

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, September 17, 2020
5:30 pm

Lied Public Library's Mission:

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

1. **Ruth Falk** requested **Andrew Hoppmann** take the minutes for the meeting.
2. Meeting started at 5:30 PM at the Lied Public Library and via ZOOM.
 - A. Called to order by President Ruth Falk.
 - B. Attendance
 - i. Present:
 1. Board Trustee Members:
 - a. Ruth Falk (President)
 - b. Alan Ascherl
 - c. Ed Geeding
 - d. Phil Tornholm
 - e. Joy Nordyke (*via ZOOM*)
 - f. Andrew Hoppmann (Library Director)
 2. Absent
 - a. Beth Rarick
 - b. Tara Keller
 - c. Paul Jones
 - d. Allison Wellhausen
 3. Public
 - a. none
3. **Agenda Approval**
 - A. *Approval of September 17th agenda*
 - i. **Phil Tornholm** moved to approve the agenda, and **Alan Ascherl** seconded; Roll Call Vote; Falk - Aye, Ascherl - Aye, Geeding - Aye, Tornholm - Aye, Nordyke - Aye. Motion passed.
4. **Minutes Approval**
 - A. *Approval of Minutes from August 20, 2020 meeting*
 - i. Minutes were presented for approval.
 1. **Alan Ascherl** moved to approve the minutes; **Ed Geeding** seconded; Roll Call Vote; Falk - Aye, Ascherl - Aye, Geeding - Aye, Tornholm - Aye, Nordyke - Aye. Motion passed.

5. Budget Review

- A. August 31st marks 16.67% into the fiscal year (FY21). Revenue is at 7.64% and expenses are at 17.33% making the combined revenue less expenditures at 19.44%. There were three (3) pay periods in August and the library has yet to receive the larger disbursement of the library levy and payment of the Page County Appropriation, normally this happens in October/November

5. Bill Approval

A. *Approval of Monthly Bills*

- i. Andrew Hoppmann explained and the Trustees discussed the monthly bills. Trustees discussed newspaper subscriptions and their use, Andrew will remove the Wall Street Journal (*Visa Charge*) from auto-renewing and will evaluate its use before renewing next year.

- 1. **Phil Tornholm** moved to approve the bills, and **Ed Geeding** seconded. Roll Call Vote; Falk - Aye, Ascherl - Aye, Geeding - Aye, Tornholm - Aye, Nordyke - Aye. Motion passed.

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.*
 - i. Suggestion Box Comments: none

7. Board Education

- A. Tech Savvy Trustees Checklist

8. Statistical Reports

- A. Andrew Hoppmann provided the Trustees with a statistical spreadsheet.
 - i. A new column has been added which subtracts out the ‘quarantine’ checkouts from the library’s total. Although visits are down 51% from this time last year, physical circulation is only down 26% meaning that although fewer people are coming into the library those that do are checking out more items.

9. Librarian’s Report

- A. ***Covid-19 Update:*** Andrew stated that they have slightly opened up the computer lab, the board discussed with Andrew about library programming and ideas to engage with the community. Andrew also reported that the library is handling guaranteed items differently.
- B. ***Page County Librarian’s Meeting:*** Libraries sent their invoices to Page County, Clarinda’s invoice was for \$13,940.
- C. ***Outdoor Pavilion:*** Handrails should be installed around October 1st, there’s been some issues with teenager’s behavior. Andrew has visited with the Police department and some of the children.
- D. ***ILA Conference:*** Will be online this year on 10-15-2020.

- E. **State of iowa Annual Report:** Andrew has just about completed the report, but is awaiting guidance on a few remaining questions from the State Library.
- F. **Andrew OFF:** Andrew reported to the board of some time off he has planned.
- G. **Other:** Andrew has been working with the schools to make it easy for students and staff to sign up for a digital access library card, the carpet cleaning will happen in a few days (9-19-20) Marissa has launched the 1000 Books Before Kindergarten via our READSquared app and Andrew is working on an author visit with David Davis who wrote Wheels of Courage which is featured in today's Clarinda paper.

10. Committee Reports

- A. none

11. Unfinished Business

- A. none

11. New Business

- A. **Review Personnel Procedure Explanations:** no changes made

- a. **Phil Tornholm** moved to approve the policy as written, and **Alan Ascherl** seconded. Roll Call Vote; Falk - Aye, Ascherl - Aye, Geeding - Aye, Tornholm - Aye, Nordyke - Aye. Motion passed.

B. New Copier Contact: Andrew worked with other city departments to get the City of Clarinda on one master contract for copier service for the city. This will result in some savings for the library and City as a whole, as well as new technology. We visited with Counsel and Access Systems. Andrew recommended we switch from Counsel and go with Access Systems along with the rest of the City.

- a. **Phil Tornholm** moved to approve the project as presented; **Ed Geeding** seconded. Roll Call Vote; Falk - Aye, Ascherl - Aye, Geeding - Aye, Tornholm - Aye, Nordyke - Aye. Motion passed.

12. Adjourn

- A. Next meeting is **September 15th** at 5:30 p.m.
- B. Being no other business, **Phil Tornholm** requested the meeting to adjourn. **Ruth Falk** called the meeting to adjourn.
 - a. Meeting adjourned at **6:17 p.m.**

Attest: _____
(date)

President: _____
(date)