

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, November 19th 2020
5:30 pm

Lied Public Library's Mission:

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

A. Meeting started at 5:31 PM at the Lied Public Library and via Zoom.

- a.** Board members took COVID-19 precautions by social distancing.
- b.** Called to order by Vice-President Phil Tornholm.
- c.** Attendance
 - i.** Present:
 - 1.** Board Trustee Members:
 - a.** Phil Tornholm (Vice-President)
 - b.** Tara Keller
 - c.** Joy Nordyke (participated in meeting via Zoom)
 - d.** Beth Rarick (participated in meeting via Zoom)
 - e.** Ed Geeding
 - f.** Allie Wellhausen (participated in meeting via Zoom)
 - g.** Andrew Hoppmann (Library Director)
 - ii.** Absent:
 - 2.** Board Trustee Members
 - a.** Alan Ascherl
 - b.** Ruth Falk
 - c.** Paul Jones

B. Agenda Approval

A. *Approval of November 19th 2020 agenda*

- i.** **Beth Rarick** moved to approve the agenda, and **Ed Geeding** seconded; Motion passed unanimously by roll call vote.

C. Minutes Approval

a. *Approval of Minutes from October 15th 2020 meeting*

- i.** Minutes were presented for approval.

- 1.** **Tara Keller** moved to approve the minutes with corrections; **Ed Geeding** seconded; Motion passed unanimously by roll call vote.

D. Budget Review

- a.** October 31st marks 33.33% into the fiscal year (FY21). Revenue is at 62.61% and expenses are at 34.60% making the combined revenue less expenditures at 28.2%. We received our Page County Appropriation and sizable amount from the library levy in October.
- b.** Library Foundation Statements: Attached to board 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.** **Beth Rarick** moved to approve the bills, and **Allie Wellhausen** 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. Ruth Falk: People are very grateful that curbside services are being offered once again.

7. Board Education

- A. Trustee Expectations

8. Statistical Reports

9. Librarian's Report

- A. ***Covid-19 Update:*** Effective 11-11-20 the library has closed meeting rooms and the computer lab to the public. A sign has been posted to encourage mask wearing while at the library.
- B. ***Page County Librarians Meeting:*** Met on 11/12/20 at Coin & Zoom. Discussed the County Annual Report, trustee training and county funding for next year.
- C. ***Scholastic Teachables:*** Is a new database we are trying out. It offers a wide variety of learning resources for teachers, parents, and students. The thousands of resources include teacher-created lesson plans, activity sheets, and mini-books. Print, save, and share content for your kids and students. *Teachables* content extends from Pre-K to 6th grade, covering a variety of subjects.
- D. ***Library Hotspot Report:*** Attached
- E. ***Other: HVAC Issues:*** The lightning storm from October 22nd took out a computer and a drive controller for our HVAC. Andrew was at the library until 9pm on Friday, October 23rd with Clarinda Heating & Cooling to get the heat back up and running. The system is working, but we are still awaiting parts to fully complete the repair. I have reached out to Trane of Omaha who will be conducting an assessment, lifespan and replacement plan for the library's mechanical systems. **Jean Bordner:** Former Library employee Jean Bordner passed away, services are pending and likely won't happen until the next summer. Jean worked at the library from 1984-2013. **Planters:** Public works removed and seeded a planter on the northwest side of the building. We also removed trim from a few planters to make the "edgeless." The river rock from the removed planter was transferred to other places around the library.

10. Committee Reports

- A. Andrew sent a working draft to the budget committee of next year's budget which includes re-carpeting of the library.

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).
- B. ***Hotspots:*** Discussion took place regarding the purchase and policies of hotspots. The Board discussed changing the check out period for hotspots from two weeks to one week with patrons being able to renew the hotspot two times for a total checkout period of three weeks. Patrons who have reserved a hotspot will have two days to pick it up once they have been contacted that it is available for them. A "quick access" hotspot will be made available on a first come first serve basis for a three day check out period. Also, an additional hotspot will be purchased to have a total of six at the Library.
- i. **Ed Geeding** moved to approve the purchase and new policies for hotspots, and **Tara Keller** seconded to approve; Motion passed unanimously by roll call vote.
- C. ***Library Closings & Holidays:*** Attached to this email are the suggested closings/holidays for 2021. These match the closings for the city with the addition of the following:

- a. 1-21-2020 closed for staff in-service day and online conference
- b. Saturday, December, 25th (observed holiday is 24th)
- c. Saturday, January 1st (observed holiday is 31st)
- d. Andrew would also suggest we consider closing Saturday, December 26th of 2020 for the same reasons we are closing November 28th--we could wait until December's board meeting for this***
 - i. **Allie Wellhausen** moved to close on the suggested dates along with December 26th, and **Beth Rarick** seconded to approve; Motion passed unanimously by roll call vote.

12. Adjourn

- A. Phil Tornholm requested to adjourn the meeting being no further business.
- B. Meeting adjourned at 6:35 p.m.
- C. Next meeting is December 17th at 5:30 p.m.

Attest: _____
(date)

President: _____
(date)