous members shared their experiences with Plunkett’s Pest Control. While Plunkett’s Pest Control would be a good option, the Board felt that another bid was needed to ensure the Library was getting pest control services needed at reasonable pricing. Rockabrand moved Library Director Moore may proceed with pest control services after obtaining one more bid and consulting with the Building Committee. Pecinovsky seconded and the motion passed with all ayes.

Rockabrand moved to adjourn at 6:21 PM. Pecinovsky seconded and it passed with all ayes. The next regular Cresco Public Library Board meeting will be Monday, May 9, 2022 at 5:30 PM in the CPL Program Room.

Respectfully Submitted,

Christine Lueschow

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

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TIME AND PLACE OF MEETING 5:30 p.m. at Cresco Public Library Program Room

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THE TENTATIVE AGENDA FOR SAID MEETING IS AS FOLLOWS:

ROLL CALL: Bronner, Dana, Godwin, Kissinger, Lueschow, Pecinovsky, and 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 Wednesday, February 16, 2022.
3. Approval of the Claims

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. Budget FY 21/22 update.

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

1. Hotspot Policy & Borrowing Agreement
2. Records & Confidentiality Policy
3. Sex Offender Policy
4. Director Pay
5. New Hires – Roxie Zubrod and Frances Johnson
6. Next Board Meeting April 11, 2022 at 5:30 p.m. at Cresco Public Library

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 11, 2022**

Cresco Public Library Board Minutes March 14, 2022

President Patsy Bronner called the meeting to order at 5:35 p.m. Patsy Bronner, Sally Godwin, Christine Lueschow, and Felicia Pecinovsky were present. Director Jordyn Moore was also in attendance.

Guest: Jan Carmen

Daniel Dana arrived at 6:05

Christine moved to amend the agenda and move the budget update to the last item. Felicia seconded. Motion passed with all ayes.

Christine moved to approve the recurring agenda, Felicia seconded. Motion passed with all ayes.

Director's report: See attached

Felicia moved to approve the Hot Spot policy and borrowing agreement, with the change that the fine for drop box return be \$10. Christine seconded. Motion passed with all ayes.

Christine moved to approve the Records and Confidentiality policy with clerical errors corrected. Felicia seconded. Motion passed with all ayes.

Christine moved to approve the new Sex Offender policy. Felicia seconded. Motion passed with all ayes.

Felicia moved to approve the following new hires. Daniel seconded.

Roxie Zubrod, \$10.50 per hour, starting date of February 24, 2022

Fran Johnson, \$11.14 per hour, starting date of March 15, 2022

Daniel moved to approve an annual pay rate of \$50,004 for the director, beginning March 12, 2022. Felicia seconded. Motion passed with all ayes.

An update of the proposed 22/23 budget was given.

Jan informed the Board of current city projects and activities.

The next Board meeting will be April 10, 2022, at 5:30 p.m. in the library program room.

Christine moved and Felicia seconded to adjourn the meeting at 6:53 p.m. Motion passed with all ayes.

Respectfully submitted,

Sally Godwin

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

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ROLL CALL: Bronner, Dana, Godwin, Kissinger, Lueschow, Pecinovsky, and 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 10, 2021.
3. Approval of the Claims

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. Budget FY 21/22 update.

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

1. Budget Committee Update
2. New Hires
3. Next Board Meeting March 14, 2022 at 5:30 p.m. at Cresco Public Library

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 14, 2022**

Cresco Public Library Board Minutes

February 16, 2022

Vice President Janis Rockabrand called the Cresco Public Library Board meeting to order on February 16, 2022, at 5:35 PM at CPL Program Room. Board Members Patsy Bronner, Daniel Dana, Mark Kissinger, Christine Lueschow, Felicia Pecinovsky and Janis Rockabrand were present. Board Member Sally Godwin was absent.

Guests in attendance were Jordyn Moore (Library Director) and Jan Carman (City Council).

President Patsy Bronner was ill and attended the meeting via Zoom; Vice President Janis Rockabrand presided over the meeting.

