

**Lied Public Library**  
Clarinda, Iowa  
Public Library Board of Trustees  
**Minutes for Thursday, August 16, 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 main area of 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.** Tasha Cole
- c.** Pam Herzberg
- d.** Phil Tornholm
- e.** Allie Wellhausen
- f.** Beth Rarick
- g.** Andrew Hoppmann (Library Director)

**2.** *Public*

**ii.** Absent

**1.** Board Trustee Members

- a.** Robert Briggs
- b.** Paul Jones
- c.** Evelyn Rank

**2. Agenda**

**A.** Pam Herzberg made a motion to approve the agenda. Beth Rarick seconded; Motion passed unanimously.

**3. Minutes Approval**

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

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

**1.** Tasha Cole moved to approve the minutes, and Pam Herzberg seconded; Motion passed unanimously.

**4. Budget Review**

**A.** Currently, we are just one month into FY19. We are a little higher in our computer equipment fund due to the computers which were invoiced after the start of the FY.

**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 Tasha Cole 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.*

**7. Board Education**

- A.** Building the Library's Online Branch

**8. Statistical Reports**

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

**9. Librarian's Report**

- A.** *Letter to Page County Communities*— Andrew met with Shambaugh on 8-6-18. Page County Librarians met on 8-9-18 and drafted the contract included in the board packet. This is a contract we would agree to with the incorporated communities in Page County as well with Page County. He shared that they are thinking that the rate be set for the first three years for new communities at the state minimum (\$0.0675/\$1000 of assessed value) that could be equally divided among the three libraries.
- B.** *Staff*— One staff member resigned. Andrew explained that they will be shifting hours around for the immediate future with existing staff to ensure coverage. Andrew is working on a few options/ideas.
- C.** *Carpet Cleaning*—Advanced Restoration Services of Bedford cleaned the children's area and meeting room carpet on 8-8-18.
- D.** *ILA Conference*—Andrew is planning on attending the ILA conference Oct. 3-5.
- E.** *Virtual Reality Demo*—
- F.** *Other*—Book Sale Aug. 16-18th---Community Concert Erik--August 18th at 2pm--- Andrew Speaking at High School 8-21-18---Andrew Personal Day in September--- Teddy Roosevelt Performer September 15th at 2pm.

**10. Committee Reports**

- A.** Pam and Beth reminded everyone about the staff appreciation event that will be on September 24th.

**11. Old Business**

**12. New Business**

- A.** **Board of Trustee Orientation Plan Policy Review**

- i. Pam Herzberg made a motion to approve the policy review and Phil Tornholm seconded; Motion passed unanimously.

**B. Free Library Replacement Cards for September**

- i. Tasha Cole made a motion to approve the free replacement cards and Pam Herzberg seconded; Motion passed unanimously.

**12.** Next meeting is September 20th at 5:30 p.m.

- A. Phil Tornholm moved to adjourn the meeting; and Pam Herzberg seconded. Motion passed unanimously.

- i. Meeting adjourned at 6:01 p.m.

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

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