

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, May 16th, 2019
5:30 pm

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 5:29 PM. 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 in Allison Wellhausen's absence.
 - C. Attendance
 - i. Present:
 1. Board Trustee Members:
 - a. Ruth Falk (President)
 - b. Paul Jones
 - c. Evelyn Rank
 - d. Beth Rarick
 - e. Phil Tornholm
 - f. Robert Briggs
 - g. Tasha Cole
 - h. Andrew Hoppmann (Library Director)
 2. *Public*
 - ii. Absent
 1. Board Trustee Members
 - a. Allison Wellhausen
 - b. Pam Herzberg
2. **Agenda Approval**
 - A. *Approval of May 16th agenda*
 - i. Evelyn Rank moved to approve the agenda, and Tasha Cole seconded; Motion passed unanimously.
3. **Minutes Approval**
 - A. *Approval of Minutes from April 18th, 2019 meeting*
 - i. Minutes were presented for approval.
 1. Paul Jones moved to approve the minutes; Evelyn Rank seconded; Motion passed unanimously.
4. **Budget Review**

- A. We are 10 months into this fiscal year or 83.33%. Revenue is at 96.19% and expenditures is at 80.86%, which places our revenue less expenditures at 77.43%. **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. Tasha Cole moved to approve the bills, and Beth Rarick 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 noted a few programs that had been noted in the paper.

6. Board Education

- A. Working with the Library Director, Chapter 11 of the Iowa Library's Trustee's Handbook, 2014.
 - i. The library board also discussed possible training topics such as advocacy

7. Statistical Reports

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

8. Librarian's Report

- A. ***Page County Librarians Meeting:*** Met in Clarinda on 5-16-19.
- B. ***Part-Time Circulation Librarian:*** Karen Brandt has been hired.
- C. ***Summer Library Programs:*** a June and July calendar was included in the board packet. The library is offering a series of Code Clarinda camps this summer.
- D. ***Laptops at the Library:*** Andrew Hoppmann is looking adding laptops to replace some desktops at the library.
- E. ***Long Range Planning Process:*** Library staff met and are working on the long range plan's goals and objectives based on the trends selected.
- F. ***Other:*** Andrew Hoppmann made the board aware of time off, noted that some trustee terms are up in July and suggested we gather names for Mayor Lisa Hull, and noted that he applied for a Clarinda Foundation Grant.

9. Committee Reports

- A. **Budget & Personnel:** Director's Review – Evelyn Rank handed out the Director's review form. She wants them returned to her or Pam or Paul by June 1st. The committee will then review and visit with Andrew prior to the June board meeting, at which they'll present a report on the process.

10. New Business

- A. **Library Phone System:** Andrew and Phil (Chair of Technology Committee) met with FMTC to discuss possible changes to the library's phone system. They reported they are awaiting a quote from them.
 - i. Phil Tornholm made a motion to Table the Library Phone System item; Tasha Cole seconded; Motion passed unanimously.
- B. **Policy Review:** Internet and Internet Safety Policies, no changes were suggested.
 - i. Robert Briggs made a motion to approve the review of the policies; Beth Rarick seconded; Motion passed unanimously.

11. Adjourn

- A. Next meeting is June 20th at 5:30 p.m.
- B. Phil Tornholm moved to adjourn the meeting and Evelyn Rank seconded. Motion passed unanimously.
 - a. Meeting adjourned at 6:16 p.m.

Attest: _____
(date)

President: _____
(date)