

**Lied Public Library**  
Clarinda, Iowa  
Public Library Board of Trustees  
Minutes for Thursday, October 19 , 2023  
5:30 pm

**Lied Public Library's Mission:**

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

**A. Meeting started at 5:38 PM at the Lied Public Library**

- a. Called to order by President, **Beth Rarick**
- b. **Beth Rarick requested Andrew Hoppmann take the minutes in Allie Welhasuen's absence.**
- c. Attendance
  - i. Present:
    - 1. Board Trustee Members:
      - a. **Paul Jones**
      - b. **Bill Richardson**
      - c. **Beth Rarick**
      - d. **Jim Varley**
      - e. **Marcy Crain (via speakerphone)**
      - f. **Andrew Hoppmann (Library Director)**
  - ii. Absent:
    - 2. Board Trustee Members
      - a. **Alan Ascherl**
      - b. **Joy Nordyke**
      - c. **Allie Wellhausen**
      - d. **Tara Keller**
  - iii. Others/Public:
    - 3. N/A

**B. Agenda Approval**

- a. *Approval of the October 19th agenda*
  - i. **Jim Varley** moved to approve the agenda, and **Bill Richardson** seconded; Motion passed unanimously by roll call vote.

**C. Library Board Minutes Approval**

- a. *Approval of Minutes from September 21st meeting*
  - i. **Paul Jones** moved to approve the minutes; **Jim Varley** seconded; Motion passed unanimously via roll call vote.

**D. Budget Review**

- a. The end of September marked 25% into the fiscal year (FY24). The library had an income of 52.40% and expenditures at 26.54% making its combined revenue less expenditures 20.46%.
  - i. **Library Foundation Statements:** included in packet.

**E. Bill Approval**

- a. *Approval of Monthly Bills*
  - i. Andrew Hoppmann explained and the Trustees discussed the monthly bills. Andrew Hoppmann made the bills/invoices available for the Trustees to review.

1. **Jim Varley** moved to approve the monthly bills, **Bill Richardson** seconded. Motion passed unanimously via roll call vote.

#### **F. 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. Suggestion Box Comments: none
  - ii. Director Hoppmann reported past Trustee Robert Briggs thought positively of the letter about the library levy sent to Clarinda City Council.

#### **G. Board Education**

- a. YouTube Video Series Part 5 "[Planning for the Future](#)" (10:36 Min) link was emailed for Trustees to watch.

#### **H. Statistical Reports**

- a. Report attached.

#### **I. Librarian's Report**

- a. **Page County Librarians Meeting:** no meeting held due to the ILA Conference
- b. **Direct State Aid Received:** The library received \$2,321.89 from the State Library these are legislative funds from the state to support our operations.
- c. **Library Employees:** Open House for Bobbi Whitehill will be this coming Monday at 4 during Lego Club.
- d. **ILA Conference in Dubuque:** Andrew and Karen were able to attend the conference in Dubuque
  - i. **Thursday's Keynote was Rebekkah Smith Aldrich from Mid-Hudson Libraries System and of Sustainable Libraries Initiative,** a program that libraries can join to ensure libraries can work to build the best future via sustainability programs.
  - ii. **Tech Savvy Libraries : Navigating Hybrid and Virtual Programming**
  - iii. **In Case of Emergency - Plan! Planning and Preparing for Library Emergencies which talked about emergency plans in libraries**
  - iv. **What do I do with a Jail Cell in the basement and other mystifying library space planning issues**
  - v. **Find a Friend - Flash Mentoring**
  - vi. **Community Heart and Soul process and community planning**
  - vii. **Teen Customer Service: Come on Bruh!**
  - viii. **Lunch Keynote - KC Davis How to Keep House While Drowning**
- e. **TeamMates Mentoring:** Andrew and Bobbi have signed up for the TeamMates mentoring program with the schools if matched with a mentee they will spend 30-60 minutes per week with their mentee at the school.
- f. **Giving Tuesday:** The Clarinda Foundation will be donating funds up to \$3000 to accounts at the Clarinda Foundation for Giving Tuesday on Tuesday November 28th. The Library Foundation will be sending out letters about this soon.
- g. **Legislative Reception:** Just as last year Page County Libraries plan to host our elected leaders again in December this time in Shenandoah. The libraries are working on a date and more information will be provided at a later time.

#### **J. Committee Reports**

- a. Andrew reported that late fees are no longer being collected.

#### **K. Unfinished Business**

#### **L. New Business**

- a. *Policy Food & Beverage*

**L. New Business**

**a. Policy Food & Beverage**

i. **Jim Varley** made a motion to approve the policy as written, and **Bill Richardson** seconded. Motion passed unanimously via roll call vote.

**b. 2024 Holiday Dates and Closings**

- i. **Monday, January 1, 2024 (New Year's Day- Observed) – Paid Holiday Full-Time Only**
- ii. **Monday, May 27, 2024 (Memorial Day) – Paid Holiday Full-Time Only**
- iii. **Thursday, July 04, 2024 (Independence Day) - Paid Holiday Full-Time Only**
- iv. **Monday, September 02, 2024 (Labor Day) – Paid Holiday Full-Time Only**
- v. **Monday, November 11th, 2024 (Veteran's Day) – Paid Holiday Full-Time Only**
- vi. **Thursday, November 28, 2024 (Thanksgiving Day) – Paid Holiday Full-Time Only**
- vii. **Friday, November 29, 2024 (Day After Thanksgiving) – Paid Holiday Full-Time Only**
- viii. **Tuesday, December 24, 2024 (Christmas Eve) – \*Unpaid Holiday**
- ix. **Wednesday, December 25, 2024 (Christmas Day) – Paid Holiday Full-Time Only**
- x. **Wednesday, January 1, 2025 (New Year's Day) – Paid Holiday Full-Time Only**

1. **Paul Jones** made a motion to approve the letter with a few additions; **Jim Varley** seconded. Motion passed unanimously via roll call vote.

**M. Adjourn**

- a. **Jim Varley** requested to end the meeting with no further business.
- b. **Beth Rarick** declared the meeting adjourned with no further business.
- c. Meeting adjourned at **5:57 p.m.**
- d. Next meeting is **November 16th at 5:30 p.m.**

Attest: Alison Wellhausen 11/16/23  
(date)

President: Paul Jones 11-16-23  
(date)