

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, June 21st, 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 5:31 p.m. in the multi-purpose room at the Lied Public Library.

- A.** Called to order by President Ruth Falk.
- B.** Ruth Falk requested Andrew Hoppmann take the minutes.

C. Attendance

i. Present:

1. Board Trustee Members:

- a.** Ruth Falk (President)
- b.** Robert Briggs
- c.** Pam Herzberg
- d.** Evelyn Rank
- e.** Phil Tornholm
- f.** Tasha Cole
- g.** Beth Rarick
- h.** Andrew Hoppmann (Library Director)

2. Public

ii. Absent

1. Board Trustee Members

- a.** Allison Wellhausen
- b.** Paul Jones

2. Agenda

- A.** Beth Rarick requested the Staff Event be added to the Policy Committee Reports. Phil Tornholm made a motion to approve the agenda, with the addition. Pam Herzberg seconded; Motion passed unanimously.

3. Minutes Approval

A. *Approval of Minutes from May 17th, 2018 meeting*

i. Minutes were presented for approval.

- 1.** Robert Briggs moved to approve the minutes with corrections, and Evelyn Rank seconded; Motion passed unanimously.

4. Budget Review

- A.** Currently, we are 91.67% into FY18. Income is at 106.80% and Expenditures are at 87.24% making revenue less expenditures at 83.42%.

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. Articles from the newspaper were included in the packet. "Homeowners learn how to get smart" and "County Falls Short in Library Funding"

7. Board Education

A. Knowledge Transfer and Succession Planning : the board reviewed this information. The board discussed what, where and how key documents/information should be stored and shared with the board president.

8. Statistical Reports

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

9. Librarian's Report

A. *Letter to Page County Communities*— Andrew shared a letter he and Bob Briggs have drafted to send to the incorporated communities in Page County that do not have a library or contract with library service. The letter would inform these communities about the Iowa Code and come from Clarinda, Essex and Shenandoah Libraries.

B. *CPR, First Aid and AED*— Andrew is working with CRHC to set up this training for library staff. The library did receive the Alliant Energy donation for the AED which has already arrived.

C. *Gaming Computers*—Andrew shared that the library has installed two gaming computers in the teen area.

D. *Other*- Andrew noted some time he will be away from the library, reported on the storm damaged from a week ago (the library lost a small tree), as well as discussed some recent programs held at the library.

10. Committee Reports

A. *Budget & Personnel*- Director's Review—see new business

B. *Staff Picnic*- Beth shared that the event is planned for 9-24-18 and she passed around a signup sheet for trustees to bring in items for staff and to visit with them to show their appreciation.

C. *Technology*- Freegal, a music database will not be renewed and those funds shifted to Hoopla. Gaming Computers were also discussed.

11. Old Business

12. New Business

- A. Director's Annual Review and Compensation
 - a. Evelyn Rank shared comments and feedback from the director's review.
 - b. Evelyn Rank moved to increase the library's director's salary by 3% for FY19, Bob Briggs seconded; Motion passed unanimously.
- B. *Collection Development Policy Review*
 - a. Pam Herzberg moved to approve the policy as written, Beth Rarick seconded; Motion passed unanimously.
- C. Evelyn Rank and Beth Rarick left the meeting for other commitments at 6:30pm.
- D. Library Employee Compensation
 - a. Tasha Cole moved to approve the employee compensation for FY19, increases of \$0.50/hour for full time and \$0.25/hour for part time, Phil Tornholm seconded; motion passed unanimously.

13. Next meeting is July 19th at 5:30 p.m.

- A. Phil Tornholm moved to adjourn the meeting; and Tasha Cole seconded. Motion passed unanimously.
 - i. Meeting adjourned at 6:33 p.m.

Attest: Phil Tornholm
(date)

President: Ruth E Falk 7-19-18
(date)