

Eldora Public Library
Board of Directors Meeting
Tuesday, January 30, 2024 - 5 p.m.

In Attendance: Emily Stoullil, Joan Grothoff, Jerry Trittlen, Betsy Kuecker, Bob Alpers, Joe Herring

Minutes and Bills were approved.

Old Business

- Joan was a part of the Hardin County librarians' letter to the editor. It was agreed it was well-written and a wise move. Statistics highlighting the use of the county library's was also included.
- Joan spoke with staff about absences and performance. Write up were included in appropriate files. It was communicated that per the city handbook a doctor note will be required for more than a three day absence.
- Duane Han will make the board book bins at no charge. Friends of the Library will pay for materials.
- Joan met with the finance committee on January 10. She has a positive experience, but has received no news.

New Business

- After school is overwhelming. Joan has talked to all kids and sent a note with parents. She has seen improvements.
- A \$1,500 grant was received from Church Women United.
- Joan again applied for a HCCEF grant for two book racks for light reads.
- Friends also purchased supplies for the STEM collection.
- Joan contacted the city works to see about closing in part of the library. They may be able to do that.

Directors Report

- Eight new cards were issued in January, but MANY, MANY checkouts were seen online.
- Total checkouts were 1,478
- Winter programming includes blind date with a book, 4H at after school once a month and third graders in the library once a month for STEM work.
- Joan attended a workshop on city policies and a continuing ed class on promoting the library.
- A patron sent a new American flag via Amazon
- The library was closed for weather on January 9, 12, 13. The library will be closed on Monday, Feb. 19
- The library will visit the elementary to be a part of World Read Aloud Day

- Joan will be gone February 15-17
- Book sale will be March 22-23.
- Two additional adult programs will be in March: Titanic and Rosie the Riveter.

The next meeting will be held on Tuesday, Feb. 27 at 5 p.m.

Eldora Public Library-Board of Directors Meeting

Tuesday, February 27, 2024- 5 pm

In attendance: Emily Stoulil, Joan Grothoff, Jerry Trittlen, Bob Alpers, Kristin Gehrke, Jerry Kramer

Minutes and Bills were approved

Old Business

- No new updates on finances/budget from city
- No final word yet on funding from supervisors for next fiscal year. Per conversation with supervisor Lance Granzow, no cuts at this time anticipated.
- Expectations have been expressed to after school kids and their parents both verbally and written. Going okay overall-have had individual conversations as needed.
- New book bins now in kids' area-Duane turned in bill for supplies for \$239 which Friends of the Library will pick up. Big thanks to Duane and Bill for donating their time and expertise!
- Friends will pay for a divider to close in book sale, ect items in back corner of the library.
- HOOPLA update-since 7/1 \$782 has been used. Usage is increasing as word gets out.

New Business

- The following upcoming schedule changes were approved by the board:
 - Spring Break week (week of 3/11): M-F 9-5, Saturday 9-12.
 - Spring Hours (starting in April): Monday & Tuesday 9-5:30, Wednesday 9-6, Thursday & Friday 9-5, Saturday 9-12.
- Short discussion on Joan recently navigating staff hours and comp time. It is at her discretion to deem what counts as comp time per the city handbook. She makes decisions based off of what is necessary for the library to function.
- Joan and Tiffany are in need of new computers (laptops). Joan will consult with Nick to see what he suggests and will bring a request to our next board meeting after researching.
- Considering adding a mirror or cameras to the back corners of the library after recent concerns of theft. Joan will talk to Scott about looking into cameras.
- Marc Anderson recently talked to department heads about insurance. Joan will send out more info detailing value/worth of contents in the library.
- Joan alerted us of new weekly update newsletter put out by city. You may sign up via email.
- Wheels were recently purchased for tables in community room to reduce wear and tear on the flooring.
- A wall mount will be added for the AWE tablet on the counter in the teen room. Joan will have someone from the city help install it next week.
- New guidelines for probation officers using community room: out by 3 pm and will pause the use of the room for this purpose during summer reading (June and July).

