

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, September 21, 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 5:30 p.m. in the multi-purpose room at the Lied Public Library.

A. Called to order by Vice-President Ruth Falk.

B. Attendance

i. Present:

1. Board Trustee Members:

- a. Ruth Falk
- b. Paul Jones
- c. Beth Rarick
- d. Phil Tornholm
- e. Allison Wellhausen
- f. Andrew Hoppmann (Library Director)

2. *Public*

ii. Absent

1. Board Trustee Members

- a. Robert Briggs
- b. Tasha Cole
- c. Pam Herzberg
- d. Evelyn Rank

2. **Agenda Approval**

A. Beth Rarick made a motion to approve the agenda. Phil Tornholm seconded; Motion passed unanimously.

3. **Minutes Approval**

A. *Approval of Minutes from August 17, 2017 meeting*

i. Minutes were presented for approval.

1. Allison Wellhausen moved to approve the minutes, and Paul Jones seconded; Motion passed unanimously.

4. **Budget Review**

A. Currently, we are 16.67% into FY18. Income is at 3.50% and Expenditures are at 14.68% making revenue less expenditure at 16.86%.

- A. Currently, we are 16.67% into FY18. Income is at 3.50% and Expenditures are at 14.68% making revenue less expenditure at 16.86%.
- B. Library Foundation statements were included in the packet.

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. Phil Tornholm moved to approve the bills, and Beth Rarick 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.*
 - a. Andrew Hoppmann included a thank you letter, we also had an ad taken out in the Weekly Times and Clarinda newspapers to promote events as well as Library Card Signup month.

7. Statistical Reports

- A. Andrew Hoppmann provided the Trustees with a statistical spreadsheet.
 - i. Andrew explained that they saw an increase in visits from July to August. Also, they saw a spike in Chilton automotive repair databases as well as have started to issue Digital Access Cards. They have also been weeding a section in Children's as well as adult non-fiction which is why there are a good number of withdraws.

8. Librarian's Report

A. *Town Hall Meeting*

- i. Joni Hickman and Andrew attended the Town Hall meeting in Creston on 9-12-17. They learned about Fake News and Project Outcome.

B. *ILA Conference*

- i. Karol Dudley and Andrew are planning on attending the ILA Conference October 18-20th in Coralville, Iowa.

C. *Light table in Children's Area*

- i. They have added a light table in the children's area along with various blocks for children and families to use while they visit the library.

D. *DVD Cleaning Machine*

- i. The current DVD cleaning machine is not working and Andrew is investigating cost of repairs.

E. *State Library of Iowa Annual Report*

- i. Started to complete the annual report, if any trustee would like a copy of the final report, please let Andrew know.

F. *Other*

- i. Andrew provided programs on digital citizenship to middle school students in August.
- ii. Andrew begins Public Library Management 2 instruction on 9/22/17

- iii. Trivia Night is 9/27/17
- iv. Lessons from the Holocaust program is 10/2/17
- v. North Dakota Nurses in WW2 program is 10/10/17
- vi. Internet Safety Computer Class is 10/13/17

9. Committee Reports

10. Unfinished Business

11. New Business

A. Set date for October board meeting.

- 1. Beth Rarick made a motion to have the October Board of Trustees' meeting on Thursday, October 26th at 5:00pm; and Allison Wellhausen seconded. Motion passes unanimously.

B. Policy Review: Unattended Children Policy

- 1. Paul Jones made a motion to approve the Unattended Children Policy; and Phil Tornholm seconded. Motion passed unanimously.

12. Next meeting is October 26th at 5:00 p.m.

- a. Phil Tornholm moved to adjourn the meeting; and Beth Rarick seconded. Motion passed unanimously.
 - i. Meeting adjourned at 5:56p.m.

Attest: Allison Wellhausen ^{10/26/17}
(date) President: Robert Briggs ^{10/26/17}
(date)