

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, September 12th, 2019

Lied Public Library's Mission:

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

1. Meeting started at 5:32pm. in the multi-purpose room 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. Robert Briggs
 - c. Joy Nordyke
 - d. Beth Rarick
 - e. Allison Wellhausen
 - f. Andrew Hoppmann (Library Director)
 2. *Public*
 - ii. Absent
 1. Board Trustee Members
 - a. Evelyn Rank
 - b. Paul Jones
 - c. Phil Tornholm
 - d. Open Rural Seat
2. **Agenda Approval**
 - A. *Approval of September 11th agenda*
 - i. Beth Rarick moved to approve the agenda, and Joy Nordyke seconded; Motion passed unanimously.
3. **Minutes Approval**
 - A. *Approval of Minutes from August 15th, 2019 meeting*
 - i. Minutes were presented for approval.
 1. Robert Briggs moved to approve the minutes; Joy Nordyke seconded; Motion passed unanimously.
4. **Budget Review**
 - A. At the end of August we are 16.67% into fiscal year (FY) 20. There was an error at City Hall so our income for August is higher than it should be, we received a \$4,334.72 deposit which was meant for the Lied Center, this will be corrected with our next month's statements. *Corrected Revenue (less Lied Center figure)** is at 3.16% expenditures are at 15.64% so revenue less expenditures are at 18.25%. 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:** included is a copy of the current bill list.

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. Beth Rarick moved to approve the bills, and Joy Nordyke 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.*

B. Andrew shared that a patron expressed concern about the step up to the stage in the outdoor facility. The trustees discussed and agreed that Andrew should contact Public Works to see what they recommend.

7. Statistical Reports

A. Andrew Hoppmann provided the Trustees with a statistical spreadsheet. Overall, circulation was up 13% compared to this time last year.

B. Summer Program: We offered 57 programs, had 1967 attend and 673 reading logs were turned in. 4 in 3D Modeling, 12 in Coding, and 10 in Robotics.

5. Librarian's Report

A. **Page County Librarians Meeting:** met in Clarinda 9/12/19

B. **Trustee Training Event:** We had 22 people come from government officials to representatives from the State Library and all four Page County libraries.

C. **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 a Thursday and Friday for staff to attend (this was approved already at a prior meeting.) The library carpets are planned to be cleaned on Thursday, October 4th.

D. **Stem Kits:** Thanks to a grant from the Clarinda Foundation the library will be soon making STEM kits available to checkout, these kits allow families to checkout activities to take home and explore science, technology, engineering and math. Marissa and Emily have been working to get them ready.

E. **Phone System:** FMTC is scheduled to be here Tuesday, September 17th.

F. **Other:** 9-17 at 4:30pm, Book Sale Raised \$1752---**Atrium User Group 9-19 Perry Andrew & Karen all Day**, visit with software company and other libraries about our system---**Community Concert-Bryton Stroll 9-21 @ 2pm LAST ONE**---**Staff Appreciation Event 9-23 3pm-5pm**---**Trivia Night 9-25 6:30pm @ J Bruner's**---**Hospice 101 Program 9-26 @ 2pm**---**Andrew OFF 9-26 to 9-29**---**ILA Conference & Library Closed 10-3 & 10-4**---**Carpet Cleaning 10/3**

6. **Committee Reports: Staff Appreciation Event 9-23 3pm-5pm**

7. **Unfinished Business:**

8. **New Business**

- A. **Policy Review:** Unattended Children Policy: Policy attached
 - i. Robert Briggs made a motion to approve the policy as written and Joy Nordyke seconded. Motion passed unanimously.
- B. **Library Logo:** As part of the library's marketing and long term plan I've had BA Marketing draft a few logos for us to choose, the cost of this paid for by the Library Foundation. Staff and myself like/vote for #3.
 - i. Beth Rarick made a motion to approve logo #3 and Robert Briggs seconded. Motion passed unanimously.

9. **Adjourn**

- A. Next meeting is October 17th @ 5:30 p.m.
- B. Beth Rarick moved to adjourn the meeting and Robert Brigg seconded. Motion passed unanimously.
 - i. Meeting adjourned at 6:30 p.m.

Attest: Phil Toal
(date)

President: Ruth E Falk 10-17-17
(date)