

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, November 16, 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 5:29 p.m. in the multi-purpose room at the Lied Public Library.

A. Called to order by President Robert Briggs.

B. Attendance

i. Present:

1. Board Trustee Members:

- a. Robert Briggs**
- b. Ruth Falk**
- c. Phil Tornholm**
- d. Evelyn Rank**
- e. Allison Wellhausen**
- f. Andrew Hoppmann (Library Director)**

2. Public

ii. Absent

1. Board Trustee Members

- a. Tasha Cole**
- b. Pam Herzberg**
- c. Paul Jones**
- d. Beth Rarick**

2. Agenda

A. Ruth Falk made a motion to approve the agenda. Evelyn Rank seconded; Motion passed unanimously.

3. Minutes Approval

A. Approval of Minutes from October 26, 2017 meeting

i. Minutes were presented for approval.

1. Phil Tornholm moved to approve the minutes, and Ruth Falk seconded; Motion passed unanimously.

4. Budget Review

A. Currently, we are 33.33% into FY18. Income is at 61.92% and Expenditures are at 34.22% making revenue less expenditures at 28.83%. As noted, the fire alarm issues have caused an increase in the Bldg/Equip Maintenance fund.

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.
- b. Ruth Falk moved to approve the bills, and Phil Tornholm 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.*

- i. President Briggs shared that he attended the county supervisors' meeting on 11-14-17. He commented on how well the librarians presented their reports, and also spoke about the positive interactions between the librarians and the supervisors.

7. Statistical Reports

A. Andrew Hoppmann provided the Trustees with a statistical spreadsheet.

8. Librarian's Report

A. *Supervisors Report and Request*

- i. Plan to present Page County Libraries Annual Report on 11-14-17.

B. *Other*

- i. Friends of the Library will hold their next meeting November 21st at 4:30pm.
- ii. Andrew will be on vacation on November 22nd, 30th, and December 1st.
- iii. Holiday Concert and Open House (Bethesda Recorders) will be Tuesday, December 12th at 6:30pm.

9. Committee Reports

A. Budget & Personnel Committee (Paul, Beth, and Evelyn) will need to meet soon to discuss next year's budget.

10. Old Business

11. New Business

A. *Proposal for Copier Table and Self-Check*

- i. Andrew is looking to replace the white tables that are currently being used for the self-check out and public copy machine. Andrew met with Ken Jones, the original supplier of the library's furniture. He presented Andrew with a price of \$2,798 to replace these tables. The new tables would be custom built to 'match' the current furniture. Andrew suggested using the capital improvements line item or project fund to cover the cost. He also gave an alternative solution, and that would be to find table coverings for the existing plastic tables that are currently being used.

This would amount into a much lower cost (\$59.94), and would be absorbed by the library's general line-item budget.

1. Phil Tornholm made a motion to purchase table coverings, and Ruth Falk seconded; Motion passed unanimously.

B. Policy Review

- i. Copies of the gift policy were provided and discussed. Andrew sent samples from Ames Public Library and Council Bluffs public library to the policy committee (Ruth, Tasha, Robert) to review.

1. No action was taken and this agenda item has been tabled.

C. Discuss December 21st Meeting

D. Approve 2018 Library Closings

- i. The following dates that are being requested to be closing dates match the City of Clarinda's policy with the exception of Thursday, January 18 (staff in-service day), December 24th, and December 31st to be closed early at 5pm rather than 8pm.

1. Ruth Falk make a motion to approve the requested library closing dates, and Evelyn Rank seconded; Motion passed unanimously.

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

- a. Phil Tornholm moved to adjourn the meeting; and Ruth Falk seconded. Motion passed unanimously.

- i. Meeting adjourned at 6:02 p.m.

Attest: Allison Willhauer ^{12/21/17}
(date)

President: Robert Bragg ^{12/21/17}
(date)