

Gladstone Public Library Board Meeting Agenda
March 5, 2019
6:30 pm

Location: City Hall Council Chambers

Topic	Time	Information Discussion Decision	Lead
Library Board Meeting Call to Order	6:30 pm		Margaret
Approval of December Meeting Minutes	6:30 pm	Decision	Margaret
Reports: a) Director's Report b) City Council c) Library Foundation d) LDAC Report e) Gladstone Library Task Force	6:35 pm	Information Information Information Information	Mitzi Neal Natalie Donna/Mitzi
New Business a) Elect Library Board Officers b) Discuss use of City emails for Library Board business c) Professional development	7:00 pm 7:15 pm 7:30 pm	Decision Information Discussion	Margaret Mitzi Nancy
Sharing Session	If time	Information	Everyone
Adjourn	7:45 pm		Margaret
Next Meeting: March 6th			

GLADSTONE PUBLIC LIBRARY BOARD MEETING MINUTES of December 4, 2018

Meeting was called to order at approximately 6:30 PM.

PRESENT:

Margaret Bertalan, Gary Bokowski, Nancy Eichsteadt, Natalie Smith

ABSENT:

Libby Spencer

Also Present: Mitzi Olson, Gladstone/Oak Lodge Library Director

Call to Order/Self-Introductions

Approval of November 2018 Meeting Minutes:

Natalie Smith made a motion to approve the minutes. Motion was seconded by Gary Bokowski. Motion passed unanimously.

REPORTS:

Director's Report:

Ms. Olson went over some of the issues they are having related to merging the collections/breaking down into genres. They are taking an extra step and putting colored genre labels on the books. This will make things much more efficient in regard to staff time and shelving. She is making advances in improving/streamlining the purchase alert report.

They are changing the operation hours of the libraries effective January 2, 2019 – they are working on getting the information out on various social media sites, newsletters, etc. The new hours will be: Mondays: 10 - 6; Tuesdays: 12 - 8; Wednesdays: 10 – 8; Thursdays: 12 – 8; Fridays: 10 – 6; Saturdays: 10 – 6; Sundays: 11 - 6.

It was brought to her attention that since Natalie Smith's term expires at the end of the year and the recruitment was closed yesterday (there was only one application; from Natalie) she was asked to review the policy. City Council wants to make the process of appointments more consistent to reflect the way the other boards/commissions/committees operate – so the City Council receives the applications and makes the formal appointments after getting recommendations from the boards/commissions/committees. There was discussion regarding having two advisory boards versus one combined board. There was discussion regarding the terminology/requirements in the IGA.

There was discussion regarding a possible book drop box being placed in the area of Oatfield/82nd Drive/Clarendon by the "Welcome to Gladstone" sign in the circle. Another suggestion was putting one by the police station/across from the high school.

Treasurer's Report:

\$12,745.57 - they made \$6.48 this month. There was discussion regarding funds/sources/history.

New Business:

There was discussion regarding the date of the next meeting.

Nancy Eichsteadt made a motion to skip the January meeting and have the next meeting on February 5th, 2019. Motion was seconded by Natalie Smith. Motion passed unanimously.

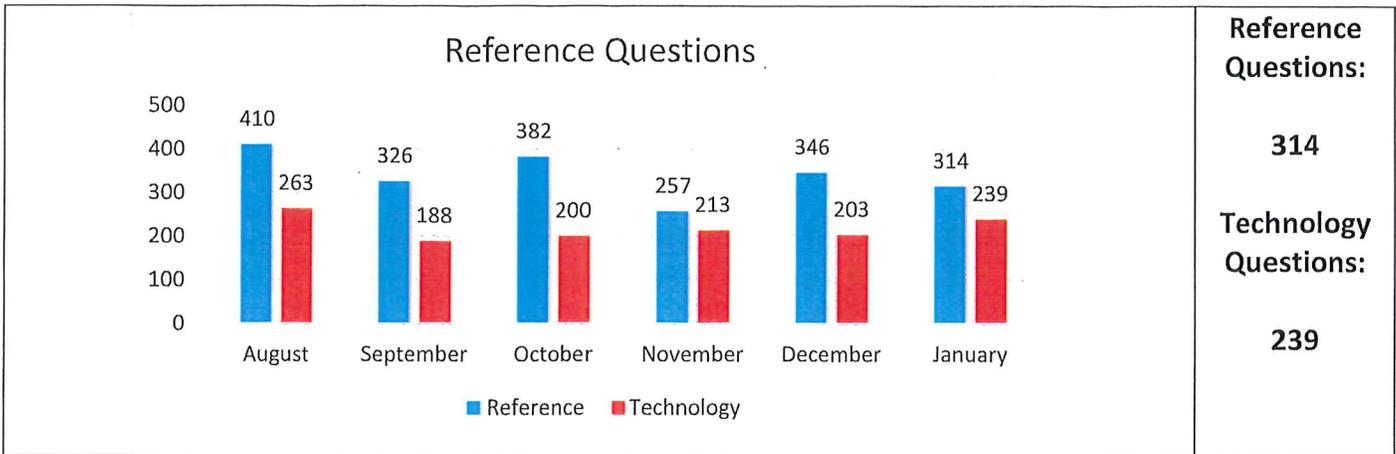
Adjourn:

Meeting adjourned at approximately 7:20 PM.
Next meeting scheduled for February 5th, 2019.

