

Lied Public Library's Mission:

To enrich the community through access to library services and cultural opportunities.

A. Meeting started at 5:30 PM at the Lied Public Library and via Zoom.

- a.** Board members took COVID-19 precautions by social distancing.
- b.** Called to order by Phil Tornholm
- c.** Attendance
 - i.** Present:
 - 1.** Board Trustee Members:
 - a.** Phil Tornholm
 - b.** Ed Geeding
 - c.** Alan Ascherl
 - d.** Beth Rarick
 - e.** Tara Keller
 - f.** Allie Wellhausen
 - g.** Andrew Hoppmann (Library Director)
 - ii.** Absent:
 - 2.** Board Trustee Members
 - a.** Paul Jones
 - b.** Ruth Falk
 - c.** Joy Nordyke

B. Agenda Approval

A. Approval of October 15, 2020 agenda

- i.** **Allie Wellhausen** moved to approve the agenda, and **Ed Geeding** seconded; Motion passed unanimously by roll call vote.

C. Minutes Approval

a. Approval of Minutes from September 17, 2020 agenda

- i.** Minutes were presented for approval.
 - 1.** **Alan Ascherl** moved to approve the minutes with corrections; **Beth Rarick** seconded; Motion passed unanimously.

D. Budget Review

- a.** September 30th marks 25% into the fiscal year (FY21). Revenue is at 17.37% and expenses are at 25.87% making the combined revenue less expenditures at 27.81%.
- b.** Library Foundation Statements: Attached to board packet

5. Bill Approval

A. Approval of Monthly Bills

- a.** Andrew Hoppmann explained and the Trustees discussed the monthly bills. Andrew Hoppmann made the bills/invoices available for the Trustees to review.
 - i.** **Beth Rarick** moved to approve the bills, and **Tara Keller** seconded to approve Monthly Bills; Motion passed unanimously by roll call vote.

6. Public Communications/Correspondence

- #### **A. All meetings of the Library Board are open to anyone who may wish to observe the proceedings. Non-board members who wish to address the Board will be given the opportunity at this time.**

7. Board Education

- A. New Trustee Handbooks from the State Library of Iowa (Andrew will email this out once it becomes available from the State Library of Iowa).

8. Statistical Reports

- A. Library staff has noticed that when COVID cases go up the door count goes down.

9. Librarian's Report

- A. **Covid-19 Update:** We had a staff member test positive and Andrew visited with Page County Public Health. If we see an increase in cases, we may want to look at different options...requiring masks, closing meeting rooms/areas, etc.
- B. **Page County Librarians Meeting:** Met on 10/8/20 at Essex.
- C. **Outdoor Pavilion Handrails:** They are now installed.
- D. **Storywalk:** We had a ribbon cutting on 10/9/20 at 9:30a.m.
- E. **ILA Online Conference:** The Iowa Library Association will have their conference online on 10/15/20.

10. Committee Reports

- A. None

11. Unfinished Business

- A. None

12. New Business

- A. **Review Library Card Registration Policy:** see comments
 - a. **Ed Geeding** moved to approve the policy as written, and **Alan Ascherl** seconded. Motion passed unanimously.
- B. **Consider Closing Library:** We are planning to be closed on Thanksgiving Day and the day after Thanksgiving. We have generally been open the following Saturday. However, due to the pandemic our Saturday traffic has been very slow (30-45 people) compared to (60-120). Because of the lighter traffic I want to consider closing the library on Saturday, November 28th. In December, we may want to also consider closing Saturday, December 26th based on library traffic.
 - a. **Beth Rarick** made a motion to close the library on Saturday, November 28th due to the Covid-19 pandemic, and **Tara Keller** seconded. Motion passed unanimously.
- C. **Request to use Meeting Room After Hours:** A local 4-H group would like to use the library after hours. We generally do not have meetings after hours due to no staff being on-hand to secure and monitor the building. A local 4-H group would like to meet in our meeting room as their normal meeting locations are closed, and we have the space for social distancing. In this case the 4-H group would be focusing on early literacy and the Free Little Libraries. In addition, Marissa Gruber, our Youth Service Librarian would be on hand to secure and monitor the building as she has a child in this organization. They would plan to use this space once a month until their existing meeting space opens back up.
 - a. The request for the meeting room died with lack of motion.

12. Adjourn

- A. **Phil Tornholm** requested to adjourn the meeting being no further business.
- B. **Phil Tornholm** called the meeting to adjourn.
 - a. Meeting adjourned at 6:28 p.m.
- C. Next meeting is **November 19th at 5:30 p.m.**

Attest: _____
(date)

President: _____
(date)