Kissinger made the motion to approve the agenda, approve the claims, and approve the minutes from the January 10, 2022 Cresco Public Library Board meeting. Pecinovsky seconded and approval of recurring items passed with all ayes.

Board President Bronner brought to attention the numerous events and challenges that the Library has been facing since the previous board meeting and shared her appreciation of Director Moore and the Library Staff for their continued efforts of handling these situations effectively and efficiently. Board President Bronner also highlighted Children's Librarian Rhonda Vobr's programming events that include outreach to the Howard-Winneshiek and Notre Dame School Districts. The Cresco Times Plain Dealer wrote an article on the Coach Sloth author visit coordinated by Children's Librarian Vobr that was held on February 2, 2022 and was sponsored by the Cresco Public Library Foundation. The Board is appreciative of and encourages these continued programming ideas and events as they align well with the Library's Mission, Goals and Objectives in being a pillar and beneficial hub for the community and brings more awareness to the services provided.

Library Director Moore reported:

(a) Library Director Moore met with Chief of Police Tim Ruroden on January 12, 2022 to discuss patron perceptions of police in libraries and censorship calls after a patron had been ID'd by an Officer near the circulation desk and both staff and patrons sharing comments and concerns regarding the incident. Their discussion included current events around legislators making threats to librarians and school personnel and how to ensure both departments remain in good public standing with the community.

(b) Library Director Moore had recently been served a subpoena for some library records. With assistance from the City Attorney, they were able to work together to address the subpoena while still complying with State Law and the Library's Policies. At the time of the meeting, the Library appears to be finished with its participation in the investigation. The subpoena did not pertain to any library practices; there is nothing within the Library's processes that must change

at this time. As a result of this instance, Library Director Moore has conducted an extensive amount of research on privacy and will be updating some privacy settings once approval from the City Attorney is received. Any policy updates to better align with the State will be submitted to the Board for the proper approvals and Library Director Moore may utilize the Policy Committee in the interim, if needed.

(c) The Teen Services, Website, and Social Media Library Assistant put in their resignation for February 3, 2022. At the time of the meeting, the open position has been posted for three weeks and Library Director Moore has received numerous applications and is actively interviewing candidates with hopes of having the position filled before March. Pay and hours may be different than what the previous Library Assistant had scheduled. These items will be dependent on the budget and the needs of the new hire. The Library wishes Grace Hunholz the best in her future endeavors and thanks her for all her hard work and contributions she made serving the community during her time as a Cresco Public Library Staff Member.

(d) Library Director Moore is continuing to work on the provision of financial support to the public library which provides library services with the respective jurisdictions (as stated under Iowa Code 256.69 - Local Financial Support) for Protivin. Library Director Moore is drafting a 28E Agreement with help from the Cresco City Clerk and Deputy Clerk as the agreement will need to be filed with the State Auditor. Once the draft has been finalized, Library Director Moore will be attending a Protivin City Council meeting to provide the officials with more information and details before they hold a vote on this subject. This process has been delayed due to the subpoena and hiring process but is still on the Library Director's high priority list.

The Budget Committee reported that the City Council had finalized the City Budget process and accepted the Library's proposed 2022/2023 Budget with two exceptions:

(a) The Library Board had proposed the Library Director's salary be increased from \$40,000 to \$46,000. Council members approved during their February 13, 2022 meeting that the Library Director's salary be increased to \$50,000 effective immediately within the 2021/2022 Fiscal Year.

(b) The budget request for new windows was rejected by the City Council. There is a list of projects and tasks that need to be completed prior to new windows being installed, including resolving the moisture issues, however the Library will need to explore other avenues to cover the costs of this project. At the time of the meeting, an estimated cost of \$17,000 was determined to fully replace the windows. Board and Budget Committee Member Dana suggested there may be more cost effective and/or temporary solutions to help stretch the life of the current windows, including installing interior storm windows. The Board will continue to discuss this situation as it progresses.

