

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, June 15th 2023
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 **Beth Rarick**
- b. President **Beth Rarick** 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** (via phone)
 - f. **Beth Rarick**
 - 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 the June 15th agenda*
 - i. **Jim Varley** moved to approve the agenda, and **Alan Ascherl** seconded; Motion passed unanimously via roll call vote.

C. Recognize Trustee Phil Tornholm's Last Board Meeting

- a. The board thanks Phil for all of his years of service, knowledge and time to the board, library and community.

D. Minutes Approval

- a. *Approval of Minutes from May 18th meeting*
 - i. **Alan Ascherl** moved to approve the minutes with one correction; **Jim Varley** seconded; Motion passed unanimously via roll call vote.

E. Budget Review

- a. The end of May marked 91.66% into the fiscal year (FY23). The library had an income of 100.61% and expenditures at 89.69% making its combined revenue less expenditures 86.67%.
 - i. **Budget Amendment:** Budget has been amended to reflect increases in income and expense, \$20,000 has been added to both Revenue and Expenditures.
- b. **Library Foundation Statements:** included in packet.

- i. *The majority of the movement of Funds in the Foundation's account for May is a result of the Landscaping project and update. The cost of the project to date is \$45,786.22 with just a few more bills pending.*

F. 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. **Phil Tornholm** moved to approve the monthly bills, **Marcy Crain** seconded. Motion passed unanimously via roll call vote.

G. 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. Page County Libraries Present Summer Events to Page County Supervisors on June 1st
 - ii. No other comments

H. Board Education

- a. Trustees watched via email after the meeting: [Part 2: Hiring the Library Director](#) (10 min)

I. Statistical Reports

- a. Were reviewed and discussed.

J. Librarian's Report

- a. Page County Librarians Meeting: Met in Essex on June 8th – talked about budgeting and reports
- b. League of Human Dignity Open Office Hours: Has started holding office hours on the 2nd Thursday of the month from 1-4 pm, the first event was June 8th.
- c. Director's Time-OFF: noted time in June Director will be gone.
- d. National-Able Network: This is a program for work training and volunteers, this federally grant-funded program provides Host organizations a way to 'pay' their volunteers. CRHC and Library have talked about this and is something we may pursue at a later time. Volunteers must be 55+ years of age, low-income, able to volunteer 20+ hours per week, and can be enrolled for up to four years. <https://www.nationalable.org/>
- e. Library Staffing: In August three of our staff will be leaving the library for various different reasons, Andrew plans to post these positions likely in early July. I am currently working with all staff to reexamine duties, roles, and tasks within the library.
- f. Other:
 - i. Andrew resigned from his Iowa Library Association Directorship position on June 13th.
 - ii. Hoopla changes have been implemented on June 1st – we have had some feedback – most are understanding
 - iii. We have also been 'auditing' our records to ensure addresses, and accounts are correct.

K. Committee Reports

- a. Budget and Personnel: Met with Andrew on June 15th to discuss his evaluation, see new business.

L. Unfinished Business

- a. No unfinished business at this time.

M. New Business

- a. **Policy Review** Request for Reconsideration (Controversial) Materials, Programs or Activities:
 - i. **Phil Tornholm** made a motion to approve the policy with changes, and **Alan Ascherl** seconded. Motion passed unanimously, via roll call vote.
- b. **Library Employee Compensation:** Starting July 1st Full Time \$1.00/hour increase and part-time \$0.50/hour, all employee evaluations are completed. Mirrors other city departments and what was budgeted.
 - i. **Jim Varley** made a motion to approve the library employee compensation, and **Paul Jones** seconded. Motion passed unanimously, via roll call vote.

- c. **Library Director Compensation:** Starting July 1st Director's salary shall be increased 3.75%, director's evaluation completed. Mirrors other city departments and what was budgeted.
 - i. **Alan Ascherl** made a motion to approve the library employee compensation, and **Jim Varley** seconded. Motion passed unanimously, via roll call vote.

N. Adjourn

- a. **Beth Rarick** requested to adjourn the meeting with there being no further business.
 - i. **Phil Tonrholm** made a motion to adjourn the meeting, and **Jim Varley** seconded. Motion passed unanimously.
- b. Meeting adjourned at **6:08PM**
- c. Next meeting is **July 21st at 5:30 p.m.**

Attest: _____
(date)

President: _____
(date)