

**Lied Public Library**  
Clarinda, Iowa  
Public Library Board of Trustees  
**Minutes for Thursday, December 21st, 2018**

**Lied Public Library's Mission:**

*The Clarinda community will have access to innovative library services delivered in an efficient and effective manner that will:*

- *Foster young readers through early literacy*
- *Provide access to current digital resources*
- *Provide a comfortable and welcoming space*

**1. Meeting started at 5:31 p.m. in the multi-purpose room at the Lied Public Library.**

**A. Called to order by President Ruth Falk.**

**B. Attendance**

**i. Present:**

**1. Board Trustee Members:**

- a. Ruth Falk (President)**
- b. Pam Herzberg**
- c. Paul Jones**
- d. Evelyn Rank**
- e. Phil Tornholm**
- f. Allison Wellhausen**
- g. Andrew Hoppmann (Library Director)**

**2. Public**

**ii. Absent**

**1. Board Trustee Members**

- a. Robert Briggs**
- b. Tasha Cole**
- c. Beth Rarick**

**2. Minutes Approval**

**A. Approval of Minutes from November 15, 2018 meeting**

**i. Minutes were presented for approval.**

**1. Paul Jones moved to approve the minutes, and Pam Herzberg seconded; Motion passed unanimously.**

**3. Budget Review**

**A. We are 5 months into this fiscal year or 41.67%. Revenue is at 62.10% and expenditures is at 41.31%, which places our revenue less expenditures at 36.97%. We have received our Page County Appropriation and State of Iowa Enrich funds. We are high in Books & Materials as we paid \$3000 towards our Hoopla database.**

**B. Library Foundation statements were included in the packet.**

**C. Recent Foundation Memorials: Marcia Burns-Hookham, Charles Warner, Beverly Mowery and John Pierce.**

**4. 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. Evelyn Rank moved to approve the bills, and Allison Wellhausen seconded to approve Monthly Bills; Motion passed unanimously.

**5. 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. Library directors discuss funding--Clarinda Herald-Journal

**6. Board Education**

**A.** Chapter 6: Code of Ethics, Iowa Library Trustee's Handbook, Iowa Library Services, 2014.

- i. Discussion took place.

**7. Statistical Reports**

**A.** Andrew Hoppmann provided the Trustees with a statistical spreadsheet.

- i. Discussion took place.

**8. Librarian's Report**

**A.** *Contacting Communities Update*-- Contact presented under new business to be sent to communities.

**B.** *Page County Supervisors Meeting*--Andrew met with Supervisors on November 27th in regards to funding.

**C.** *Sample Survey*-- Andrew revised and shortened the community survey. He's interested in knowing if any trustee(s) are willing to help with this project which will also lead into the Strategic Planning Process.

**9. Committee Reports**

**A.** *Budget Committee*- (See *New Business F.Y. 20 Budget Request*.) Andrew shared a draft for the F.Y.20 budget request for the city. Discussion took place and trustees questions were answered.

**B.** *Technology Committee*--met 12-13-18. Phil Tornholm and Andrew

**10. Old Business**

**A.** *Loss Items After 8 Months*--Andrew requested that we change our policy. Currently, our policy allows patrons to return items at any time past due the due date and only have a \$5.00 fine. Iowa Code states that after 2 months from the due date items can be considered stolen and legal action taken. Andrew suggests that we change the policy to state that after 8 months from the due date that items must be paid for and cannot be returned. (Often after two months the items have already been reordered.)

- i. Phil Tornholm moved to approve the policy with implementing the suggested change proposed by Andrew, and Evelyn Rank seconded; Motion passed unanimously.

**11. New Business**

**A. *Homebound Deliver Program Policy***

- i. Andrew shared with the Board that the library would like to offer homebound services to the Clarinda community. Currently, they offer this service to area care centers, but do not offer service to those in home who cannot attend the library. Our existing volunteers are willing to help and assist with this program.

- 1. Pam Herzberg made a motion to approve the *Homebound Deliver Program Policy*, and Paul Jones seconded; Motion passed unanimously.

**B. *F.Y. 20 Budget Request***

***Contracts for Library Service***

- i. Signing the contract for communities in Page County without libraries, these will then be taken to each community to sign in January. **This is for the \$0.0675/ thousands of assessed property valuation based on current assessments. If a community chooses not to agree those patrons will be subject to the non-resident fee. \$30.00/year.** The county contract will be approved at the next meeting

<u>Community</u>	<u>Cost</u>
Blanchard	\$31.06
Braddyville	\$268.91
College Springs	\$191.00
Northboro	\$46.02
Shambaugh	\$184.96
Yorktown	\$69.33
<b>Total</b>	<b>\$791.72 (to be divided between the libraries)</b>

**12. Next meeting is January 17th at 5:30 p.m.**

- A. Phil Tornholm moved to adjourn the meeting; and Pam Herzberg seconded. Motion passed unanimously.

- i. Meeting adjourned at 6:31 p.m.

Attest: \_\_\_\_\_  
(date)

President: \_\_\_\_\_  
(date)