Dana also highlighted the recent Sara Read Estate Donation and shared information regarding Sara Read's Legacy. Sara Read is credited as the First Female Mayor of Cresco having served from 1986 to 1989. After retirement from her career, she moved to Cresco and began to actively participate in numerous groups within the community, including women's groups and the finance committee for the Cresco Railway Company during the train restoration project. Those that knew Sara Read describe her as a strong, knowledgeable and direct woman that advocated for enhanced cooperation between business, government, and residential communities. As a show of the Library's appreciation for this generous donation and to embody her legacy,

Library Director Moore and Board Members are looking at ways to use part of the funds to highlight Women's History of Cresco and Howard County.

During the January 10, 2022 Cresco Public Library Board Meeting, discussion was held of the recent hires to fill an open position at the time however an official motion of approval had not been made. Dana made the motion to approve the hiring of Mallory Gosch with a pay rate of \$8.00/hour beginning December 27, 2021 and Macie Mashek with a pay rate of \$8.00/hour beginning December 29, 2021, to fill the Library Assistant position. Pecinovsky seconded and the motion approving the hirings passed with all ayes.

Council Member Carman reiterated that the City Council has finalized the City's Budget for the 2022/2023 Fiscal Year and provided the Board with additional information during the Budget discussions during the meeting.

Kissinger moved to adjourn at 6:00 PM. Pecinovsky seconded and it passed with all ayes. The next regular Cresco Public Library Board meeting will be Monday, March 14, 2022 at 5:30 PM in the CPL Program Room.

Respectfully Submitted,

Christine Lueschow

AGENDA

NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY: Cresco Public Library
DATE OF MEETING: January 10, 2022
TIME AND PLACE OF MEETING 5:30 p.m. at Cresco Public Library Program Room

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, Kissinger, Lueschow, Pecinovsky, and 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 13, 2021.
3. Approval of the Claims

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. Budget FY 21/22 update.

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

1. Budget Committee Update
2. Library Goals & Objectives
3. Next Board Meeting February 14, 2022 at 5:30 p.m. at Cresco Public Library

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 07, 2022

Cresco Public Library Board Minutes

January 10, 2022

President Patsy Bronner called the Cresco Public Library Board meeting to order on January 10, 2022, at 5:34 PM at CPL Program Room. Board Members Patsy Bronner, Daniel Dana, Mark Kissinger, Christine Lueschow, and Janis Rockabrand were present. Board Members Sally Godwin and Felicia Pecinovsky were absent.

Guests in attendance were Jordyn Moore (Library Director) and Jan Carman (City Council).

Rockabrand made the motion to approve the agenda, approve the claims, and approve the minutes from the December 13, 2021 Cresco Public Library Board meeting. Kissinger seconded and approval of recurring items passed with all ayes.

Board President Bronner shared the board's appreciation for the staff's hard work in 2021 and continued commitment to serving the community. As a show of appreciation, the board members covered the cost of the staff's lunch during their training inservice that was held on December 30th. Library Director Moore communicated the staff's thanks for the recognition and lunch. Board President Bronner also encouraged board members to attend the upcoming board education opportunities in January to be hosted by the State Library. The topics include but are not limited to Intellectual Freedom and Community Advocation, Outreach and Engagement.

Library Director Moore reported:

(a) The Cresco Public Library has two new staff members, Macie & Mallory, who were hired to fill the open library assistant position. Their collective wages & work hours will remain within the amount that had been budgeted. Library Director Moore shared Macie & Mallory are valuable additions to the team and are doing well in their positions. A training inservice was held on December 30, 2021 with all staff present. The topics covered encompassed intellectual freedom, censorship, review of Cresco Public Library's associated policies, and best practices to handle challenges to library materials. Library Director Moore said that the format allowed for all team members that opportunity to actively participate in the discussions held.