Director's Report

- 9 new cards issued; total check-outs at 1261 for the month.
- Perler bead day well attended-will make monthly event
- Joan and Tiffany read at elementary school for World Read A Loud Day

- Joan attended helpful webinar with continuing ed credits; Tiffany working hard on making kids area more user friendly. Community room has been great community resource with lots of use.
- Make and Take for spring break in lieu of programming as often a quieter week.
- Upcoming programs: Titanic (3/20), Linda McCann/Rosie Riveter (3/25)
- Book Sale 3/22 2-6 and 3/23 9-12.

Eldora Public Library

Board of Directors Meeting

Tuesday, March 26, 2024 – 5 p.m.

In attendance: Kristin Gehrke, Emily Stoullil, Joan Grothoff, Jerry Trittien, Betsy Kuecker, Bob Alpers

Minutes and bills were approved.

Old Business

- Spring break hours went well, and new hours will begin April 1. Monday-Tuesday 9-5:30, Wednesday 9-6, Thursday and Friday 9-5, Saturday 9-12.
- Additionally, Tiffany's hours will change to 9-5 Monday-Friday rather than an 8:30 start.
- Wheels were added to the conference room tables. They help with ease of moving them around. Thanks to Bill Grothoff for doing the work.
- The AWE tablet is on a wall mount at the teen table. It is used every day after school. Users are given 30 minute sessions.
- Joan spoke with probation officers about pausing use of the conference room during June and July. There are many children around, and Joan feels the risk is too high, On weekdays, she has asked them to complete meetings by 3 p.m.
- Joan is looking into purchasing new staff computers this fiscal year. Laptops may be the best option.

New Business

- The library received a Hardin County Endowment grant to fund racks for the upfront books. The award night is Thursday, April 4. The total cost of the racks is \$2,698. The Friends will also pay some of the cost.
- The city is adopting a new electronic bill pay and payroll system. We will need to be flexible on how we approve bills, and our system will likely change.
- Joan suggested the board look at updating the landscaping on the east side, including woodchips and plants. Mary moved we begin with \$500. Emily seconded. We will allow Lynn and Ralph Albee to bring suggestions for the project since they tend to the area.
- Summer reading is ready, and Joan shared a calendar of events. There are many great on-site programs, including the kick off foam canon and shaved ice event. Major prizes will not be a part of the final pool party, but Joan and the board agreed that is a positive change.
- A keypad lock will be added to the equipment room to avoid staff being locked out. A simple keypad is about \$50. Joan will move forward with the city to have one installed.

Director's Report

- Six new cards were given in March. Checkouts totaled 1,310.
- 31 take and make craft kits were given during spring break, and the Perler bead pop up was well received.

- The book sale is currently going on. It usually raises \$300-400. Many of the books that don't sell will be thrown away.
- Adult programs included the Titanic and Linda McCann with the Rosie Riveters of Iowa. Both were well attended.
- Tiffany will attend the Youth Conference on April 8 and 9 in Ames.
- Another Perler bead pop up will be held.
- National Library Week is April 7-13. An open house with treats will be held.
- Kathy Wilson will lead a garden program on April 24.
- There will be a Laura Ingalls Wilder program on April 30.

The next meeting will be Tuesday, April 30 at 5 p.m.

Eldora Public Library

Board of Directors Meeting

Tuesday, April 30, 2024 – 5 p.m.

In attendance: Kristin Gehrke, Emily Stoullil, Joan Grothoff, Jerry Trittlen, Betsy Kuecker, Bob Alpers,
Mary Swartz, Joe Herring

Minutes and bills were approved.

Old Business

- Joan attended the Hardin County Endowment grant night. The easy reads are already on the book racks purchased with the grant.
- A new exhaust fan was installed.
- New landscaping plans will be put into action soon.
- Scott Swartz shared a quote for new cameras in the library.
- A new system was put into place for all city bills. The library board will continue to approve bills, but will simplify the process so Joan does not have to do more work.

