

**Lied Public Library**  
Clarinda, Iowa  
Public Library Board of Trustees  
Minutes for Thursday, July 19<sup>th</sup>, 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 5:35 p.m. 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. Robert Briggs
        - c. Pam Herzberg
        - d. Paul Jones
        - e. Phil Tornholm
        - f. Andrew Hoppmann (Library Director)
      2. Public
        - a. none
    - ii. Absent
      1. Board Trustee Members
        - a. Allison Wellhausen
        - b. Tasha Cole
        - c. Beth Rarick
        - d. Evelyn Rank
2. Agenda
  - A. Pam Herzberg made a motion to approve the agenda, Phil Tornholm seconded; Motion passed unanimously.
3. Minutes Approval
  - A. *Approval of Minutes from June 21<sup>st</sup>, 2018 meeting*
    - i. Minutes were presented for approval.
      1. Robert Briggs moved to approve the minutes with correction, and Pam Herzberg seconded; Motion passed unanimously.
4. Budget Review

- A. FY18 ended June 30th. The library ended by being under budget by \$12,861.08 or \$6,163.30 when you remove employee benefits. Andrew Hoppmann noted he had a few invoices that were not received until after the end of the fiscal year.
- B. FY18 End of Year Report was reviewed, which detailed the break down of where the library's day-to-day income comes from. Fines & Fees and Public Printing and Faxing make up the majority of this figure.
- C. FY19 Budget Included: A copy of FY19 budget for your information. Robert Briggs asked if this was an increase or decrease. Andrew noted that there was a slight decrease due to changes in the health insurance costs, but there were increases to other employee benefits and the library materials budget.
- D. Library Foundation statements were included in the 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. 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.*
  - i. Andrew reported that he was on KMA and KCSI radio promoting the library's July events.
  - ii. Ruth Falk made a suggestion about the arrangement of the programming room to allow people to enter the rear of the program room rather than the front.

## 7. Board Education

- A. Discussion Fine Free Libraries – Library Talk. The board discussed the pros and cons to going fine free. After some discussion Andrew will continue to look into what this could look like in Clarinda and will gather sample policies to share with the policy committee at a later date and time.

## 8. Statistical Reports

- A. Andrew Hoppmann provided the Trustees with a statistical spreadsheet. He noted that the past few months there has been a noticeable uptick in library traffic.

## 9. Librarian's Report

- A. *Letter to Page County Communities*– Letters have been sent to non-contracting cities in Page County. Shambaugh has requested library representatives be at their August 7<sup>th</sup> meeting at 6pm.
- B. *CPR, First Aid and AED*– Andrew is working with CRHC to set up this training for library staff.

- C. *Knowledge Transfer and Succession Planning*—Andrew crafted a document with information and a desk key and presented that to Board President Ruth Falk, he also noted that the State Library of Iowa's SW consultant would be a key contact in any transition process.
- D. *Perry Window Washing Cleaned the Windows*
  - i. We had most of the windows inside and outside the library cleaned, we'll try to have this done 2-4 times per year.
- E. *Clarinda Foundation Grant*
  - i. The library received most of their grant request from the Clarinda Foundation for VR equipment. Andrew will be getting the equipment ordered.
- F. **Other**- Community Concert Dan Trilk 7-21-18 at 2pm --- Special Outdoor Game Day with Kool Kats 7-27-18 --- Scratch Cupcakes @ Outdoor Pavilion 7-30-18 --- Author Visit Lydia Kang Quackery 7-31-18 @ 6:30pm --- Carpet Cleaning of MP room and Children's on 8-8-18, Friends of the Library Book Sale 8/15-8/17.

10. Committee Reports

- A. *Staff Appreciation Event*- Pam reminded everyone about the event for September

11. Old Business

12. New Business

- A. *Interlibrary Loan Policy Review*
  - a. Robert Briggs moved to approve the policy as edited, Pam Herzberg seconded; Motion passed unanimously.

13. Next meeting is August 15th at 5:30 p.m.

- A. Phil Tornholm moved to adjourn the meeting; and Pam Herzberg seconded. Motion passed unanimously.
  - i. Meeting adjourned at 6:45 p.m.

Attest: 8-16-18  
 (date)  
8-16-18

President: Ruth E. Falk  
 (date)  
Alison Wellhausen