

MINUTES
Eldora Public Library Board of Trustees
January 26, 2021

PRESENT: Jerry Trittlien, Kristin Gehrke, Emily Stoullil, Mary Swartz, Joe Herring, Rex Lawler, and Joan Grothoff

MINUTES were approved. Bills were approved

Director's Report

- Joan's first Task Force meeting discussed improvements for library digital resources.
- Elaine has started delivering new books every Friday to Tiger's Den.
- Sixty books from the Pilcrow grant were provided to third grade for a writing unit at the Elementary.
- Library staff has started inventory of books in the library. Some books will be weeded out.
- Increase of patrons using library for books, copy machine, and fax machine
- New program, Beyond 1,000 Books, for children who have read 1,000 books before Kindergarten. Everett Stoullil was recognized as the first child to accomplish this feat.
- Blind date with a book has started for adults. Will draw for grand prize for patrons that return rating card of the book.
- State provides good zoom classes that the library staff has used.
- An online or outside book sale is planned this Spring. Many books will be available.
- Contest for children to guess number of candies in the jar is going on. Many activities for younger patrons.

Old Business

- Jerry and Joan went to city counsel meeting to present the annual Library Budget.
- ALA \$3,000 grant money will be used for permanent Storywalk props and a laminator.
- HCCEF grant application is for \$6,000 of library furniture. HCCEF would provide \$4,500 and Friends of the Library would donate \$1,500.
- Board approved to keep library hours and times the same during Covid.

New Business

- Aaron Budwig is new City Administrator.
- Joan has been nominated for the Hardy Reading award for her work at South Hardin school and the Eldora library. Hardy an affiliate of state reading group that helps in teaching of reading and creative writing. Library was given \$1,200 from Covid grant to help with extra expenses.

Next Meeting: Tuesday February 23 at 5:00 pm.

• MINUTES
Eldora Public Library Board of Trustees
February 23, 2021

PRESENT: Jerry Trittien, Kristin Gehrke, Emily Stoullil, Mary Swartz, Joe Herring, Rex Lawler, and Joan Grothoff

MINUTES were approved. Bills were approved

Director's Report

- Lily Cable won the candy raffle. She guessed the closest to the correct number of candies in the jar.
- Blind date with a book had about 25 participants. Carol Hilsabeck won the drawing.
- Joan participated in the online conference – Big Talk for Small Libraries.
- Eight children have finished the Beyond 1000 books program.
- Netflix table of books display. The books have been series or movies on Netflix.
- Planning for 2021 community Story Walks has begun with an Easter storywalk. This will coincide with the Rotary Easter egg hunt.
- Library is working on take home craft ideas for Spring Break.
- Hardin County Library Association will meet in May instead of March so the meeting can be outdoors.
- A March Bingo Challenge for children and adults is being planned by Elaine.
- Eight kids have finished the Beyond 1000 books program.

Old Business

- Aaron Budweg, city administrator, plans to attend some of the library board meetings.
- HCCEF decisions on county grants will be made on March 4. Library has applied for HCCEF grant of team furniture.
- Covid hours: Monday 9-6:00, Tuesday thru Friday 9-5:30, and Saturday 9-Noon.

New Business

- Library will apply for a Barlow Family Foundation Grant. Library is applying for improvements in the Team Homework section. A new counter top to put the computers on and towers for the monitors would make a good environment to do homework.
- City council members did a tour of the library. Finance dollars from the city should remain the same.
- New displays of books change monthly.
- Blank Park Zoo Carnival will be in the parking lot this summer.

Next Meeting: Tuesday March 30 at 5:00 pm.

