

AGENDA

**NOTICE AND CALL OF PUBLIC MEETING**

GOVERNMENTAL BODY: Cresco Public Library  
DATE OF MEETING: April 3, 2023  
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: Kaletka, Kissinger, Lueschow, Pecinovsky, Reis, Rockabrand, and VACANT

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 13, 2023
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: *(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.)*

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

1. Budget FY22/23 update.
2. Discuss Library Building Safety
3. East Entry Concrete

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

1. Meeting Room Policy
2. Public Access Computers
3. Circulating Puzzles
4. Library Staff Wages
5. Next Board Meeting May 8, 2023 at 5:30 p.m. at the 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: **March 31, 2023**

## **AGENDA**

### **NOTICE AND CALL OF PUBLIC MEETING**

GOVERNMENTAL BODY: Cresco Public Library  
DATE OF MEETING: March 13, 2023  
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: Kaletka, Kissinger, Lueschow, Pecinovsky, Reis, Rockabrand, and VACANT

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

1. Approval of the Agenda.
2. Approval of Minutes from Thursday, January 16, 2023
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.)*

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

1. Budget FY22/23 update.
2. Discuss Library Building Safety

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

1. East Entry Concrete
2. Meeting Room Policy
3. Internet and Computer Policy
4. Wireless Internet Policy
5. Public Records and Confidentiality Policy
6. Next Board Meeting April 3, 2023 at 5:30 p.m. at the 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: **March 10, 2023**

# **Cresco Public Library Board Minutes**

*March 13, 2023*

President Janis Rockabrand called the Cresco Public Library Board meeting to order on March 13, 2023, at 5:34 PM in the CPL Program Room. Board Members Joe Kaletka, Christine Lueschow, Kay Reis and Janis Rockabrand were present. Board Members Mark Kissinger and Felicia Pecinovsky were absent.

Guests in attendance were Jordyn Moore (Library Director)

Kaletka made the motion to approve the agenda, approve the claims, and approve the minutes from the February 16, 2023 Cresco Public Library Board meeting. Reis seconded and approval of recurring items passed with all ayes.

Reis moved to approve the revised Meeting Room Policy as presented. Kaletka seconded and the motion passed with all ayes.

Kaletka moved to approve the revised Internet and Computer Policy as presented. Reis seconded and the motion passed with all ayes.

Reis moved to approve the revised Wireless Internet Policy as presented. Kaletka seconded and the motion passed with all ayes.

Reis moved to approve the revised Public Records and Confidentiality Policy. Kaletka seconded and motion passed with all ayes.

Reis moved to adjourn the meeting at 6:03 PM. Kaletka seconded and the motion passed with all ayes. The next regular Cresco Public Library Board meeting will be Monday, April 3, 2023 at 5:30 PM in the CPL Program Room.

Respectfully Submitted,

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Christine Lueschow, Secretary

## **AGENDA**

### **NOTICE AND CALL OF PUBLIC MEETING**

GOVERNMENTAL BODY: Cresco Public Library  
DATE OF MEETING: February 16, 2023  
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: Kissinger, Lueschow, Pecinovsky, Reis, Rockabrand, VACANT, and VACANT

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 16, 2023
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.)*

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

1. Budget FY22/23 update.
2. Discuss Library Building Safety

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

1. Board Member-Joe Kaletka
2. Alzheimer's Activity Box
3. Replace Hotspot
4. Children's Librarian-Kim Witt
5. Next Board Meeting March 13, 2023 at 5:30 p.m. at the 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: **February 15, 2023**

# Cresco Public Library Board Minutes

*February 16, 2023*

President Janis Rockabrand called the Cresco Public Library Board meeting to order on February 16, 2023, at 5:34 PM in the CPL Program Room. Board Members Mark Kissinger, Christine Lueschow, and Felicia Pecinovsky were present. Board Members Kay Reis and Janis Rockabrand attended via ZOOM.

Guests in attendance were Jordyn Moore (Library Director)

Kissinger made the motion to approve the agenda, approve the claims, and approve the minutes from the January 16, 2023 Cresco Public Library Board meeting. Pecinovsky seconded and approval of recurring items passed with all ayes.

