

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, December 19, 2019

Lied Public Library's Mission:

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

1. Meeting started at 5:33pm. in the multi-purpose room at the Lied Public Library.
 - A. Called to order by President Ruth Falk.
 - B. Ruth Falk requested Andrew Hoppmann take the minutes.
 - C. Attendance
 - i. Present:
 1. Board Trustee Members:
 - a. Ruth Falk (President)
 - b. Beth Rarick
 - c. Paul Jones
 - d. Phil Tornholm
 - e. Alan Ascherl
 - f. Evelyn Rank
 - g. Robert Briggs
 - h. Andrew Hoppmann (Library Director)
 2. *Public*
 - a. *None*
 - ii. Absent
 1. Board Trustee Members
 - a. Allison Wellhausen
 - b. Joy Nordyke
2. **Agenda Approval**
 - A. *Approval of December 19th agenda*
 - i. Evelyn Rank moved to approve the agenda, and Phil Tornholm seconded; Motion passed unanimously.
3. **Minutes Approval**
 - A. *Approval of Minutes from November 21st, 2019 meeting*
 - i. Minutes were presented for approval.
 1. Paul Jones moved to approve the minutes; Beth Rarick seconded; Motion passed unanimously.
4. **Budget Review**
 - A. At the end of November the library is at 41.67% into fiscal year (FY) 20. Revenue is at 63.62%, expenditures is at 43.45% which places revenue less expenditures at 39.08%.
 - B. **Library Foundation statements:** included.
 - i. Trustees discussed a Foundation account that was not bearing interest. Andrew Hoppmann and Beth Rarick will look into this.

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. Robert Briggs moved to approve the bills, and Phil Tornholm 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.*

B. The Library was received good newspaper and radio coverage about events.

C. Robert Briggs and Ruth Falk received good comments about the Concert and Open House.

7. Statistical Reports

A. Use of the meeting uses was discussed and trustees asked about setup/takedown and change over from events. Volunteers or trustees could be used to help with this task.

5. Librarian's Report

- A. **Page County Librarians Meeting:** Met in Shenandoah on 12-12-19, will be presenting annual report to supervisors on January 7th at 9:00 am.
- B. **State Aid Received:** We have received our FY20 Direct State Aid and Open Access and ILL Reimbursement payments from the State Library. We received \$2,385.15 for Direct State Aid, these are funds to be used to enhance our services and the amount is based on our size and State Accreditation. We also received \$2,085.70 for Open Access and ILL Reimbursement. This year's level was \$0.29 for each Open Access checkout (when people from other communities with library's used our library – most come from New Market and Bedford) and \$1.20 for each interlibrary loan (when we mail our books to other library's in Iowa).
- C. Library Received \$750 from the Charles Hockenberry Foundation for the children's library.
- D. The Library currently has an opening for a Part-Time library assistant. Joni Hickman's last day will be the 23rd.
- E. Janitorial Cost will go up \$6.25/week, this increase can be absorbed in our current budget.
- F. **Other:** About 100 people toured the History of Medicine exhibit at the Library --- The Lamoni Public Library toured our library on 12-25 for ideas and advice on makerspace and equipment --- Friends of the Library decorated for the holidays on 12-2-19 --- About 55 people attended the POW Program with Chad Timm on Dec. 3rd --- We had 8 people attend out Holiday Crafting with Paper Program --- Had a High School Student Job Shadow me on the 11th --- Staff Meeting on Friday the 13th --- Google Ads Class on the 16th --- Holiday Concert 18th at 6 pm --- Library Closed 24th & 25th and Jan. 1st ---

6. Committee Reports:

- A. *Building & Grounds met on 12-10-19, see New Business*
- B. *Budget & Personnel met 12-19-19, prior to Board meeting, to go over budget request, see New Business*

7. Evelyn Rank left the meeting at 6 pm.

8. Unfinished Business: none

8. New Business

- A. **Policy Review:** Public Viewing Station:
 - i. Robert Briggs made a motion to approve the policy as written and Phil Tornholm seconded. Motion passed unanimously.
- B. **Policy Review:** Equipment Checkout
 - i. Goal of changes is to reduce paperwork and make process easier for staff and public.
 - ii. Robert Briggs made a motion to approve the policy as written and Paul Jones seconded. Motion passed unanimously.
- C. **Policy Review:** Personnel Procedures
 - i. Beth Rarick made a motion to approve the policy as written and Alan Ascherl seconded. Motion passed unanimously.
- D. **ADA Compliance for State Accreditation Report:**
 - i. As part of the library accreditation process that happens every 3 years the Library must complete part of an Americans with Disabilities compliance checklist. Bob and Andrew completed priority 1 – approach & entrance. Although overall the approach and access are very good and we meet almost all of the priorities we have also included some notes and ideas about possible improvements.
 - ii. Phil Tornholm moved to accept the report and Alan Ascherl seconded. Motion passed unanimously.
- E. **FY21 Budget Request**
 - i. Andrew has already been working with City Manager Gary McClarnon, the budget committee is set to discuss this on 12-19-19 prior to this board meeting. The library is requesting a 4% increase for next year to the budget. The replacement of the library carpet of \$50,000 is not included as it likely will be pushed back another year per conversations with City Manager McClarnon.
 - ii. Paul Jones moves to approve the FY21 budget request and Alan Ascherl seconded. Motion passed unanimously.

9. Adjourn

- A. Next meeting is January 16th @ 5:30 p.m.
- B. Phil Tornholm moved to adjourn the meeting and Beth Rarick seconded. Motion passed unanimously.
 - i. Meeting adjourned at 6:15 p.m.

Attest: _____
(date)

President: _____
(date)