(b) Library Director Moore provided information from the City of Cresco's legal council, Ahler & Cooney, P.C. in care of the City Clerk regarding the Federal OSHA Emergency Temporary Standard (ETS) and Iowa OSHA issued statement stating that it would not adopt or enforce the federal OSHA ETS that is currently the subject of litigation before the United States Supreme Court. Because Iowa is an OSHA state plan state, the Iowa Division of Labor is tasked with enforcement of OSHA requirements and it has clearly indicated that it will not be implementing or enforcing the federal ETS. While it is possible federal OSHA could still step in and enforce the ETS in Iowa if it is upheld by the Supreme Court or take other revocation action regarding Iowa's state OSHA plan, Iowa OSHA will not be taking any action against employers who choose not to implement the federal ETS at this time. Accordingly, regardless of the Supreme

Court's decision on a stay, the City of Cresco's legal council is advising that employers impacted by the OSHA ETS may reasonably choose to pause any further action to comply with or implement the federal OSHA ETS at this time. As per the direction received, the City and Library will not be enforcing the requirements involving vaccinations and testing for employees at this time. The City and Library will continue to monitor the situation and issue any additional updates as needed.

(c) Library Director Moore reached out to the Protivin City Clerk to request a meeting to discuss the provision of financial support to the public library which provides library services with the respective jurisdictions (as stated under Iowa Code 256.69 - Local Financial Support). A meeting will be scheduled in the coming weeks and Library Director Moore hopes to be able to provide an update at the February 2022 meeting. She will utilize the Budget Committee in the interim, if needed.

(d) To help make the process of checking out library materials more efficient, a printer has been ordered that will be connected to the catalog and provide patrons a printed receipt listing the materials and their associated due dates. The current procedure of stamping the library materials is time consuming and messy for the staff and patrons have difficulty reading the stamped due dates leading to unintentional delays in returning the materials on time. Being able to provide a clean and legible receipt that is automated from the catalog with all items listed will help streamline this interaction and be beneficial to all parties involved.

(e) The laptops, iPad, and hotspots purchased for the ARPA grant have arrived and will be available for patron use in the coming weeks once they have been added into the library's system. Cresco Public Library is eager to get these in place and help better serve the community.

(f) For the full Director's Report, please reference the attached.

Board President Bronner wrote the official resolution regarding the 2021/2022 budget shortfall that is to be covered by the library trust as was approved during the December 13, 2021 meeting by all board members that were present. The following statement will be provided for the City's records:

'The library board of trustees has instructed the city clerk of the City of Cresco to satisfy the library 2022 budget shortfall with funds from the library trust held by the city, not to exceed \$20,500.'

The Budget Committee did not have any additional updates regarding the 2022/2023 budget at this time. The City Council is continuing to work on the 2022/2023 budget but nothing has been finalized at the time of this meeting.

Discussion regarding the 2022 Cresco Public Library Goals & Objectives was held. Library Director Moore provided the Board with proposed goals and objectives based on the research she has done and what she sees as needs for our community. The draft presented gave an overview of the four main items to achieve this year:

1. Expand the reach of the Cresco Public Library to Cresco and Howard County residents to provide library services in the community.
2. All residents have access to information about community resources and services.
3. The library's collection is diverse with topics across many different subjects and written by many different groups of people.
4. Lead the community in technological and educational resources.

The Board provided encouraging feedback. Library Director Moore will continue to work on adding more details to the goals and objectives that will state quantifiable outcomes for all departments of the library to meet. She will provide updated and finalized versions of the Library Goals and Objectives to the Board as they are available at sequential meetings.

Due to the next meeting falling on a holiday and Board Member conflicts, Rockabrand made the motion to move the Cresco Public Library Board Meeting originally scheduled Monday, February 14th at 5:30 PM to Wednesday, February 16th at 5:30 PM. Dana seconded and the rescheduling of the February 2022 meeting passed with all ayes.

Council Member Carman shared that the City Council is getting new microphones to improve the sound quality of the broadcasted and recorded meetings. The City Council Meetings are now available on the 'City of Cresco' YouTube channel. A link to the recorded meetings on YouTube can be found on the City of Cresco website homepage, www.cityofcresco.com.

Kissinger moved to adjourn at 6:19 PM. Rockabrand seconded and it passed with all ayes. The next regular Cresco Public Library Board meeting will be Wednesday, February 16th at 5:30 PM in the CPL Program Room.

Respectfully Submitted,

Christine Lueschow