

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, February 15, 2018

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 5:34 p.m. in the multi-purpose room at the Lied Public Library.
 - A. Called to order by President Ruth Falk.
 - B. President Ruth Falk requested Library Director Andrew Hoppmann to take the minutes.
 - C. Attendance
 - i. Present:
 1. Board Trustee Members:
 - a. Robert Briggs
 - b. Tasha Cole
 - c. Ruth Falk
 - d. Pam Herzberg
 - e. Paul Jones
 - f. Andrew Hoppmann (Library Director)
 2. *Public*
 - ii. Absent
 1. Board Trustee Members
 - a. Evelyn Rank
 - b. Beth Rarick
 - c. Phil Tornholm
 - d. Allison Wellhausen
2. **Agenda**
 - A. Tasha Cole made a motion to approve the agenda. Pam Herzberg seconded; Motion passed unanimously.
3. **Minutes Approval**
 - A. *Approval of Minutes from January 18th 2018 meeting*
 - i. Minutes were presented for approval.
 1. Paul Jones moved to approve the minutes, and Robert Briggs seconded; Motion passed unanimously.
4. **Budget Review**
 - A. We are 58.33% into FY18. Income is at 75.75% and Expenditures are at 56.45% making revenue less expenditures at 52.69%.
 - i. 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. Pam Herzberg 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.*

- i. Andrew Hoppmann shared a few notes and thank you cards from patrons. Pam Herzberg shared positive comments about Andrew visiting area care centers.

7. Statistical Reports

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

8. **Board Education:** The board spent time discussing who, what and how to advocate about the library and its services. Andrew Hoppmann shared a Love My Library – Trustee Tip sheet.

9. Librarian's Report

A. **2017 Annual Report:** Andrew shared the report and will be working with getting it to various stakeholders in our community. It is also on our website and was emailed to our patron email list.

B. **Article** – How Public Libraries are Reinventing Themselves for the 21st Century.

C. **Other:** Barn Quilt Program 2-19-18 @ 6:30pm --- Iowa Small Library Association Meeting 3-2-18 (online) --- 3-3-18 2pm Quilting Program with Karen Burns --- March 5th 6pm Coding for Kids --- Page County Librarians Meeting --- 3-14-18 ILA Lobby Day in Des Moines --- 3-14-18 North Dakota Nurses During WWI Program ---

D. **Hoopla/Databases:** Andrew is looking into different databases that the library could offer in addition to or in place of our current offerings.

E. **Book Leasing:** Andrew is working on closing out book leasing account with Baker & Taylor which will result in the library weeding about 555 books. We have not used that account since the passage of the library levy in 2011.

F. **Board Games:** Andrew reported that we have started to see a few games being checked out.

G. **Coding for Kids and Pharmacy Chat:** Are two new programs that will be starting in March.

H. **iPad Giveaway:** Andrew has partnered with 9 other area libraries to hold an iPad giveaway promotion. Patrons from the 9 libraries will be entered to win an iPad. They are entered for a chance for each magazine they checkout from RBDigital. Because of the shared promotion the cost to our library is around \$35.

10. Committee Reports

11. Old Business

12. New Business

A. Fine & Fee Policy

i. This is a policy review with the addition of Board Game costs and 3D printing costs to the policy.

1. Robert Briggs moved to accept the revision of the Fine & Fee policy as presented and Tasha Cole seconded; Motion passed unanimously.

B. Appoint Committees (board president)

i. President Ruth Falk made the following committee appointments for the year.

Budget & Personnel	Building & Grounds	Technology	Policy	Staff Picnic
Eveyn Rank *	Robert Briggs *	Phil Tornholm *	Paul Jones *	Beth Rarick *
Paul Jones	Tasha Cole	Beth Rarick	Robert Briggs	Pam Herzberg
Pam Herzberg	Ruth Falk	Allison Wellhausen	Evelyn Rank	Tasha Cole

13. Next meeting is March 15th at 5:30 p.m.

A. Tasha Cole moved to adjourn the meeting; and Pam Herzberg seconded. Motion passed unanimously.

i. Meeting adjourned at 6:20 p.m.

Attest: Beth Rarick 3-15-18 (date) President: Ruth E Falk 3/15/18 (date)