

**Lied Public Library**  
Clarinda, Iowa  
Public Library Board of Trustees  
**Minutes for Thursday, June 20th, 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. Phil Tornholm
        - d. Robert Briggs
        - e. Pam Herzberg
        - f. Andrew Hoppmann (Library Director)
      2. *Public*
    - ii. Absent
      1. Board Trustee Members
        - a. Tasha Cole
        - b. Beth Rarick
        - c. Allison Wellhausen
        - d. Evelyn Rank
2. **Agenda Approval**
  - A. *Approval of June 20<sup>th</sup> agenda*
    - i. Pam Herzberg moved to approve the agenda, and Robert Briggs seconded; Motion passed unanimously.
3. **Minutes Approval**
  - A. *Approval of Minutes from May 16<sup>th</sup>, 2019 meeting*
    - i. Minutes were presented for approval.
      1. Paul Jones moved to approve the minutes; Pam Herzberg seconded; Motion passed unanimously.
4. **Budget Review**

- A. We are 11 months into this fiscal year or 91.67%. Revenue is at 100.05% and expenditures is at 88.62%, which places our revenue less expenditures at 84.84%. **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. Paul Jones moved to approve the bills and to withhold any payment seen necessary by Andrew and City Manager McClarnon for the end of the fiscal year, and Pam Herzberg seconded to approve; 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. Pam Herzberg asked about the Coding Workshops and Ruth Falk asked about the Iowa Open Access Program, which Andrew explained.

## 6. Board Education

- A. Hiring a Library Director, Chapter 12 of the Iowa Library's Trustee's Handbook, 2014.
  - i. Board reviewed and discussed this topic.

## 7. Statistical Reports

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

## 8. Librarian's Report

- A. ***Page County Librarians Meeting:*** Met in Essex on 6-13-19.
- B. ***Trustee Appointments:*** Paul Jones and Allie Wellhausen have been reappointed to the board until June 2025. Joy Nordyke has been appointed starting July 1st to replace Tasha Cole with a term ending also June 2025. Allie's rural appointment was also approved by the County Supervisors. We will have one additional rural vacancy at the end of June when Pam's term ends (suggestions of names to Andrew or Mayor Hull).
- C. ***Laptops at the Library:*** They are in and I hope to have them up and running in the next few weeks. We'll also be shifting around items in the computer lab and teen computers.
- D. ***Long Range Planning Process:*** We held a staff planning meeting at our staff meeting again and I should have a 'plan' to submit to the trustees for review and approval in July. This plan will also be shared with the planning committee that met in April.
- E. ***Library of Things (L.O.T.):*** We have a new page on our website [www.clarindapubliclibrary.org/lot](http://www.clarindapubliclibrary.org/lot) which lists the different and growing number of things you can use and borrow from the library. Board games, equipment and activity kits.

- F. **Clarinda Foundation:** I visited with the Clarinda Foundation on Tuesday June 18<sup>th</sup> to talk about the STEM Kit and Maker Space Equipment grant request we submitted. Notifications will be in next few weeks.
- G. **Library Service Technology Act Grant:** We received a \$700 grant from the state library to add privacy filters to our computer screens.
- H. **Staff Appreciation Event:** Andrew shared a message from Beth Rarick who chairs that committee, to which she was thinking of doing something similar as to last year with Garrison House providing snacks for staff in September at a cost of \$10/trustee. Please visit with her for comments, feedback or suggestions.
- I. **Foundation Directory Online:** In the next few weeks the library will begin providing access to the Foundation Directory Online, a resource for people to search for grants and foundations while at the library. Funding is provided by the State Library.
- J. **Other:** Had 60 people at May's Community Concert Josh Merello, Andrew was in Atlantic May 22nd for Director's Round Table that looked at various programs offered from the State, Andrew attended a Career day for South Page on May 29th, the library had 4 people fully complete the 3D Modeling Camp, Summer Library programs are now in full swing, Community Concert June 15th @ 2 pm Rick Gordon, Apollo 11 V.R. June 17th, Star Gazing 101 June 18th at 5:30 pm, Andrew attending Healthy Hometown meeting June 19th at CRHC, Adult Game Night the 21st , Liberty Winds USAF Concert July 1st 6 pm. Library Closed July 4th

## 9. Committee Reports

- A. **Budget & Personnel:** The committee met with Andrew on June 13<sup>th</sup> for his review. See recommendation below in new business.

## 10. Old 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. After meeting and reviewing the quote they recommend the FMTC proposal.
  - i. Phil Tornholm made a motion approve the Phone System; Paul Jones seconded; Motion passed unanimously.
- B.

## 11. New Business

- A. **Approve City of Clarinda Handbook with adjustments to Library Pay Scale:** budgeted pay scale adjustments for library employees starting July 1st, some employees have a larger increase. The Budget Committee when they met in December wanted to increase the pay for these positions to help with retention and recruitment.
  - i. Pam Herzberg made a motion approve the pay scale; Phil Tornholm seconded; Motion passed unanimously.
  - ii.
- B. **Approve Salary of Library Director for FY20:** After discussing Andrew's job performance and reviewing feedback from the Library Trustees.
  - i. Paul Jones moved increase Andrew's salary by the maximum percentage as prescribed by the city (3%), Pam Herzberg seconded; Motion passed unanimously.

- C. **Approve Closing the Library for 2019 Joint ILA/NLA Library Conference:** Iowa and Nebraska will be hosting a joint library conference October 2-4 in La Vista. Andrew would like to potentially close the library on October 3-4 for staff to attend for continuing education. If enough staff to not wish to attend, we'd be open. Andrew will be presenting two session on Friday, one on Library Association membership and another on gaming and V.R. in the library.
  - i. Robert Briggs made a motion to closed on Oct. 3-4 if needed; Paul Jones seconded; Motion passed unanimously.
- D. **Policy Review:** Webpage Link Policy, no changes were suggested.
  - i. Robert Briggs made a motion to approve the review of the policies; Paul Jones seconded; Motion passed unanimously.

**12. Farewell to Trustees Terms ending**

- A. Tasha Cole, sent a card to the trustees expressing her enjoyment of her time on the board. Andrew Hoppmann noted that in honor of their service book plaques have been added to some materials honoring both Pam Herzberg's and Tasha Cole's service to the library board.
  - i. The Board thanked Tasha and Pam for their service.

**11. Adjourn**

- A. Next meeting is July 18<sup>th</sup> at 5:30 p.m.
- B. Phil Tornholm moved to adjourn the meeting and Robert Briggs seconded. Motion passed unanimously.
  - a. Meeting adjourned at 6:38 p.m.

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

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