New Business

- The new air conditioner was installed. Bill is still to come.
- A Church Women United grant for \$2,000 will purchase summer reading books and STEM supplies.
- A Pilcrow Foundation Grant of \$1,400 was received. 78 children's books were purchased. A regular attending child was removed for three days due to behavior.
- Kiwanis purchased an Adventure Pass that allow families to check out a day at Blank Park Zoo, the Science Center or Rieman Gardens. This can be done 90 in advance. Joan hopes it is used 100 times.
- Joan plans to attend the finance meeting on May 10 and ask for a raise.
- There is a Brownfield Stakeholder meeting May 1. Joan will report back what occurs.
- Joan will attend the Hardin County Library Association meeting on May 14 and the Director Roundtable May 15.

Director's Report

- Nine new cards were given in March. Checkouts totaled 1,453.
- Tiffany attended the youth conference and gained many new ideas.
- Perler bead earring day on April 30 was successful.
- Friends of the Library hosted a recognition day during National Library Week.
- Kathy Wilson program welcomed about 18 people, and Laura Ingalls Wilder program drew 29 people.
- The after school program concludes on May 15. A range of 22-28 children attend.
- Teen room will end May 20, but will continue through the summer.

- Elementary classes will come throughout the week of May 13 to learn about the summer reading program.
- The library will be closed May 27 for Memorial Day.

The next meeting will be Tuesday, May 28 at 5 p.m.

Eldora Public Library
Board of Directors Meeting
Tuesday, May 28, 2024 – 5 p.m.

In attendance: Kristin Gehrke, Joan Grothoff, Jerry Trittien, Betsy Kuecker, Bob Alpers, Mary Swartz

Minutes and bills were approved

Old Business

- Air Conditioner was installed at \$45,091.10 – Lower end of bid.
- Waldinger's also replaced the office ceiling fan: \$1,879.30.
- Two adventure passes have been checked out, and more information will be shared with patrons along with summer reading info.
- City fiancé committee approved Joan's raise. Council will vote on this in June. This is in compliance with new federal salary exempt pay.
- The Pilcrow grant books, matched by the Friend at \$400, arrived. 78 books were in that order, plus 39 bonus books sent.

New Business

- Landscaping has started with Tiffany driving the plans and work. Perennials are the focus. \$385 of the \$500 approved has already been spent. Friends sponsored \$200 for mulch.
- Friends will buy a Nintendo Switch and controllers with games for the teen room time. Limits of twice per month and G rated games have been set.
- A doll was donated for summer reading, so Joan will add another toy and allow children to put a ticket in to win every time they attend a summer reading event.

Director's Report

- Joan shared some of the new online system of the city. Bills were unavailable, but she showed us how time off is submitted and approved.
- 12 new cards have been issued. 1,294 in circulation.
- All ENP Elementary classes came to hear about summer reading.
- Joan is again HCLA president. She attended that recent meeting, along with a Library Director Routable in Clarion. All learned more about a Candid Foundation grant access program – more to come.
- Story Walk went up at Pine Lake. The book is Cicada Symphony.
- Summer reading sign up started Friday, May 24, and the kick off event is Tuesdays, June 4 from 6-7 p.m. Shaved Ice will be served. Volunteers are welcome!
- Kid programming will be held every Tuesday, Wednesday, and Thursday. Teen Room will be Mondays 3:30 – 5 p.m. through July. This will include Bingo.
- Adult Bingo will start in June.

The next meeting will be Tuesday, June 25 at 5 p.m.

Eldora Public Library
Board of Directors Meeting
Tuesday, June 25, 2024 – 5 p.m.

In attendance: Kristin Gehrke, Joan Grothoff, Jerry Trittlen, Betsy Kuecker, Bob Alpers, Mary Swartz

Minutes and bills were approved.

