

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, June 16th, 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 5:42 PM at the Lied Public Library

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

B. Agenda Approval

- a. *Approval of June 16th agenda*
 - i. **Alan Ascherl** moved to approve the agenda, and **Jim Varley** seconded; Motion passed unanimously.

C. Minutes Approval

- a. *Approval of Minutes from May 19th meeting*
 - i. **Tara Keller** moved to approve the minutes; **Jim Varley** seconded; Motion passed unanimously.

D. Budget Review

- a. The end of May marked 91.66% into the fiscal year (FY22). The library has an income of 104.84% and expenditures are at 92.62% *making its combined revenue less expenditures 89.96%*.
 - i. **Library Foundation Statements:** Attached, unless not yet received in the mail.

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. **Beth Rarick** moved to approve the monthly bills, **Marcy Crain** 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. Suggestion Box Comments: none

G. Board Education

- a. Chapter 12 - Problem Solving and Decision Making

H. Statistical Reports

- a. Andrew did some comparison of current usage and pre-pandemic, and the library is down 24% for visitors and down 10% for overall circulation. FY22 compared to FY19, although we continue to see gains since the pandemic.

I. Librarian's Report

- a. **Page County Librarians Meeting:** Meet in Essex, talked about visiting other towns in Page County, BOS, Future idea of a booth at the Fair, Library Calendars and loaning hotspots.
- b. **PLAY touch Table:** Donated by the Library Foundation is currently in the entryway of the library and will be moved to the children's library.
- c. **Summer Projects/Events:** Been busy as things are underway.
- d. **Staff Evaluations:** Andrew will be meeting with staff for their yearly evaluations.
- e. **Karen Brandt Leadership Institute:** PT Circulation Librarian Karen Brandt has been selected to attend the Iowa Library Association Leadership Institute in August in Coralville. She was one of 26 candidates selected for this program, Andrew attended in 2011 and encouraged Karen to apply.
- f. **Staff Evaluations:** Completed all but two of our library Pages and those should be completed soon.
- g. **Foundation Meeting:** The Foundation met on Tuesday June 14th and appointed two new directors, Connie Richardson and Dan McClure, Received an estate gift from Wanda Garcia of which they'd like to use some funds for the landscape of the library - Andrew will be visiting with **Jim Varley** chair of the building and grounds committee and local resident Jay Cline to come up with ideas to take to a landscaper. The Foundation also voted to provide \$2500 for Hoopla funding.

J. Committee Reports

- a. **Budget & Personnel-Director's Evaluation-** Committee met with **Andrew Hoppmann** prior to the board meeting today (6-16-22) and discussed his evaluations from trustees, his goals and priorities for himself and the library for the next year. *See recommendation in new business FY23 Director's Compensation.*

K. Unfinished Business

- a. No unfinished business at this time.

L. New Business

- a. **Interlibrary Loan:** no change suggested
 - i. **Jim Varley** moved to approve the policy, as written; **Alan Ascherl** seconded. Motion passed unanimously.
- b. **FY23 Library Wages - Staff:** Per action at the City Council Meeting on May 11th and after completing employee evaluations is suggested we make the following changes to wages starting July 1st 2022. (+\$1.00/hour for full-time and +\$0.50/hour part-time) These increases have been budgeted for.
 - i. **Paul Jones** moved to increase **FY23 Library Wages - Staff** (+\$1.00/hour for full-time and +\$0.50/hour part-time); **Tara Keller** seconded. Motion passed unanimously.

- c. **FY23 Director's Compensation:** After completing the director **Andrew Hoppmann's** evaluation and per action of the City Council on May 11th a proposed a 3.75% increase for salaried positions, which the director is suggested by the Budget & Personnel committee.
 - i. Beth Rarick moved to increase Library Director's salary by 3.75% for FY23; Paul Jones 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 **6:15 PM**
- c. Next meeting is **July 21 at 5:30 p.m.**

Attest: Beth A. Rarick 7-21-22 (date) President: Phil Tornholm 7-21-22 (date)