MINUTES
Eldora Public Library Board of Trustees
March 30, 2021

PRESENT: Jerry Trittlen, Kristin Gehrke, Emily Stoullil, Mary Swartz, Joe Herring, Rex Lawler, and Joan Grothoff

MINUTES were approved. Bills were approved

Director's Report

- Active participation in the Bingo challenge for children and adults. Eighteen craft kits were picked up for Spring Break.
- Due to Rotary having a drive by Easter, the Library story walk for Easter was cancelled.
- Danielle, a five month old, completed 1000 books before Kindergarten.
- Joan, Susan, and Elaine are fully vaccinated against Covid.
- Plans have been made for the summer reading programs. Friend of the Library gave \$2,500 for the Summer reading projects.
- Summer book clubs are being planned for kids and adults. Friends have bought two awnings for having the discussion outdoors.
- Teen furniture has been ordered. The money came from the \$1,000 HCCEF grant.
- Library is having an Open House on Wednesday, April 7. Open house fulfills a community outreach requirement of the ALA \$3,000 grant.

Old Business

- Library was awarded \$2,500 from the Barlow Family Foundation. The grant will be used toward a homework station for middle school and high school students.
- City Administrator, Aaron Budwig, will come to our April meeting.
- Covid restrictions will be lifted some starting April 7. Library will allow one hour for browsing or computer use. The children's area will be opened up with limited toy use.

New Business

- Library Board accepts the resignation of Jackie Winters with regret. Her Human Resources knowledge will be greatly missed.
- Eldora Library has been recognized at the local and state level with the Hardy Reading Award. Thanks to Joan for all she has done for the library.
- National Library Week is April 5 – 9. Eldora library is having an Open House on Wednesday, April 7.
- A Summer reading pool party is planned for July.
- Covid guidelines for quarantened books has changed. Returned book will be disinfected and will now sit for just one day.
- Iowa Ride will take place in Eldora on the weekend of July 16 – 18. A 40 – 50 mile bike ride is planned on Saturday. Riders will stay overnight in Eldora and Pine Lake on Friday and Saturday.

Next Meeting: Tuesday April 27 at 5:00 pm.

The Friends of the Library met **April 16, 2021** at the Eldora Library. Present were Susie, Deb, Elinor, Peggy, Cathrine, , Jan, Marilee and Joan

Minutes from March 26, 2021 read & approved.

The **Treasurer's report** for April shows a balance of \$6,414.21 in the Friend's Account and \$3,547.25 in the Dolly Parton Account. All approved.

Deb questioned best time to send donation for tax information to those giving \$250 or more. She recommended sending yearly. All agreed. Susie will prepare a document for Deb to use for this purpose.

Joan questioned some small dollar checks she has received from an organization in Maine. They are requesting more information so checks can be automatic deposit. Recommend she not provide them with any information and visit with Hardin County employee regarding this.

Comments from Joan:

The recent Open House went well & was well attended.

Joan has not yet heard from Hester's daughter's co-workers regarding the books they will donate. She will check with them soon if has not heard.

One canopy has arrived. Still waiting for the larger one.

John Dennis had made the counter for the homework table. Joan will have the City install.

The library will receive 75 trees for Earth Day to hand out.

The library has received a grant for Story Time. Backpacks with books will be shared.

Joan is waiting for recommendations for best Chromebooks to order.

Thomas the Train pieces have been purchased by the library.

There is a need for more books for "1000 Books before Kindergarten."

North Polk Library has a pergola and furniture for outdoor use for patrons of their library. Joan provided photo with information. Jan moved and Marilee second for approval of Friends to provide \$2,100 for this project. All agreed. Joan needs to take to the Board for final approval.

Items for discussion:

Book Sale planned for Saturday, June 5 from 9-3, to be held outside under the canopies. The bag sale would be held from 2-3.

The **next meeting** is scheduled for May 21, 2021 at the Library.

Meeting adjourned. Marilee Lawler

MINUTES

Eldora Public Library Board of Trustees

May 25, 2021

PRESENT: Jerry Trittien, , Emily Stoullil, , Joe Herring, Rex Lawler, Betsy Kuecker, and Joan Grothoff

MINUTES were approved. Bills were approved

Director's Report

- Wednesday morning at 10 am is storytime at the Library with 3-4 young people attending. Storytime will shift to outdoors as the weather warms up.
- ENP elementary students visited to hear about library's summer reading program. Students also had a story read to them and toured the library.
- Study rooms are being used more at the library. Computer use and video checkouts are on the rise.
- More patrons are returning since they have been vaccinated for Covid.
- Train table for children is very popular. More toys are becoming available in the children's area
- Elaine has some great children's summer reading programs planned! Teen summer programs and adult bingo will happen this summer. All programs start June 3.
- Friends of the Library book sale will be outside the library on Saturday June 5.