GLADSTONE PUBLIC LIBRARY DIRECTOR'S REPORT

January 2019

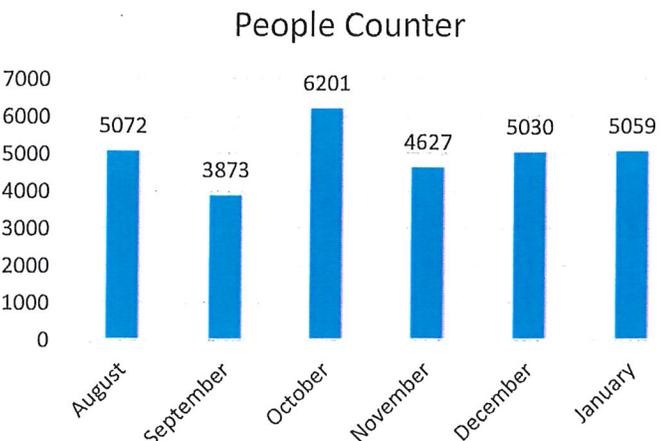
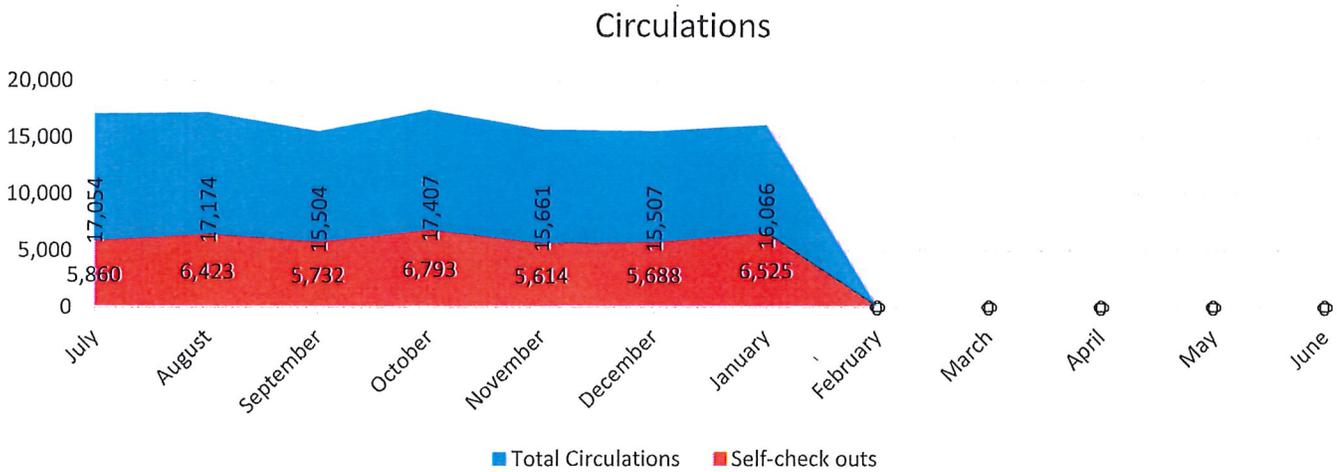
Library Statistics: January 1-31, 2018



Reference Questions:
314

Technology Questions:
239

New Library Cards	Registered Borrowers	Items Owned	Total Circulations	Self-check outs	Holds Placed	Internet Sessions
53	5,325	45,026	16,066	6,525	4,776	816



- Social Media:**
- Facebook Likes: 608
 - Twitter followers: 185
 - Instagram followers: 776

Volunteer hours: 153.45

People Counter: 5059

GLADSTONE PUBLIC LIBRARY DIRECTOR'S REPORT

January 2019

Updates:

- The Library saw a great turnout for the program "A Will Is Not Enough" with attorney Richard Schneider, with 20 attendees! The feedback after the program from those who attended was very positive.
- The Adult Winter Reading Program continues through the end of March. Bingo cards can be picked up at the Library, and our staff would be happy to provide reading suggestions for the different categories. Participants can begin turning in their bingo cards March 1st.
- We are looking forward to having local artist LeBrie Rich out for her craft program "Felted Cakes" on February 7th. Advance registration is required, and we expect the class will be completely full by the date!
- Our monthly Dungeons & Dragons program is coming back in February on a new date and time, which will be the 3rd Saturday of every month, at 3 PM.
- This year's federal tax forms are now available in the Large Print Room of the Library. The IRS has streamlined the forms, and they no longer offer the 1040A or 1040EZ, which means we only carry forms and instructions for the redesigned form 1040. Our staff would be happy to print additional forms or schedules on request.