

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, February 18, 2021
5:30 pm

Lied Public Library's Mission:

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

A. Meeting started at 5:33 PM at the Lied Public Library and via Zoom.

- a. Board members took COVID-19 precautions by social distancing.
- b. Called to order by President Ruth Falk.
- c. Attendance
 - i. Present:
 - 1. Board Trustee Members:
 - a. Ruth Falk (President)
 - b. Tara Keller
 - c. Ed Geeding
 - d. Phil Tornholm (participated in meeting via Zoom)
 - e. Joy Nordyke (participated in meeting via Zoom)
 - f. Allie Wellhausen (participated in meeting via Zoom)
 - g. Andrew Hoppmann (Library Director)
 - ii. Absent:
 - 2. Board Trustee Members
 - a. Beth Rarick
 - b. Alan Ascherl
 - c. Paul Jones
 - iii. Others/Public:
 - 3. None

B. Agenda Approval

- A. *Approval of February 18th 2021 agenda*
 - i. **Ed Geeding** moved to approve the agenda, and **Tara Keller** seconded; Motion passed unanimously by roll call vote.

C. Minutes Approval

- a. *Approval of Minutes from January 21st 2021 meeting*
 - i. Minutes were presented for approval with a minor correction.
 - 1. **Tara Keller** moved to approve the minutes; **Allie Wellhausen** seconded; Motion passed unanimously by roll call vote.

D. Budget Review

- a. January 31st marks 58.33% into the fiscal year (FY21). Revenue is at 100.65% and expenses are 58.21% making the combined revenue less expenditures at 49.13%.
 - i. Library Foundation Statements: Attached to board packet. An end-of-year 2020 report was included, as well.

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.
- b. **Phil Tornholm** moved to approve the bills, and **Ed Geeding** 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.*
 - a. None

7. Board Education

- A. The State of Iowa Released a New Iowa Library Trustee handbook. We will be starting to discuss chapters of this at up-coming board meetings. The Libraries of Page County are also planning to host another Trustee Training Session on Monday, March 29th at 7 pm out of State Library Consultant Misty Gray. She'll be talking about the new handbook and the library ordinance. This will be hosted at each library site in-person with Misty and the other libraries via Zoom. If you would like to attend in-person or via Zoom from home, let Andrew know.

8. Statistical Reports

- A. Nothing of note to report.

9. Librarian's Report

- A. **Page County Librarians Meeting:** Essex on 2/11/2021
- B. **Page County Supervisors 2/2/2021:** Andrew and Carrie Falk, Shenandoah Iowa Director were requested to attend to discuss library funding and the request for an additional \$5500 per year to the county libraries. The supervisors took no action and wanted to revisit in 2-3 months.
- C. **Hotspots Donated:** The library had funds for 2 additional hotspots and 1-year of service donated to the library, these have been added and are in service.
- D. **Other:** 22 people attended the "I'm a Good Person. Isn't that Enough Program," 14 attended the Iris Paper Folding Class.

10. Committee Reports

11. Unfinished Business

12. New Business

- A. **Library Service Regarding COVID:** This is on the agenda so that the board can discuss and take any actions that may be needed to adjust library service in regard to COVID in our community and at the library. (It must be on the agenda to be an action item).
 - a. The Governor relaxes most of her public health measures on February 7th, such as masks and limitations on gatherings. I have included the Summary of Enhanced Public Health Measures from the Iowa Department of Public Health.
 - b. **I wanted to clear with the board the following for the library**
 - i. **Continue with "Masks Required"** --when using the library and unable to maintain social distancing
 - ii. **Quarantine of Library Items** --debating on stopping this practice, all items will still be wiped down when returned to the library.
 - c. **Non-library Meetings/gathering held at the library** -- Strongly encourage gathering organizers or hosts to take reasonable measures under the circumstances of each gathering to ensure the health of participants and members of the public, including social distancing practices, increased hygiene

practices, and other public health measures to reduce the risk of transmission of COVID-19 consistent with guidance issued by the Iowa Department of Public Health.

d. We continue to encourage people to stay home when sick, practice social distancing, refrain from group activities, wash hands and avoid touching surfaces.

i. **Ed Geeding** made a motion to continue requiring masks at the library, to continue to wipe down materials when returned, to discontinue quarantining materials, and set a 35 person limit when reserving the large room; **Tara Keller** seconded. Motion passed unanimously.

B. Request to Plant Tree(s) & Arbor Day Event at Library April 30th--Trees Forever Board: Ed Geeding requested this is placed on the agenda at our last board meeting.

a. **Ed Geeding** made a motion to have an Arbor Day Celebration at the Library on April 30th; **Tara Keller** seconded. Motion passed unanimously.

C. Collection Development Policy Review: Revised to include equipment that falls under the Library of Things Collection.

a. **Ed Geeding** made a motion to approve the policy as revised; **Phil Tornholm** seconded. Motion passed unanimously.

Appoint Board Committees: Board President Ruth Falk appointed the following committees **denotes Committee Chair*

<u>Budget & Personnel</u>	<u>Technology</u>	<u>Staff Appreciation</u>	<u>Building & Grounds</u>	<u>Policy</u>
Alan Ascherl*	Phil Tornholm*	Joy Nordyke*	Ed Geeding*	Beth Rarick*
Beth Rarick	Allie Wellhausen	Ruth Falk	Joy Nordyke	Tara Keller
Ed Geeding	Tara Keller	Paul Jones	Ruth Falk	Paul Jones

13. Adjourn

A. **Phil Tornholm** requested to adjourn the meeting being no further business.

B. Meeting adjourned at 6:35 p.m.

C. Next meeting is March 18th at 5:30 p.m.

Attest:  3/18/21
(date)

President:  3/18/21
(date)