Old Business

- Board members unanimously approved masks for patrons being optional to go immediately in affect. Patrons who have been vaccinated should wear masks, but will not be required to.
- Limited hours that the library is open will continue.
- Scott Swartz is currently working on putting both inside and outside camera's that can be monitored at the library.
- Library Data system that sets limits on time on the computer and printer has been free. Now the library will be charged \$2,000 for the first year and then \$500 the following years.
- Friends of the library are funding a pergola with outside furniture. The pergola will be installed on the sidewalk west of the front doors. Pergola will be available to book clubs or anyone wanting to read outside.
- Wood countertop has been installed for the teen readers. Most of the teen furniture has arrived. The teen area will soon be a finished product.

New Business

- Air conditioner is not working to full capacity. Hopefully, this will not be expensive to fix.
- Unspent money in the budget will pay for new flooring in the conference room and a new phone system.
- The library has received a \$5,000 state grant from the American Rescue Plan Act. The grant is specified for computer updates and electrical uses.
- Summer reading programs at the library have been finalized.
- Nancy Miller will be the sub librarian when Joan is not at the library.
- Joan attended the Hardin County Library Association meeting recently. She met with other librarians in Hardin County.

Next Meeting: Tuesday June 29 at 5:00 pm.

MINUTES

Eldora Public Library Board of Trustees

June 29, 2021

PRESENT: Jerry Trittien, , Emily Stouilil, , Joe Herring, Rex Lawler, Betsy Kuecker, Mary Swartz, Kristin Gehrke, and Joan Grothoff

MINUTES were approved. Bills were approved

Director's Report

- HCLA had county meeting. Eldora is one of few libraries in the group to have in person programs this summer.
- Grade school children came to the Eldora library to hear about summer reading programs.
- Two or three families come each Wednesday to hear Elaine's story time at the library.
- Pergola and wicker furniture were put together over Memorial Day weekend. Pergola is set up outside in front of the library. Patrons have enjoyed sitting and reading outside at the Pergola.
- Installing of the security cameras was completed over Memorial day weekend.
- Sixty children have signed up for the Summer reading program. Eight teens and thirty two adults also signed up.
- Fire and ice program had 31 attendees outside the library. Rainbow tea party had 19 attendee's.
- Moana and two unicorns will be at old middle school lawn on June 30.
- Four teens attended Elaine's first craft session. Puzzle table has shown a lot of interest, since it was brought back out.

Old Business

- Covid restrictions have eased up. Computer use is back to two hour limit. Hour limit for library use has been taken off for library patrons.
- Air conditioner is working better. Flooring for the meeting room will be installed mid July.
- Eldora library was awarded a \$5,000 grant from the American Rescue Plan Act. An electronic interactive play table was purchased with the grant money. New phones were also purchased with the grant.
- Nancy Miller is working and learning while subbing at the library. Nancy subs when Joan is gone.

New Business

- Library has signed a new 3 year contract with Siemens. More of the HVAC work can be done remotely without coming to the library.
- Groups are not using the Conference room as much, because new front door lock hasn't arrived.
- City council will meet to discuss city employee raises for the coming year. Council will also discuss employee contribution changes to health insurance.
- Outside storage shed may be purchased for the library. Pergola, wicker furniture, and miscellaneous items would be stored in the shed.
- Iowa Ride in Eldora will be July 16 and 17. WiFi will be provided outside the library.
- Friends of Library will start annual contribution drive in July.

Next meeting: Tuesday July 27 at 5 pm.

