

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, January 21, 2021
5:30 pm

Lied Public Library's Mission:

To enrich the community through access to library services and cultural opportunities.

A. Meeting started at 5:33 PM at the Lied Public Library and via Zoom.

- a. Board members took COVID-19 precautions by social distancing.
- b. Called to order by President Ruth Falk.
- c. President Ruth Falk requested Andrew Hoppmann take the minutes in Allie Wellhausen's absence.
- d. Attendance
 - i. Present:
 1. Board Trustee Members:
 - a. Ruth Falk (President)
 - b. Tara Keller
 - c. Ed Geeding
 - d. Beth Rarick
 - e. Joy Nordyke (participated in meeting via Zoom)
 - f. Andrew Hoppmann (Library Director)
 - ii. Absent:
 2. Board Trustee Members
 - a. Phil Tornholm
 - b. Alan Ascherl
 - c. Allie Wellhausen
 - d. Paul Jones
 - iii. Others/Public:
 3. None

B. Agenda Approval

- A. *Approval of January 21st 2021 agenda*
 - i. **Beth Rarick** moved to approve the agenda, and **Tara Keller** seconded; Motion passed unanimously by roll call vote.

C. Minutes Approval

- a. *Approval of Minutes from December 17th meeting*
 - i. Minutes were presented for approval with a minor correction.
 1. **Ed Geeding** moved to approve the minutes with corrections; **Beth Rarick** seconded; Motion passed unanimously by roll call vote.

D. Budget Review

- a. December 31st marks 50% into the fiscal year (FY21). Revenue is at 90.23% and expenses are at 50.88% making the combined revenue less expenditures at 41.77%.
- b. Library Foundation Statements: Attached to board packet
 - i. Director Andrew Hoppmann noted that in 2020 the Library Foundation provided \$10,425.41 in support to the Library. Notable projects included the initial Wi-Fi hotspots and StoryWalk at City Park.

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. **Beth Rarick** moved to approve the bills, and **Joy Nordyke** seconded to approve Monthly Bills; Motion passed unanimously by roll call vote.

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. None

7. Board Education

- A. The trustees discussed a report “Libraries are Key to Building Local Economic Base Study Says.”

8. Statistical Reports

9. Librarian’s Report

- A. **Covid-19 Update:** The latest Governor’s order was extended until Feb. 6th
- B. **Page County Librarians Meeting:** Met on 1/13/21 at Clarinda & Zoom.
- C. **State Electronic Resources Tasks Force:** Andrew Hoppmann was selected as a member of the task force to examine, review and recommend databases that the State Library should investigate providing to libraries in the State of Iowa. Many of the current databases’ contracts expire and this task force is helping guide the state through the renewal process.
- D. **Trustee Training Date:** Our regional State Library Consultant will be providing trustee training for Page County Libraries on **March 29th at 7pm**. Each library will host their own trustees/city representatives and then connect together via Zoom. One can also attend at home via Zoom. The topic will be the library ordinance and Library/City relationship. Andrew Hoppmann will share more information closer to the date.
- E. **Bossingham Foundation:** The Bossingham Foundation awarded \$1000 to the Library to be used in the Children’s Library.
- F. **Iowa Online Online Conference (ILOC):** Was held today 1-21-2021 and the Library was closed to the public (other than for the board meeting which was open to the Public). Staff attended many sessions and this year’s theme was Diversity, Inclusion and Equity. Director Andrew Hoppmann presented a breakout session on the library’s Bite-Sized Book Club program and had 91 attendees in his session.
- G. **Budget Workshop:** The City of Clarinda and Page County Supervisor’s have been going through their budgeting process. Overall things appear to be on track for the FY22 budget.
- H. **2020 Annual Report:** Director Hoppmann shared a copy of the library’s 2020 annual report which will be made public and presented to the City Council. A few corrections were noted.
- I. **Other:** Director Hoppmann noted a few upcoming Events, a paper craft program and a program on racism.

10. Committee Reports

- A. Building & Grounds: **Ed Geeding** discussed the trees around the library and a few more that will need to be replaced. He was thinking of planning an Arbor Day event on April 30th to replace the trees with the Clarinda FFA and Clarinda Tree’s Forever Board. Ed is a member of the Clarinda Trees Forever Board.
 - a. The board indicated this sounded like a great idea and recommended it be placed on the next meeting’s agenda as an action item.

11. Unfinished Business

12. New Business

- A. **Library Service Regarding COVID:** This is on the agenda so that the board can discuss and take any actions that may be needed to adjust library service in regard to COVID in our community and at the library. (It must be on the agenda to be an action item).
 - a. No Action Taken
- B. **Offenders Policy:** Policy review. This policy states how the library provides service to sex offenders convicted of offenses against a minor (Chapter 692A of the Iowa Code). The policy was expanded to clarify a few items (how an offender can still get library services via courier) and mirror recommendation for this policy with the State Library of Iowa, Law Librarian.
 - a. **Beth Rarick** moved to approve this policy as updated; **Tara Keller** seconded. Motion passed unanimously by roll call vote.
- C. **Clean Air Tobacco Free Policy:** Policy review. This policy was slightly changed to reflect changes recently made by the City Council to ban all electronic smoking devices on City grounds (City Ordinance 41.14)
 - a. **Ed Geeding** moved to approve this policy as updated; **Tara Keller** seconded. Motion passed unanimously by roll call vote.
- D. **Elect Board Officers:** Each January the Library Board elects officers for the year.
 - a. **Beth Rarick** moved to elect **Ruth Falk as President, Phil Tornholm as Vice President and Allie Wellhausen as Secretary** for 2021; **Ed Geeding** seconded. Motion passed unanimously by roll call vote.
 - i. **Ruth Falk** noted that her term for Trusteeship ends in June and at which time the board will need to fill that role.

13. Adjourn

- A. Beth Rarick requested to adjourn the meeting being no further business.
- B. Meeting adjourned at 6:07 p.m.
- C. Next meeting is February 18th at 5:30 p.m.

Attest: _____
(date)

President: _____
(date)