Old Business

- Landscaping and mulch was completed. Tiffany did the bulk of the planning and work.
- A new Nintendo Switch was purchased by the Friends. It is kept in the office, and has, of course, been well-received by the teens. Six Adventure Passes have been checked out.

New Business

- Tiffany has resigned, and her last day will be July 16.
- The library will advertise for an Assistant Director/Youth Service Coordinator. We are also in need of a substitute clerk.
- Joan will be gone July 19-22. Hours will be adjusted to accommodate the staff shifts, and Joan's schedule.
- Zoia Fomina has been hired for the cleaning position. Start date is July 1.
- Siemens presented its 3-year contract, which is more than \$10,000. Jerry moved, and Mary seconded looking into other options outside of Siemens. It is more than double its past \$5,000 range. A bid has been sought from FM Controls to replace the HVAC system.
- Heart of Iowa will install new internet within the week.

Director's Report

- Total circulation was 1,902, and 148 children signed up for summer reading; a total of 70 families.
- Programs were all well attended, and the door count has been around 100 most days. More on programming days.
- July happenings include Marshall County Conservation snake presentation and Hardin County 4-H Cleaning our Oceans.
- The pool party will be held July 13.
- The Storywalk will be up for Pine Lake Festival July 24-29.

The next meeting will be Tuesday, July 30 at 5 p.m.

Eldora Public Library
Board of Directors Meeting
Tuesday, July 30, 2024 – 5 pm

In attendance: Emily Stoulil, Joan Grothoff, Jerry Trittlen, Bob Alpers, Kristin Gehrke

Minutes and bills were approved.

Old Business

- Cleaning is going well with Zoia and Jhor. They clean together on Thursday nights, with the likelihood of increasing the frequency as needed in the winter cleaning the entryway.
- New part time subs Teresa Williamson and Melissa Steiner both are doing great. Teresa will start back at school soon. Both are interested in helping on Saturdays.
- Joan sent signed contract to FM Controls to begin HVAC overhaul with plans to get started in the near future.
- New internet with Heart of Iowa working great so far.
- Joan is signed up for conference in Massachusetts 9/12-9/15. Airfare will be about \$300. She will rent a car and is looking at hotel options
- No update on Joan getting a new computer through city hall. The board encourages Joan to start looking on her own due to the ongoing delay and need.

New Business

- Joan has had 2 interviews for assistant director position. She would like to offer the job to Katie Arnold. The finance committee is working on coming up with solution to make pay more favorable for position.
- Hour change for August in interim while short one staff person. Monday and Tuesday, 9-5:30. Wednesday 9-6. Thursday 9-5. Friday 9-1. Saturday 9-12. Regular Friday hours will resume once school starts August 23rd.
- The credit card bill was recently not paid on time and subsequently assessed a late fee and finance charge. This was city department wide and after Jaime looking into this the bank has been contacted and fees waived.

Director's Report

- 12 new cards issued; total check-outs at 2134 for the month.
- Summer reading stats included 125 completing the program, 145, 515 minutes read, 558 program attendance, and 121 attending the pool party. Some survey responses have been received, nearly all with positive feedback.
- Jerry helped set up the story walk on the square for Pine Lake Festival.
- The foam party was rescheduled for 8/22 at 5:30 on back to school night.
- Wednesday after school activities will start in September with sign up in place due to larger numbers last year.
- Will host several STEM days in August.

- The Children's Center has been in touch about coming over for activities. Joan will coordinate once new hire in place.

The next meeting will be Tuesday, August 27th at 5 pm.

MINUTES

Eldora Public Library Board of Trustees

August 27th, 2024

PRESENT: Kristin Gehrke, Jerry Trittlen, Emily Stoullil, Joe Herring, Bob Alpers, and Joan Grothoff

MEMBERS OF THE PUBLIC: None present

MINUTES from the July 30th meeting were approved. BILLS were approved.