MINUTES

Eldora Public Library Board of Trustees

July 27, 2021

PRESENT: Jerry Trittien, , Emily Stouilil, , , Rex Lawler, Kristin Gehrke, and Joan Grothoff

MINUTES were approved. Bills were approved

Director's Report

- Summer reading program registered 100 kids, 8 teens, and 32 adults. They read a total of 89,968 minutes.
- Five STEM backpacks are ready for checkout. Backpacks are for families with children between ages 3-10. Backpacks were made possible by a grant from Iowa State Extension.
- Library "feels like old times." Library is being used like it was pre Covid.
- Friends of the Library are sending out annual giving letter.
- Incident with kids messing with the furniture. This was caught on the new library cameras.
- Back to school story walk and karaoke party planned for August 18th.
- A reading challenge to keep kids reading through the school year is coming. Elaine will provide after school activities twice a week-
- Library is reaching out to all day cares and the elementary to partner on some projects.

Old Business

- Rustic gray laminate was installed in the Conference room.
- New phone system was installed by Heart of Iowa Communications.
- Conference room use for meetings has been restricted. Front door has a bad lock. For profit groups will have a charge of \$25 for use of conference room.
- Library will get new lock and automatic access on the front door. Cost will be around \$3,000. o Iowa Bike Ride was a success for Eldora, but didn't generate much library use.

New Business

- ARSL conference for rural libraries will be held in the state of Nevada.
- Halloween Trunk or Treat event with a storywalk< is planned for October.

Next meeting: August 31, 2021

MINUTES
Eldora Public Library Board of Trustees
August 31, 2021

PRESENT: Jerry Trittlen, Emily Stoullil, Rex Lawler, Kristin Gehrke, Joe Herring, and Joan Grothoff

MINUTES were approved. Bills were approved

Director's Report

- Back to school storywalk partnered with ENP Elementary staff. There were 57 student attendees. A yard party with popsicles also took place.
- A lot of kids stop after school to hang out and do homework. New teen area has great places to sit and use the interactive play table.
- STEM backpacks are available for checkout. Library has blue backpacks for ages 3-10 and red backpacks for infants and toddlers.
- After school programs will begin. Homework club meets every Wednesday from 3:30 - 4:45 in the conference room. Library provides a quiet place to work and have assistance in homework.
- Historian Kathy Wilson will present a program on Voting on September 29 at 1:30.
- David Schmidt will present program on security in the White House during the Jimmy Carter administration. The program is September 22 at 1:30.
- Eldora Library will have a meeting with other Hardin County libraries in September.
- Storywalk will be displayed on courthouse lawn about 911. The book "Fireboat" will discuss how our world changed by 911. This is 20th anniversary of 911. Friends of Pine Lake would like a fall storywalk by Pine Lake.
- Good Shephard Preschool is bringing 3 different sections of kids to the library. Pre-schoolers will be read to and learn about the library.

Old Business

- Covid restrictions and library hours will remain the same. It is suggested you wear a mask if not vaccinated.
- Front door locking system from TriState Lock will cost around \$3,000.
- Ackley company hasn't got back with flooring repair in the conference room.
- Conference room is being used for meetings during the day. After front door lock is fixed, the conference room will have night meetings.
- Eldora library will sign up to hear the ARSL conference in Sparks, Nevada.

New Business

- City council currently has no mask mandate for the library. The council strongly recommends masks.
- Library has issues with bed bugs coming out from some of the returned books.
- Library will purchase \$200 storage box for items from Pergola outside. Some of the Pergola furniture will be stored in basement of old hospital.
- Internet had issues because of lightning strike. Joan has worked with Mediacom.
- Mobius hasn't always been reliable lately. This is the van that delivers interlibrary loan books.

