

**Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, December 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 President Robert Briggs.

B. Attendance

i. Present:

1. Board Trustee Members:

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

2. Public

ii. Absent

1. Board Trustee Members

- a. Tasha Cole**
- b. Pam Herzberg**
- c. Evelyn Rank**

2. Agenda

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

3. Minutes Approval

A. Approval of Minutes from November 16th, 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 41.67% into FY18. Income is at 68.78% and Expenditures are at 41.39% making revenue less expenditures at 36.05%.
- 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. 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.*

7. Statistical Reports

- A. Andrew Hoppmann provided the Trustees with a statistical spreadsheet.
 - i. Andrew shared the 2017 Data Service Report. He provided comparison data between national and local data. Statistics are very comparable. For example, programing has increased both on the national and local level. Visits have increased locally. On the other hand, holdings, visits and borrowers have decreased both nationally and locally.

8. Librarian's Report

A. Page County Librarians Meeting

- i. Clarinda, Essex and Shenandoah Libraries are planning to meet the 2nd Thursday of each month to discuss library needs, partnerships and networking. The meetings will rotate each month.

B. eRate

- i. Andrew has begun the filing the process for next year's eRate discount for our internet service. The is the federal program and provides discounts for internet services.

C. Outdoor Access Sign

- i. Andrew shared that he had two additional requests/suggestions about access to the outdoor space, and he suggests we add signage to the area near the stairs to help guide people to the ramp near 16th Street.

D. Other

- i. There were 70 people who attended the holiday concert and open house.

9. Committee Reports

A. Budget & Personnel Committee (Paul, Beth, and Evelyn)

- i. The committee met Tuesday, December 12th at 4pm to discuss next year's budget, their recommendation is under new business.

10. Old Business

A. Policy Review: Gift Policy

- i. Ruth Falk moved to approve the gift policy with additions included; and Beth Rarick seconded; Motion passed unanimously.

11. New Business

A. Discuss Use of Library After Regular Business Hours

- i. Bernie Wagoner from Southwest Iowa Families visited with Andrew about hosting a 9-county training meeting at the library for the National Alliance on Mental Illness in Iowa (NAMI). The training would be over the weekend, outside of regular library hours, (Saturday and Sunday) and held twice.
 - 1. Ruth Falk moved to deny the request and Beth Rarick seconded; Motion passed unanimously.

B. Discuss FY10 Budget Request

- i. Andrew included the FY19 budget request for the library. This was reviewed and discussed with the budget committee and City Manager McClarnon.
 - 1. Paul Jones moved to approve the FY19 budget as it was proposed and Phil Tornholm seconded; Motion passed unanimously.

12. Next meeting is January 18th at 5:30 p.m.

- a. Phil Tornholm moved to adjourn the meeting; and Ruth Falk seconded. Motion passed unanimously.
 - i. Meeting adjourned at 6:06 p.m.

Attest: *Ruth Falk* 1/18/18 President: _____
(date) (date)
Alvan Willhauser 1/18/18