

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, August 17, 2017

Lied Public Library's Mission:

The Clarinda community will have access to innovative library services delivered in an efficient and effective manner that will:

- *Foster young readers through early literacy*
- *Provide access to current digital resources*
- *Provide a comfortable and welcoming space*

1. Meeting started at 5:31 p.m. in the multi-purpose room at the Lied Public Library.
 - A. Called to order by President Robert Briggs.
 - B. Robert Briggs request Library Director Andrew Hoppmann take the minutes.
 - C. Attendance
 - i. Present:
 1. Board Trustee Members:
 - a. Robert Briggs
 - b. Tasha Cole
 - c. Ruth Falk
 - d. Paul Jones
 - e. Beth Rarick
 - f. Andrew Hoppmann (Library Director)
 2. *Public*
 - a. Berkley Stanton
 - b. Jessica Hoppmann
 - c. Caleb Hoppmann
 - ii. Absent
 1. Board Trustee Members
 - a. Pam Herzberg
 - b. Allison Wellhausen
 - c. Evelyn Rank
 - d. Phil Tornholm
2. **Agenda Approval**
 - A. Tasha Cole made a motion to approve the agenda. Ruth Falk seconded; Motion passed unanimously.
3. **Minutes Approval**
 - A. *Approval of Minutes from July 20, 2017 meeting*
 - i. Minutes were presented for approval.
 1. Paul Jones moved to approve the minutes, and Beth Rarick seconded; Motion passed unanimously.

4. Budget Review

- A. We are 8.33% into FY18. Income is at 2.46% and Expenditures are at 7.60% making revenue less expenditures at 8.60%. Technology services is high due to the fact that we are invoiced for State Library of Iowa Databases in July of each year.
- B. Library Foundation statements were included in the packet.
 - i. Robert Briggs asked about the Outdoor Project account and getting a trash can, Andrew Hoppmann will visit with Pam Herzberg about the trash cans on the square.

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.
 - 1. Ruth Falk moved to approve the bills, and Tasha Cole seconded to approve Monthly Bills; Motion passed unanimously.

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.*

7. Statistical Reports

- A. Andrew Hoppmann provided the Trustees with a statistical spreadsheet.
 - i. Tasha Cole asked about the Novelist Database, Andrew Hoppmann explained the databases and that with the new changes in statewide databases that we have a few new/different categories on the statistical reports.

8. Librarian's Report

- A. *Page County Libraries Meeting*
 - i. Groups plans to meet August 30th at the Clarinda Lied Public Library
- B. *Summer Programs Recap*
- C. 267+ registrations, we sent out a program evaluation and received 33 responses which has been shared staff.
- D. *Video Cameras*
 - i. Up and running, if anyone would like a demonstration please visit with Andrew
- E. *Fire Alarm*
 - i. Our current fire alarm is working, but the motherboard is bad and doesn't allow the battery back-up. A repair has been requested and will be made. It may be a costly repair as it is all proprietary equipment.
- F. *Director Time Off*
 - i. Andrew made the board aware of time he will be taking off.

9. Committee Reports

A. None

10. Old Business

A. None

11. New Business

A. National Library Card Sign Up Month – FREE Replacement Cards

a. Andrew recommended the board waive the \$3.00 replacement fee for lost library cards during September. He also will be promoting our Digital Access Cards.

i. Ruth Falk made a motion to approve waiving of the replacement card fee for September; and Beth Rarick seconded. Motion passed unanimously.

B. Copy Machine Contract

a. Due to a printer breakdown Andrew have contacted local copier companies to provide the library with a two copier solution which would allow patrons to print and pay for their own items, as well as allow patrons to scan, fax and email own their own. I have contacted four companies but so far have reviewed two bid at this time.

i. Paul Jones made a motion to approve the bid from Counsel, which will allow us to update and offer new services and keep our costs about the same as now, this is also the same vendor used by the Lied Center, pending favorable buyout terms, as determined by Andrew Hoppmann and Ruth Falk seconded. Motion passed unanimously.

C. Policy Review: Confidentiality Policy

a. Policy review, Andrew recommends no changes at this time.

i. Ruth Falk made a motion to approve the review of the Confidentiality Policy and Beth Rarick seconded. Motion passed unanimously.

12. Next meeting is September 21st at 5:30 p.m.

a. Tasha Cole moved to adjourn the meeting; and Ruth Falk seconded. Motion passed unanimously.

i. Meeting adjourned at 6:01 p.m.

Attest: Ann Wilkerson 9/21/17 (date) President: Ruth E Falk 9/21/17 (date)