

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, July 20, 2017

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 Vice-President Ruth Falk.

B. Attendance

i. Present:

1. Board Trustee Members:

- a.** Ruth Falk
- b.** Pam Herzberg
- c.** Paul Jones
- d.** Phil Tornholm
- e.** Allison Wellhausen
- f.** Andrew Hoppmann (Library Director)

2. *Public*

ii. Absent

1. Board Trustee Members

- a.** Robert Briggs
- b.** Tasha Cole
- c.** Beth Rarick
- d.** Evelyn Rank

2. Agenda Approval

A. Phil Tornholm made a motion to approve the agenda. Pam Herzberg seconded; Motion passed unanimously.

3. Minutes Approval

A. *Approval of Minutes from June 15, 2017 meeting*

i. Minutes were presented for approval.

1. Paul Jones moved to approve the minutes, and Pam Herzberg seconded; Motion passed unanimously.

4. Budget Review

A. Currently, we are 100% into the fiscal year. Expenditures were at 99.79% and income is at 102.82% which means that our combined revenue less expenditures was 99.07%.

This means we ended up \$2,454.74 under budget. Andrew was able to push few projects through in July. This included the new Dell Server, IT Support, payment for Video Security system, programming supplies and payment for the Fiber project install. (\$4,550 was used from our budget rather than using Memorial Project funds as originally planned). Also, the LED lighting project was able to be completed earlier in the year.

- B. Library Foundation statements were included in the packet.
- C. End of the FY17 report was 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.
 - 1. Paul Jones moved to approve the bills, and Phil Tornholm 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.*
 - a. Andrew Hoppmann was on KCSI Friday, July 7th talking about library programs.

7. Statistical Reports

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

8. Librarian's Report

A. *New Library Databases*

- i. GALE Journal/Magazine Database-will replace EbscoHost resource
- ii. Credo Reference-a set of reference e-books on a variety of subjects
- iii. Transparent Language Online-this replaces the Rocket Language learning tool
- iv. RB Digital-an update to our Zinio digital magazine database.

B. *Open Access Report Filed*

- i. The statewide program that allows members of other libraries to use our library. We are reimbursed for these transactions. We had a total of 6,836 transactions.

C. *Page County Libraries Meeting*

- i. Group met on June 19th in Clarinda and decided to pursue creating a shared group/coalition. Once the group is created, the new agency could be a contact for services. A working draft was provided to Trustees for review. Another meeting is being planned which they're hoping to include County and City officials.

D. *Other*

- i. Berkley Stanton will be starting her practicum at the library August 10th through November.
- ii. Friends of the Library Book Sale will be August 17-19th.
- iii. Outdoor Concert --The Time Burners, a husband and wife Americana duo from Lincoln, Nebraska will be performing Saturday, August 19th at 3p.m.

iv. Phil Tornholm was reappointed to the Library Board.

9. Committee Reports

- A. Budget & Personnel Committee met on June 26, 2017. In Evelyn Rank's absence, Paul Jones made the recommendation of the committee to increase Andrew's salary by 3% retroactive to July 1, 2017.
 - 1. Paul Jones made a motion to approve Andrew's three percent salary increase; and Allison Wellhausen seconded the increase. Motion passed unanimously.

10. Old Business

- A. Video Surveillance Policy
 - a. A copy of the policy was included in the packet. Most of the cameras have been installed and are recording, only three more are left to install.
 - 1. Pam Herzberg made a motion to approve the Video Surveillance Policy; and Paul Jones seconded. Motion passes unanimously.

11. New Business

- A. Directors Compensation-see motion in Committee Reports
- B. Policy: Digital Access Card
 - a. A Digital Access Card would allow an individual to sign up for a library card online without needing to visit the library—a way to encourage those who cannot easily get to the library to still have a mean of accessing library resources. Andrew is planning to promote the program starting in September for 'National Library Card Sign up Month.'
 - 1. Phil Tornholm made a motion to approve the Digital Access Card Policy; and Pam Herzberg seconded. Motion passed unanimously.
- C. Mananged I.T. Contract
 - a. A contract between Midwest Data of Iowa and the Library was included in the packet. The contract includes managed I.T. services that will be provided by Midwest Data.
 - 1. Pam Herzberg made a motion to approve the I.T. contract as proposed; and Phil Tornholm seconded. Motion passed unanimously.

12. Next meeting is August 17th at 5:30 p.m.

- a. Phil Tornholm moved to adjourn the meeting; and Paul Jones seconded. Motion passed unanimously.
 - i. Meeting adjourned at 6:31p.m.

Attest: _____
(date)

President: _____
(date)