Old Business

- Katie Arnold started on Aug. 19th as Assistant Director. The City has promised to continue working to increase her wage. The possible sharing of the blight position is out for various reasons.
- No news from FM Controls on HVAC overhaul; Joan will check back in a few weeks
- City Dept. heads are meeting weekly on Tuesdays at 8:30 instead of once/mo.

New Business

- There was some questioning by City Council member Jerry Kramer regarding Katie's position being full time, stating we need to cut money from our budget. The money is there for the benefits. All other council members were supportive.
- The after school club will be limited to 25 children to avoid problems of overcrowding/crowd control. A monthly signup/registry will be done. The signup for the first month (Sept.) filled in 1.5 days.
- Joan will be gone Aug 28 in PM – Sept. 2nd, and attending a conference out of state Sept. 10-14. Other staff and volunteers are lined up to help cover the hours.
- Joan applied for a Church Women United grant, with Sept. disbursement. The grant seeks to update the Junior Non-fiction section.
- The City grant manager asked Joan what her top 2 needs were at the Library. Joan states they are new computers for staff and patrons. Joan plans to reduce the number of patron computers from 6 down to 4 as fewer people are using them.
- There was an incident recently involving a local man who came in twice yelling, swearing, ect. At Joan. The police were called and he is not to re-enter the library. This reinforced the need for the City to provide adequate funding for staff and for two staff to be present at all times during open hours.
- Joan would like the City to begin thinking and budgeting for a new boiler, along with future budget needs being salary increases and books
- Street parking is becoming an issue again as library staff, patrons, school admin, daycare, and school employees all lack sufficient parking spaces in the area.

Director's Report

- Circulation, visitation, and library card stats were provided
- The Foam party was a big hit, with 150 attending.
- TropicSno fundraiser was discussed at fall football games

- Changes to open hours on Fridays went off without a hitch
- Staff purged old non-fiction books heavily and will go on sale in Oct.
- Dates and details of upcoming holidays, special events, programs, meetings, ect. For Sept. and Oct. were discussed.

Next Meeting: September 24th 2024 at 5:00 PM

Submitted by Joe Herring

MINUTES: Eldora Public Library Board of Trustees

September 24, 2024

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

MINUTES were approved. Bills were approved.

Director's Report

- Circulation total was 1,390. Five new cards were issued.
- After School Club with pre-registration is going well; homeschool scavenger hunt welcomed 17 and the teen room had two attendees so far.
- Some adaptations had been made on no school days, and LEGO days have been successful.
- Lance Hansemann will share tomorrow, September 25 at 10:30 AM
- A Medicare presentation will be held Thursday, October 5 from 5-6 PM.
- Friends of the Library book sale will happen October 11-12.
- The Library will host its own Trick or Treat night with crafts, a photo booth, hot dogs and treats.
- Friends of the Library plan to send the annual campaign letter in late October.

Old Business

- \$1,000 was received from the Church Women United September disbursement. It will be used for junior non-fiction.
- Joan reported many takeaways from her conference, including the possibility of serving as a passport station and Toni boxes. She hopes to attend again. Library budget will cover \$350 of the conference expenses.
- F&M Controls has not been in contact yet regarding the new HVAC system. Joan will continue to contact them.
- New staff computers will be purchased, including two laptops, monitors, docking stations. It should cost \$1,977 and \$2,000 is budgeted.
- Parking continues to be an issue between the library, daycare and school employees. Joan may look into a sign to reserve more street parking on library program days.

New Business

- Friends of the Library are purchasing a book repair machine for \$1,300.
- Tonie story time boxes and figures will be available for checkout soon. These have also been purchased by the Friends.
- If an application is submitted to serve as a Passport Center, the library can charge a \$35 fee for the service and keep the money. The library can also take the passport photos for \$15.
- The October After School Program is already full with 25 kids. Pre-registration is now required.
- Michelle Kelley, city clerk, will host budget workshops in October. A five-year plan must be submitted by next week.
- Catie will now work Thursday instead of Tuesday.
- Joan is working on a 2021 Siemens bill that has been sent to collections. She does not believe the library should be held accountable for payment.

