

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, December 17th 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 5:30 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.** Attendance
 - i.** Present:
 - 1.** Board Trustee Members:
 - a.** Ruth Falk (President)
 - b.** Alan Ascherl
 - c.** Ed Geeding
 - d.** Paul Jones (participated in meeting via Zoom)
 - e.** Beth Rarick (participated in meeting via Zoom)
 - f.** Phil Tornholm
 - g.** Allie Wellhausen
 - h.** Andrew Hoppmann (Library Director)
 - ii.** Absent:
 - 2.** Board Trustee Members
 - a.** Joy Nordyke
 - b.** Tara Keller
 - iii.** Others:
 - 3.** Gary McClarnon (Clarinda City Manager)

B. Agenda Approval

- A. Approval of December 17th 2020 agenda**
 - i. Allie Wellhausen** moved to approve the agenda, and **Phil Tornholm** seconded; Motion passed unanimously by roll call vote.

C. Minutes Approval

- a. Approval of Minutes from November 19th 2020 meeting**
 - i. Minutes** were presented for approval.
 - 1. Phil Tornholm** moved to approve the minutes with corrections; **Ed Geeding** seconded; Motion passed unanimously by roll call vote.

D. Budget Review

- a.** November 30th marks 41.60% into the fiscal year (FY21). Revenue is at 86.01% and expenses are at 43.80% making the combined revenue less expenditures at 34.14%. Building Equipment and Maintenance is running higher and will most likely continue. There were some systems that went down and needed repair. The building is nearing 20 years old, and the systems included some heating & cooling which could explain why the Utilities is slightly higher as well. Telephone is higher as Hot Spots were added to this line-item, but the Foundation did provide offsetting revenue.

The Miscellaneous Contract Work is high due to the payoff of the copy machines when we switched to Access Systems, which also has offsetting revenue.

- 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. **Alan Ascherl** moved to approve the bills, and **Ed Geeding** seconded to approve Monthly Bills; Motion passed unanimously by roll call vote. (**Beth Rarick** was not able to vote due to technology issues).

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. Budget training given by Clarinda City Manager, Gary McClarnon.

8. Statistical Reports

9. Librarian's Report

- A. ***Covid-19 Update:*** The latest Governor's order was extended until Dec. 16th. Starting on Dec. 14th, the computer lab was opened back up with a limit of 4 people as well as our meeting rooms. The large meeting room is limited to 3 people, and our multipurpose room is limited to 15-- all of which are in line with the current restrictions.
- B. ***Page County Librarians Meeting:*** Met on 12/11/20 at Shenandoah & Zoom. We talked about how we will be reporting to the Supervisors on 12/15/20. A copy of the report and letter of request were included in the board packet. Clarinda will be asking for an increase of \$2000 in funding, for a total of \$15,940/year.
- C. ***Holiday Connection Kit:*** We are working on ways to assist the public to connect with their friends and family this holiday season.
- D. ***ILOC Conference January 21th:*** The library will be closed that day for this staff training event. Andrew will also be presenting a session on our Bite-Sized Book Club program here in Clarinda.
- E. ***Other:***

10. Committee Reports

- A. Budget committee met on 12/14/2020, see New Business.

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. ***Public Spaces Policy:*** Policy attached.
 - a. **Ed Geeding** moved to approve this policy as written; **Beth Rarick** seconded. Motion passed unanimously,
- C. ***Bulletin Board Policy:*** Policy attached
 - a. **Phil Tornholm** moved to approve this policy as written; **Alan Ascherl** seconded. Motion passed unanimously.

D. FY22 Budget Request: The budget committee discussed the attached budget and made a recommendation to the board to approve. The library is planning to have the carpet replaced next year at \$50,000, which is included in this budget request. When you remove that amount, the library is looking at a 2.58% total increase for next year.

a. Ed Geeding moved to approve the FY22 Budget Request; **Phil Tornholm** seconded. Motion passed unanimously.

13. Adjourn

A. Phil Tornholm requested to adjourn the meeting being no further business.

B. Meeting adjourned at 6:49 p.m.

C. Next meeting is January 21st at 5:30 p.m.

Attest: _____
(date)

President: _____
(date)