

Reinbeck Public Library Trustee Board Meeting

February 12, 2024

4:30 pm

The meeting was called to order by acting President Bonnie Shinn. Others present were trustees, Tina Lyons, Brenda Snider, Rebecca Schildroth, and Library Director Lenah Oltman. A motion was made and seconded to approve the bills and the agenda. The minutes were approved as read.

Past month's Statistics:

New Patrons: 11

Door Count: 1354

Plow: 477

WIFI: 351

Physical Circulation: 1276

Digital Circulation: 337

Director's Report: Lenah attended the Reinbeck City Council Meeting this past month. The Reinbeck Public Library board is happy that she tries to attend all of their meetings and is working well with Julie to understand our finances and how they pertain to the workings of city government. She explained that \$5,000 of our budget is money generated by the library through donations and grants.

Lenah led a 50-minute zoom session with the Iowa Library Association on January 25. She spoke on ways to market a library. She focused on what we have done to market our library. This is the second time she has represented our community at the state level.

The Adopt an Author program now has 13 patrons. Our winter adult reading program has 106 patrons participating.

Next luncheon for the library staff will be in March. Because of a vacation Lenah asked that our March meeting be on the 18th.

Old Business:

- **Donations Policy- opportunity- parameters:** Lenah presented us with an updated sample brochure. She showed us the spreadsheet where she will keep track of donations.
- **Railing:** As we have reached out to one company for several months about our deteriorating outside railing, Lenah contacted Jesco in Grundy Center. They have given us a bid to remove the railing, fix it and add height to conform to code,

powder coat it and reinstall it for a bid of \$1,500. After discussion it was moved by Rebecca, and seconded by Tina to accept the bid. The motion passed unanimously.

- **Solum Lang:** They have presented some ideas on our plans for carpet, flooring, wall colors, signage, and office cabinets and furniture. We were asked to give them directions on what we liked and if they were headed in the right direction. We were in agreement on the carpet we liked best and thought it could be a good fit with the existing furniture in the lounge area. Lenah will now get back to them and further work will be done. It was agreed that the new office and tree book shelf and vestibule be phase one. Rebecca made the motion and Brenda seconded it to go ahead with this project so that we can get an idea of the costs. The motion passed unanimously.

- **Community Café Plumbing:** It was felt by the board that this is of utmost importance along with a second bathroom and that Solum Lang should include it in phrase one.

New Business:

- **FY25 Amended Budget Proposal:** The proposed budget was passed around to review and discussion. It was felt that we could make some cuts and still continue and expand the activities and book selection that our community has come to expect. Lenah is looking into a couple of grants that will help make our financial and programming needs mesh. Several people and organizations in our community have been very supportive of our expanding activities and new programs.

Meeting was adjourned at 6:35 pm

The next board meeting will be March February 14, 2024, at 4:30 p.m.

Respectfully submitted by Rebecca Schildroth, Secretary