Next meeting: September 28

MINUTES

Eldora Public Library Board of Trustees

September 28, 2021

PRESENT: Jerry Trittlen, Emily Stoullil, Mary Swartz, Kristin Gehrke, Betsy Kuecker, and Joan Grothoff

MINUTES were approved. Bills were approved

Director's Report

- After school programming has not seen many participants yet. An email was sent to E-NP Elementary families to spread the word. Staff will continue to reach out.
- Story Walk for 9/11 had positive feedback.
- David Schmidt's program was the first since February 2020. About 20 people attended.
- Historian Kathy Wilson will present a program on Wednesday, Sept. 29 at 10:30 a.m. Joan would like to continue to host programming once each month.
- Good Shepherd brought two classes to the library. Staff visited the preschool one day due to rain. E-NP preschool has also been invited.
- Joan attended HCLA.
- The Webb Space Telescope Community Event will be tabled due to conflict for the presenter.
- Friends of Pine Lake will put up the next Story Walk next week: *In the Small, Small Pond*. It will be visible from somewhere on the paved trail.
- The library will be part of the Trunk or Treat Event on Saturday, Oct. 30 from 4-5:30 p.m. Frisbees and books will be given to the first 40 families, and Friends of the Library will provide candy.

Old Business

- Covid restrictions and library hours will remain the same. It is suggested you wear a mask if not vaccinated.
- Front door locking system from TriState Lock will cost around \$3,000. It will be on this year's budget, but we are still waiting for the parts.
- Mediacom, Mobius and bed bug issues have been solved.

New Business

- There have been several major issues with system leaking and water damage. The city has been in to attend to issues.
- Siemens came back for a repair and follow-up visit. The AC is running well now. We signed a 3-year contract, but Whink will come provide a bid for a new system on Wednesday, Sept. 29 at 1:30 p.m.
- There have been parking issues for patrons and staff. Joan will talk to City Administrator Aaron Budweg about signage to reserve staff parking.
- Ken Dunn had suggested a move to solar, but seems to require a large investment and potential fundraising. The group agreed to walk away from the proposal at this time.
- Building maintenance is becoming burdensome. The City does come as support. A work day was discussed but not planned.
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Next meeting: October 26

MINUTES

Eldora Public Library Board of Trustees

October 26, 2021

PRESENT: Jerry Trittlen, Emily Stoullil, Mary Swartz, Kristin Gehrke, Betsy Kuecker, Joan Grothoff and Joe Herring

MINUTES were approved. Bills were approved.

Director's Report

- Story Walk at Pine Lake was a success, and it will be held there again in the spring.
- The elementary school will parade by Friday morning for Halloween.
- Truck or Treat is set for Saturday, October 30 from 4-5:30 p.m. Hy-Vee is sponsoring 300 hot dogs to be served, and Friends of the Library will provide candy.
- LEGO Club will meet the first and third Fridays of the month.
- 15 adults have taken part in the library scavenger hunt.
- Joan will be on vacation November 2-10. Nancy Miller will sub.
- Elaine will attend the summer reading performers showcase in Emmetsburg on November 4.
- The library will be closed November 11 for Veteran's Day and November 25 and 26 for Thanksgiving.
- A Story Walk will be included as a part of the Eldora Christmas Festival from November 23-30.

Old Business

- The library will now open at 9:30 a.m. daily, which is an adjustment after Covid hours.
- There are no further updates from the Whink bid, Solar Ray or Siemens.
- The front door is currently working, and there is no update on the parts. Expect a delay.
- A bed bug heater was ordered to take care of the recurrent issue.
- Joan contacted Kendra at ECC regarding parking. She will speak to Aaron Budweg to try to secure winter parking for library staff.

New Business

- Elaine Bahr resigned from the cleaning position. She may also begin looking for full-time employment.
- A combined cleaning and maintenance position will be advertised as a contract position at \$10 per hour. The application period will close November 12.
- Budget meeting will begin in November with Kristin and Rex to join. ● Joan is looking for creative ideas for the HCCEF grant opportunity.