Please note September 24 is also the birthday of beloved library patron Everett Stoullil. Happy birthday!

Next Meeting: Tuesday, October 29 at 5 PM.

Eldora Public Library

Board of Directors Meeting

Tuesday, October 29, 2024 – 5 p.m.

In attendance: Mary Swartz, Emily Stoullil, Joan Grothoff, Jerry Trittien, Betsy Kuecker, Bob Alpers

Minutes were approved and seconded. The board also received some instruction and viewing of the new bill submission system implemented by the city.

Old Business

- FM Controls put in a new HVAC. The library has been billed for \$11,284. The remaining amount will come when the work is complete. Funds to pay for this are coming from the special trust account.
- Joan continues to work to negotiate the Siemens bill. More to come.
- Tonie Box checkouts are going well. Joan also presented a library program about them.
- Book repair machine has arrived. The \$1,300 cost was paid for by the Friends of the Library.
- The library has been pre-approved to become a passport center. Joan and Katie will both be able to facilitate the process and are awaiting training information. The library will keep \$35 from each application and \$15 from each photo service.
- Parking issues continue. Communication with the school and district have done nothing to alleviate the congestion.

New Business

- Joan attended a city council and departmental workshop on October 23. City employees worked on clarifying job descriptions and tasks. Another meeting will be held for the library, police department, and EMT positions.
- After discussion, Joe Herring moved that the library be allowed to charge a \$25 usage fee for the community room. Mary seconded. A cleaning deposit of \$25 will also be added. This will be used largely for groups hosting parties on the nights and weekend. Joan will work on some rules and boundaries surrounding the charge and usage. Non-profits can continue to use the space at no charge.
- After discussion, it was decided the library cannot continue to allow for comp time at 1.5 hours after 40 hours for part-time employees. It is not within our budget to pay for this. Comp time must be used within the same pay period going forward.
- The accreditation cycle for library professionals has been extended by one year. This is due to staff retirements at the state level. Joan will be due to renew in February 2026. All tiers remain the same. Eldora is level 3 – the highest possible.
- Joan provided recommendations for rules to govern the checkout of the Tonie Boxes. After discussion, Mary moved that checkouts be allowed for one week with a \$3 per day late fee assessed. Joe seconded. This will be communicated to patrons and added to the library website.
- Joan will be gone for vacation November 11-16. Katie will be gone November 14-16. Catie will be working 9-5 on November 14-15. Melissa will work 1-5 on November 14-15 and from 9-12 on November 16.

- The library will be closed for Veterans' Day on November 11.
- The library will be closed November 28-29 for the Thanksgiving holiday.

Director's Report

- Monthly circulation was 1,185. Eight new cards were issued.
- The Medicare presentation had about 12 attendees.
- The library book sale generated about \$300, and the ongoing sale is up to \$100. Friends will give the money to purchase new books.
- Joan's son Jake presented about his world travels to about 15 people.
- Alternatives Pregnancy hosted a program on October 28. A portable crib will be given to those who pre-register.
- A computer security workshop was hosted by Members First Credit Union on October 29, but no one attended.
- After School Club continues to go well with approximately 28 students attending.
- The teen room has small numbers, but it is still an effective use of time for those who come.
- The library will host a Halloween Party on Thursday, October 31 from 4-5 p.m. prior to Trick-Or-Treat from 5-7 p.m. Hot dogs, crafts, a photo booth, and treat will be provided by Friends of the Library and Bev Jones.
- STEM/Lego Day will be hosted on no school days, November 4th and November 27.
- A Storywalk will go up Nov. 20-25 for the Christmas Festival on Sunday, November 24

The next meeting will be Tuesday, November 26 at 5 p.m.