

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, January 17th, 2019

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. Pam Herzberg
 - c. Paul Jones
 - d. Beth Rarick
 - e. Evelyn Rank
 - f. Phil Tornholm
 - g. Allison Wellhausen
 - h. Andrew Hoppmann (Library Director)
 2. *Public*
 - ii. Absent
 1. Board Trustee Members
 - a. Evelyn Rank
 - b. Robert Briggs
 - c. Tasha Cole
 - d. Phil Tornholm
2. **Agenda Approval**
 - A. *Approval of January 17th agenda*
 - i. Beth Rarick moved to approve the agenda, and Pam Herzberg seconded; Motion passed unanimously.
3. **Minutes Approval**
 - A. *Approval of Minutes from December 21st, 2018 meeting*
 - i. Minutes were presented for approval.
 1. Paul Jones moved to approve the minutes, and Beth Rarick seconded; Motion passed unanimously.
4. **Budget Review**
 - A. We are 6 months into this fiscal year or 50%. Revenue is at 69.64% and expenditures is at 47.98%, which places our revenue less expenditures at 43.46%.

- B. Library Foundation statements:** included in the packet.
- C. Library Foundation 2018 Year End Report:** The Library Foundation gave \$9,629.33 in support to the library for 2018. They raised \$7,893.23 from donors/memorials. Their total assets held on 12/31/18 were \$67,606.06.

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. Pam Herzberg 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. A trustee member shared that the recent program Andrew presented, “Cut the Cord,” was extremely well-received, attendance was high and patrons have asked Andrew to do another presentation or something similar.

7. Board Education

- A. Chapter 7: Board Effectiveness, Iowa Library Trustee’s Handbook, Iowa Library Services, 2014.--Please take the self-assessment.

8. Statistical Reports

- A. Andrew Hoppmann provided the Trustees with a statistical spreadsheet.
 - i. Discussion took place. We continue to see increases/strong use in digital items at the library, most notable Hoopla and Bridges. We are seeing a decrease in Videos/DVDs, part of the reason is due to the fact that we condensed our DVDs. We now house a 5 discs season in one case which counts for one checkout, whereas before each disc was in its own case and would have counted as 5 checkouts.

9. Librarian’s Report

- A. *Contacting Communities Update*– College Springs and Northboro have tables until next month.
- B. *City of Clarinda 2018 Annual Report*- attached is our 2018 annual report which will be presented to City Hall.
- C. *New Library Databases*-We will be getting a few new library databases, CreativeBug, and BrainFuse. We are no longer providing TumbleBooks.
- D. *Job Openings*- Andrew has posted a part-time opening for a Library Assistant.

10. Committee Reports

11. New Business

A. Policy Review: Clean Air/Smoking Ban Policy

- i. Paul Jones made a motion to approve the policy as reviewed, and Pam Herzberg seconded; Motion passed unanimously.

B. Policy Review: Sex Offender Policy

- i. Pam Herzberg made a motion to approve the policy as reviewed, and Beth Rarick seconded; Motion passed unanimously.

B. Elect Board Officers

- i. Andrew included current trustee information. 4 trustee's terms expire at the end of of this fiscal year (June 2019). Paul, Pam, Allie and Tasha. Current officers are: Ruth as president, Phil as Vice President and Allie as Secretary.
- ii. Paul Jones made a motion to elect Ruth Falk as President, Phil Tornholm as Vice-President and Allison Wellhausen as secretary, and Beth Rarick seconded; Motion passed unanimously.

12. Next meeting is February, 21st at 5:30 p.m.

- A. Paul Jones (in Phil Tornholm's place) moved to adjourn the meeting; and Allison Wellhausen seconded. Motion passed unanimously.

- i. Meeting adjourned at 6:08 p.m.

Attest: _____
(date)

President: _____
(date)