MINUTES

Eldora Public Library Board of Trustees

November 30, 2021

PRESENT: Jerry Trittlen, Kristin Gehrke, Mary Swartz, Emily Stoullil, Joe Herring, Rex Lawler, and Joan Grothoff

MINUTES were approved. Bills were approved

Director's Report

- Halloween story walk handed out 40 books, 200 frisbees, and served 270 hotdogs. Celebrity Guest Gus(Joan's dachshund) was a big hit.
- Friends of the Library will give the library \$2,500 to pay for all of the performers for this summer and the Summer reading programs.
- After school kids coming to the library range from 5-10 students each day.
- The Lego Club has had good numbers attending on the first and third Fridays of the month.
- Library and Kiwanis hosted a Christmas event on Sunday the 28th of November at the library. The event consisted of a photo opt with The Grinch, Buddy the Elf, and other Christmas characters. It was a huge success.
- Good feedback on the Story Walk story on the courthouse square. Last Story Walk til Spring.
- Registration for "Its Snow Much Fun to Read" winter program will begin mid December. This reading program for kids in K-5 will run from December 27 —January 30. Kids that complete the program will be invited to a pizza party.
- Library will have a Christmas craft day. After school kids are going to decorate the tree in the teen area.
- Library will be closedat noon on Thursday the 23rd, all day Friday the 24th, and on Christmas day. ●
Activities at the library will be planned for winter break.

Old Business

- Current hours at the library work great: M 9:30-6, Tu-F 9:30-5:30, and Sat 9-1:00.
- No update on the Whink bid or the Solar Ray bid.
- Part for the front door hasn't arrived, but the door has been working great!
- Bed bug heater works great on the books.
- Parking issues are being resolved. Lines were painted.
- Elaine wants to work through the school year. Hopefully she will stay until summer reading program is done.

New Business

- Aaron Swartz started cleaning November 20. Aaron is doing a great job, especially with cleaning the carpets. Melissa Keen provides Aaron with on the job training. Melissa's group will pay half of his salary during the training period.
- Library still needs a maintenance person.
- HCLA met with the Hardin County supervisors to discuss the division of the money between libraries. Currently all libraries get the same dollar amount from the county.
- Library Board Committee assignments for 2022: Personnel-Emily and Betsy, Budget-Jerry and Rex, Grounds-Joe and Mary.

Next Meeting: Tuesday, December 28, 2021 5:00 pm

MINUTES
Eldora Public Library Board of Trustees
December 28, 2021

PRESENT: Jerry Tritten, Kristin Gehrke, Mary Swartz, Emily Stoullil, Rex Lawler, and Joan Grothoff

MINUTES were approved. Bills were approved

Director's Report

- No attendance at the Story Time in December. Lego Club had 10-20 kids attend.
- Craft decorating for the kids was held on December 10th.
- Fifteen students signed up for It's Snow Much Fun to Read program. Program starts December 27th.
- Library meeting room is being used a lot with some donations.
- Overall library use picked up in December – computer, reading newspaper, and meeting clients.
- Having a Bee Bot activity day on the afternoon of January 3rd.
- Adult Gameday starts on January 11th from 9:30 – 11:30. First session will be to discuss what games to play. Library may purchase some games.
- Budget workshop will be mid-January. Blind date with a book starts the end of January and runs thru February.
- Blind Date with a book starts the end of January and continues thru February.

Old Business:

- Hours at the Eldora library will stay the same
- HCLA meeting in December with the Hardin county supervisors discussed money distribution to the county libraries.
- Parking issues with the elementary and day care are settling down.
- Aaron is doing a great job cleaning. Library will be reimbursed for half of his salary in January.

New Business:

- After the mini Dericho across Iowa, the City of Eldora reviewed the severe weather/disaster policy.
- Rex, Jerry and Joan worked on the annual library budget on December 21st. Little change in the new budget.
- Joan reviewed the library polices with the library board members. Library severe weather/disaster policy was updated. Joan recommended that the board members look at the state library of Iowa website.
- Library is switching to Food for Fines policy. Policy will be for books, not DVD's and backpacks. Fines will not be erased if the materials not returned. All food items collected will be placed in the Food Pantries around town.
- Library accreditation is due in February. Board is reviewing policies with Joan.
- Old paintings at the library will be put in the next book sale. Paintings from local artists will be kept.

Next Meeting: January 25, 2022 at 5:00 pm.