Lueschow moved to approve the appointment of Joe Kaletka to the Cresco Public Library Board. Pecinovsky seconded and the motion passed with all ayes.

Lueschow moved to approve the purchase of an Alzheimer's Activity Box. Kissinger seconded and the motion passed with all ayes.

Kissinger moved to approve the purchase of a hot spot to replace one that had been damaged. Pecinovsky seconded and the motion passed with all ayes.

Lueschow moved to approve the hiring of Kim Witt as Children's Librarian with a pay rate at \$13.00 per hour. Kissinger seconded and motion passed with all ayes.

Lueschow moved to adjourn the meeting at 6:00 PM. Kissinger seconded and the motion passed with all ayes. The next regular Cresco Public Library Board meeting will be Monday, March 13, 2023 at 5:30 PM in the CPL Program Room.

Respectfully Submitted,

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Christine Lueschow, Secretary

## AGENDA

### NOTICE AND CALL OF PUBLIC MEETING

GOVERNMENTAL BODY: Cresco Public Library  
DATE OF MEETING: January 16, 2023  
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: Kath, Kissinger, Lueschow, Pecinovsky, Reis, Rockabrand, and VACANT

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 12, 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.)*

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

1. Budget FY22/23 update.
2. Discuss Library Building Safety
3. Collection Development Policy

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

1. Nintendo Switch Games Circulation
2. Library Windows Restoration
3. Hotspot Data Plan
4. Next Board Meeting February 13, 2023 at 5:30 p.m. at the 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: **January 13, 2023**

# Cresco Public Library Board Minutes

*January 16, 2023*

President Janis Rockabrand called the Cresco Public Library Board meeting to order on January 16, 2023, at 5:30 PM in the CPL Program Room. Board Members Mark Kissinger, Christine Lueschow, Felicia Pecinovsky and Kay Reis were present. Board Member Cindi Kath was absent.

Guests in attendance were Jordyn Moore (Library Director), Jan Carman (City Council), and individuals from the public.

Reis made the motion to approve the agenda, approve the claims, and approve the minutes from the December 12, 2022 Cresco Public Library Board meeting. Kissinger seconded and approval of recurring items passed with all ayes.

Board President Rockabrand reported on the CPL Foundation meeting that was held on January 10, 2023 sharing the Foundation approved to fund \$10,000 of the window restoration project, \$500 for Young Adult essentials, and two kits related to Alzheimers and memory loss. The Foundation did deny some proposed funding for adding to the musical instrument items and science kits due to upcoming staff changes with Children's Librarian Vobr retiring in February. The Foundation will reconsider the funding of these items and/or others once a replacement Children's Librarian is hired and has had a chance to settle into their new position.

Library Director Moore reported:

(a) Library Director Moore reported the library hosted the program 'Coping with Grief at the Holidays' in partnership with Howard County Hospice for a second time on December 20th due to positive feedback and requests received from members of the community. Director Moore highlighted the library is now a host spot for RSVP's 'Pen Pals with Elementary Students' program providing an area for individuals to deposit those letters. The library will be hosting 'Spot, Stop, and Avoid Fraud' with Howard County Iowa State Extension Office on January 20th and will also be starting a new recurring program 'Calm & Color with Roxie' that will occur on the fourth Friday of each month. The library's program room has also seen an increase in traffic and utilization since the pandemic recently.

(b) Library Director Moore provided an update that she continues to work closely with Children's Librarian Rhonda Vobr to better assist with the job transition as her retirement gets closer at the end of February 2023. The open position has been advertised and so far the library has received four applications. Director Moore is beginning to schedule interviews.

(c) Library Director Moore shared she applied for and received a scholarship to attend the 'Research Institute of Public Libraries' in Madison, WI from July 23rd to July 26th with a proposal asking for assistance in evaluating the library's 'Computer and Technology Help' program due to a large variance in attendance and information need of those that attend. The scholarship covers the conference cost, mileage to and from the event, the hotel

accommodations, and meals. There is no cost to the Cresco Public Library for Director Moore to attend.

Comments from the Audience:

(a) Council Member Carman provided updates from the City Council including, but not limited to, the city budget, upcoming projects in town and an update from the Chamber.

