

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, August 15, 2019
5:30 pm

Lied Public Library's Mission:

To enrich the community through access to library services and cultural opportunities.

1. Meeting started at 5:30 PM at the Lied Public Library.
 - A. Called to order by President Ruth Falk.
 - B. Attendance
 - i. Present:
 1. Board Trustee Members:
 - a. Ruth Falk (President)
 - b. Paul Jones
 - c. Evelyn Rank
 - d. Phil Tornholm
 - e. Robert Briggs
 - f. Joy Nordyke
 - g. Allison Wellhausen
 - h. Andrew Hoppmann (Library Director)
 2. *Public*
 - ii. Absent
 1. Board Trustee Members
 - a. Beth Rarick
 - b. Open Rural Seat
2. **Agenda Approval**
 - A. *Approval of August 15th, 2019 agenda*
 - i. Evelyn Rank moved to approve the agenda, and Robert Briggs seconded; Motion passed unanimously.
3. **Minutes Approval**
 - A. *Approval of Minutes from July 18th, 2019 meeting*
 - i. Minutes were presented for approval.
 1. Paul Jones moved to approve the minutes; Joy Nordyke seconded; Motion passed unanimously.
4. **Budget Review**
 - A. At the end of July we are at 8.33% into the fiscal year (FY) 20. Revenue is at 1.77%. Expenditures are at 7.36%, so revenue less expenditures are at 8.48%. In September/October we'll receive large payments for County Funding and the Library Levy which will bring our revenue up.
 - B. Library Foundation Statements were included in Board members packets.
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 Joy Nordyke seconded to approve Monthly Bills; Motion passed unanimously.

5. 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 that there were more than 120 people who attended the prison of war program. Andrew is planning to have the speaker return for another program in the future.
 - ii. Robert Briggs stated that there was a large number of children who attended the end of the summer program.
 - iii. Phil Tornholm stated he received a comment from a local patron stating how Andrew does such an excellent job.

6. Board Education

- A.** Advocating for the Library, Chapter 15 of the Iowa Library's Trustee's Handbook, 2014 and Trustee Training August 22nd.

7. Statistical Reports

- A.** Andrew Hoppmann provided the Trustees with a statistical spreadsheet.
- i. Overall circulation was up 13% compared to this time last year.
- B.** Summer Program
- i. We offered 57 programs, had 1967 attend and 673 reading logs were turned in. Code Clarinda had 4 in 3D Modeling, 12 in Coding and 10 in Robotics.

8. Librarian's Report

- A.** *Page County Librarians Meeting:* Met in Clarinda on August 8th.
- B.** *Trustee Training Event:* Thursday, August 22nd at 6 PM, topic will be advocating for the library. We'll have all levels of government represented. Former US Congressman David Young, Iowa State Senator Mark Castello, Page County Supervisor Chuck Morris, City of Clarinda City Manager Gary McClarnon and State Librarian of Iowa Michael Scott. Trustees and Directors from Coin, Essex and Shenandoah are also encouraged/planning to attend. Meeting should be 60-90 minute round table discussion.
- C.** *New Pages Hired:* Madalyn Fulk and Dara Brandt have been hired as our new library Pages at \$8.00/hour. It should be noted Dara is the daughter of Karen Brandt our Circulation Librarian, but Andrew oversees Dara's supervision.
- D.** *ILA Conference:* A majority of staff are interested in attending the Iowa Library Association Conference in La Vista so we'll be closing the library October 3rd and 4th in order for staff to attend. (This was approved already at a prior meeting.)

- E. **Lab Computers:** Andrew's in the process of reviewing and monitoring the use and access of the media/gaming computers and will wait until after school starts, but he's assuming he will likely be reviewing and adjusting the Computer Policy at that time.
- F. **Library Accreditation:** The library's renewal of State Accreditation will be due in February of 2020. Andrew is already beginning working on some of the paperwork.
- G. **Other:** On Tuesday, August 14th Andrew attended Southwest Iowa STEM Regional Training in Harlan and was awarded \$5,000 in equipment for the library.

9. Committee Reports

10. Unfinished Business

11. New Business

- A. **Approve Free Replacement Cards:** September in National Library Card Sign-Up month, Andrew would like to offer free replacement cards during the month as he has done in the past, which means we'd be waiving the \$3.00 charge.
 - a. Phil Tornholm moved to approve waiving the replacement card fee during the month of September, and Joy Nordyke seconded. Motion passed unanimously.
- B. **Change September Library Board Meeting Date/Time**
 - a. Robert Briggs made a motion to move the September meeting to September 12th at 5:30 p.m., and Joy Nordyke seconded. Motion passed unanimously.

12. Adjourn

- A. Next meeting is September 12th at 5:30 p.m.
- B. Phil Tornholm moved to adjourn the meeting and Joy Nordyke seconded. Motion passed unanimously.
 - a. Meeting adjourned at 6:15 p.m.

Attest: Alison Williams 9/12/19 (date) President: Ruth E Falk 9/12/19 (date)