

**Lied Public Library**  
Clarinda, Iowa  
Public Library Board of Trustees  
**Minutes for Thursday, May 17<sup>th</sup>, 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 5:30 p.m. 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. Ruth Falk**
- d. Paul Jones**
- e. Evelyn Rank**
- f. Phil Tornholm**
- g. Allison Wellhausen**
- h. Andrew Hoppmann (Library Director)**

**2. Public**

**ii. Absent**

**1. Board Trustee Members**

- a. Tasha Cole**
- b. Pam Herzberg**
- c. Beth Rarick**

**2. Agenda**

**A. Phil Tornholm made a motion to approve the agenda. Evelyn Rank seconded; Motion passed unanimously.**

**3. Minutes Approval**

**A. Approval of Minutes from April 19th, 2018 meeting**

**i. Minutes were presented for approval.**

**1. Robert Briggs moved to approve the minutes with corrections, and Paul Jones seconded; Motion passed unanimously.**

**4. Budget Review**

**A. Currently, we are 83.33% into FY18. Income is at 102.11% and Expenditures are at 80.51% making revenue less expenditures at 76.31%.**

**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. Phil Tornholm moved to approve the bills, and Paul Jones 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. In last week's Clarinda Herald Journal there was an article featuring Linda McCann who recently visited the library.

## **7. Board Education**

- A. Robert Briggs and Andrew attended the Trustee Training in Red Oak on 5-15-18. Robert shared information presented by speaker, Misty

## **8. Statistical Reports**

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

## **9. Librarian's Report**

- A. **County Funding** – Andrew included information on County Funding. It has come to his attention that the County has fallen below the amount required by the Code of Iowa for Library Services, and Page County Libraries are visiting with the auditor and supervisors.
- B. **Summer Library Programs**– Included is a library calendar for June and July, as you see the library has many activities and events planned for the summer.
- C. **Other**—5-9-18 Andrew attending the Director's Round Table in Corning on H.R. Issues—there were about 50 people at the first summer concert (which was held indoors)

## **10. Committee Reports**

- A. **Budget & Personnel**- Director's Review—Evelyn is the chairperson and Pam and Paul are on the committee. Review should be completed by next board meeting (June 21<sup>st</sup>) before the start of next fiscal year. Evelyn distributed an evaluation tool and requested trustees to complete and return to Paul Jones' office.
- B. **Staff Picnic**- Beth is the chairperson. Tasha and Pam will start to discuss ideas for this summer.
- C. **Building and Grounds**- Bob is the chairperson. Ruth and Tasha are also on the committee. They will be meeting soon.
- D. **Policy Committee**- sent copies of Policy to Review (Paul, Evelyn and Bob)

## **11. Old Business**

**12. New Business**

**A. Behavior Policy Review**

- a. Robert Briggs moved to approve the behavior policy as written, Evelyn Rank seconded; Motion passed unanimously.

**13. Next meeting is June 15<sup>th</sup> at 5:30 p.m.**

- A. Phil Tornholm moved to adjourn the meeting; and Robert Briggs seconded. Motion passed unanimously.
  - i. Meeting adjourned at 6:19 p.m.

Attest: \_\_\_\_\_  
(date)

President: \_\_\_\_\_  
(date)