The Budget Committee did not have any new updates regarding the budget for fiscal year 2022/2023 at the time of the meeting. Library Director Moore shared she is on target with the budget and provided information regarding an overage charge with the copier service provider on color printing. Director Moore has instructed staff to limit printing or to print in black and white whenever possible to help with overages. If the need for color printing remains consistently higher, Director Moore will work with the service provider to increase the Library's contracted limit.

Discussion was held on the Library's building safety. Library Director Moore provided an update that Bob's Electric was able to visit the library on December 14th and they are currently contacting different fire and smoke alarm systems to see what would best fit with what the insurance provider is stipulating. The lack of a fire alarm system was a violation in our insurance, so efforts are being made to remedy this quickly. Library Director Moore is currently working on the grant application for the Lime Springs Church to cover the costs for the Library to purchase and install an AED and possibly help with the expenses to train staff on the device's use.

Library Director Moore and the Policy Committee presented an updated Collection Development Policy that adds a statement regarding new challenges for the same material and the same reason covered on a previously submitted challenge would only be reviewed/reconsidered after a twelve month period from the previously reviewed and considered challenge. Pecinovsky moved to approve the Collection Development Policy as presented. Kissinger seconded and approval of the Collection Development Policy passed with all ayes.

Library Director Moore shared that Board Member Sally Godwin had submitted her resignation and will no longer be serving on the Cresco Public Library Board at this time. The Board would like to thank Sally Godwin for their years of service on the Board and their dedication to and advocacy for the Library throughout their tenure. Director Moore stated a replacement for the now open Vice President Officer Position was needed. Reis volunteered and moved Board Member Kay Reis to serve as Vice President for the remainder of the 2022/2023 FY. Kissinger seconded and approval of Board Member Kay Reis as Vice President for the remainder of the 2022/2023 FY passed with all ayes.

Discussion was held regarding the circulation of Nintendo Switch Games outside of the current in-house use availability. Library Director Moore shared that the Library had received requests from patrons for the availability of the games to be checked out for at-home use. Concern was raised regarding what that would do to the in-house use availability to patrons that use the Library's devices to enjoy the games. At this time, it was decided that the Nintendo Switch Games would continue to be available for in-house use only given the limited number on hand and usage of the devices. Library Director Moore and Staff will continue to monitor the



situation to determine if there is a need to increase the video game materials at the Library that would possibly include availability for at-home circulation, etc.

Discussion was held regarding the Cresco Public Library Window Restoration Project. Library Director Moore presented the project estimate from the contractor Wadsworth Construction Inc. for \$44,125.00. With the funding to be received from the CPL Foundation of \$10,000 for this project in addition to the funds already approved for use from the City of Cresco and granted by the Bouska Trust, a cost of \$8,450 is still unaccounted for. Library Director Moore has applied to the Howard County Community Fund to cover the remaining \$8,450 but will not know the outcome of the application until March. If the grant from the Howard County Community Fund is denied, the City of Cresco is willing to help cover the remaining cost and designate an additional \$3,450 from LOST. The then remaining \$5,000 would be the responsibility of the Library to cover. Lueschow moved to approve the use of \$5,000 from the Library's Trust to cover the remaining costs needed for the Window Restoration Project in the event that the application for the Howard County Community Fund is rejected. Pecinovsky seconded and approval to use funds from the Library's Trust to cover costs needed for the Window Restoration Project passed with all ayes.

Library Director Moore stated the Hot Spot Service Contract needed to be renewed with an annual cost of \$840. Originally, this cost had been covered by a grant that was received at the time the circulation of the hot spots was implemented and that specific funding was no longer available to the Library. Director Moore proposed that the service contract cost be covered using funds from the Library's Trust. Reis made the motion to approve the renewal for the Hot Spot Service Contract at \$840 with the cost to be covered using funds from the Library's Trust. Kissinger seconded and the approval for the renewal of the service contract using funds from the trust to cover the cost passed with all ayes.

Kissinger moved to adjourn the meeting at 6:10 PM. Pecinovsky seconded and the motion passed with all ayes. The next regular Cresco Public Library Board meeting will be Monday, February 13, 2023 at 5:30 PM in the CPL Program Room.

Respectfully Submitted,

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Christine Lueschow, Secretary