

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, December 15th, 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. President **Phil Tornholm** requested **Andrew Hoppmann** to take the minutes in **Allie Wellhausen's** absence.
- c. Attendance
 - i. Present:
 1. Board Trustee Members:
 - a. **Paul Jones**
 - b. **Phil Tornholm**
 - c. **Alan Ascherl**
 - d. **Jim Varley**
 - e. **Tara Keller**
 - f. **Beth Rarick**
 - g. **Andrew Hoppmann** (Library Director)
 - ii. Absent:
 2. Board Trustee Members
 - a. **Marcy Crain**
 - b. **Joy Nordyke**
 - c. **Allie Wellhausen**
 - iii. Others/Public:
 3. **Gary McClarnon** (City Manager, City of Clarinda)
 4. **Marci Fulk** (via Zoom)
 5. **Liz** (via Zoom)

B. Agenda Approval

- a. *Approval of the December 15th agenda*
 - i. **Jim Varley** moved to approve the agenda, and **Tara Keller** seconded; Motion passed unanimously.

C. Minutes Approval

- a. *Approval of Minutes from November 17th meeting*
 - i. **Paul Jones** moved to approve the minutes; **Alan Ascherl** seconded; Motion passed unanimously.

D. Budget Review

- a. The end of November marked 41.67% into the fiscal year (FY23). The library had an income of 78.11% and expenditures are at 42.47% making its combined revenue less expenditures 34.57%.
 - i. **Library Foundation Statements:** were sent out via email.

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. **Tara Keller** 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. **Beth Rarick** shared a nice note received during the Library Foundation's Giving Tuesday.
 - ii. No other comments

G. Board Education

- a. City Budgets and Budgeting – Clarinda City Manager Gary McClarnon gave an overview of the city budget and library and what the city is working on and looking towards for next year.

H. Statistical Reports

- a. There is a 20% increase in visits and a 4% increase in checkouts compared to last year this time.

I. Librarian's Report

- a. Page County Librarians Meeting: Met with the Board of Supervisors on Tuesday Dec 13th and presented the Page County Libraries Annual report. They also hosted our local state elected leaders to a reception on Monday Dec. 12th. Phil, Paul and Tara attended.
- b. Lied Public Library FY22 Annual Report – included also provided to the Supervisors and will be presented to the City of Clarinda.
- c. Disaster and Emergency Planning Manual: Director Hoppmann has updated the manual and has discussed it with library staff at staff meeting. -> <https://tinyurl.com/mr3kzdbh>
- d. Giving Tuesday – Clarinda Foundation – Just over \$19,800 was raised for the Library foundation from the Clarinda Foundation's Giving Tuesday, 2x what was raised last year!
- e. Cutting Board Workshop: We have had enough interest in our Glowforge Cutting board class that another class was added, the library is looking forward to new ways to use our laser cutter.
- f. ILA Legislative Agenda: was handed out
- g. Open Access Funding was received from the State Library of Iowa which was \$3,831 or about \$0.38/Open Access Check out.
- h. The Charles Hockenberry Foundation of Shenandoah donated \$1500 to the library for support of their services.

J. Committee Reports

K. Unfinished Business

- a. No unfinished business at this time.

L. New Business

- a. **Bulletin Board Policy Review:** No changes were suggested.
 - i. **Alan Ascherly** made a motion to approve the policy review, and **Beth Rarick** seconded. Motion passed unanimously.
- b. **Approve FY24 Budget Request:** Director **Hoppmann** had included a draft copy of the budget.
 - i. **Paul Jones** made a motion to approve FY24 Budget Request, the board discussed waiting until the city has additional figures and is further along in their budgeting process, the motion died because of lack of a second.
 - ii. **Jim Varley** made a motion to table the FY24 Budget Request until January's meeting, and **Tara Keller** seconded. Motion passed unanimously.

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 **Alan Ascherl** seconded. Motion passed unanimously.
- b. Meeting adjourned at **6:31PM**
- c. Next meeting is **January 19th at 5:30 p.m.**

Attest: Allison Wellhausen
(date)

President: Bob Davis 1-19-23
(date)