

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, October 20th, 2022
5:30 pm

Lied Public Library's Mission:

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

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

- a. Called to order by President **Phil Tornholm**
- b. Attendance
 - i. Present:
 - 1. Board Trustee Members:
 - a. Paul Jones
 - b. Jim Varley
 - c. Phil Tornholm
 - d. Alan Ascherl
 - e. Marcy Crain
 - f. Joy Nordyke (via Zoom)
 - g. Beth Rarick
 - h. Allie Wellhausen
 - i. Andrew Hoppmann (Library Director)
 - ii. Absent:
 - 2. Board Trustee Members
 - a. Tara Keller
 - b. Alan Ascherl
 - iii. Others/Public:
 - 3. None

B. Agenda Approval

- a. *Approval of the October 20th agenda*
 - i. **Allie Wellhausen** moved to approve the agenda, and **Jim Varley** seconded; Motion passed unanimously.

C. Minutes Approval

- a. *Approval of Minutes from September 15th meeting*
 - i. **Beth Rarick** moved to approve the minutes; **Marcy Crain** seconded; Motion passed unanimously.

D. Budget Review

- a. The end of September marked 25% into the fiscal year (FY23). The library had an income of 42.03% and expenditures were at 25.59% making its combined revenue less expenditures 21.87%.
 - i. **Library Foundation Statements:** Attached.

E. Bill Approval

- a. *Approval of Monthly Bills*
 - i. Andrew Hoppmann explained and the Trustees discussed the monthly bills. Andrew Hoppmann made the bills/invoices available for the Trustees to review.
 - 1. **Paul Jones** moved to approve the monthly bills, **Jim Varley** seconded. Motion passed unanimously.

F. 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.
- i. Julie McAndrews sent a nice thank you.

G. Board Education

- a. Chapter 16 - Library Buildings

H. Statistical Reports

- a. There is a new programming sheet as we have started using software to track the type and number of programs as well as number of participants. A benefit of this software is that the numbers are automatically uploaded to our annual report.

I. Librarian's Report

- a. **Page County Librarians Meeting:** No meeting held
- b. **State Library of Iowa-Annual Report:** Andrew emailed out a PDF copy. It has been filed and submitted.
- c. **Iowa Library Association Coralville:** Andrew shared about the sessions he attended at the conference.
- d. **People's Law Library:** New Online Database
- e. **Emergency Disaster Training:** Andrew participated in this statewide library training today.

J. Committee Reports

K. Unfinished Business

- a. No unfinished business at this time.

L. New Business

- a. **Library Holiday Closings: Saturday after Thanksgiving (action item);**
 - i. Andrew visited with the board about the idea of closing the Saturday after Thanksgiving, Saturday, November 26th. We are closed Thursday and Friday (24/25). Saturdays continue to be one of our slower days. On the other hand, we'd be closed for 4 days in a row until we reopen on Monday. Andrew did visit the Lied Center to see what they're doing. Below are the visits from past years on Saturday after Thanksgiving:
 - 2017-75 visits
 - 2019-81 visits
 - 2020-Closed-COVID year
 - 2021 47 visits
 - Last Four Saturdays Visitor Average: 50.5 visits
 - ii. **No action taken as Andrew shared that he visited with the staff and has enough part-time workers interested in working on Saturday.**

M. Adjourn

- a. **Phil Tornholm** requested to adjourn the meeting with there being no further business.
- i. **Jim Varley** made a motion to adjourn the meeting, and **Beth Rarick** seconded. Motion passed unanimously.
- b. Meeting adjourned at **6:13PM**
- c. Next meeting is **November 17th at 5:30 p.m.**

Attest: Marcy Craen
(date)

President Phil Tornholm 11-17-22
(date)