

**Lied Public Library**  
Clarinda, Iowa  
Public Library Board of Trustees  
**Minutes for Thursday, November 15th, 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 5:30 p.m. in the large meeting room of the Lied Public Library.
  - A. Called to order by Vice-President Phil Tornholm as President Ruth Falk was absent.
  - B. Phil Tornholm requested Pam Herzberg take the minutes in Allie Wellhausen's absence.
  - C. Attendance
    - i. Present:
      1. Board Trustee Members:
        - a. Robert Briggs
        - b. Pam Herzberg
        - c. Paul Jones
        - d. Beth Rarick
        - e. Evelyn Rank
        - f. Phil Tornholm
      2. *Public*
        - a. *none*
    - ii. Absent
      1. Board Trustee Members
        - a. Ruth Falk (President)
        - b. Tasha Cole
        - c. Allie Wellhausen
        - d. Andrew Hoppmann (Library Director)
2. **Agenda**
  - A. Evelyn Rank made a motion to approve the agenda. Beth Rarick seconded. Motion passed unanimously.
3. **Minutes Approval**
  - A. *Approval of Minutes from October 18, 2018 meeting*
    - i. Minutes were presented for approval.
      1. Robert Briggs moved to approve the minutes with corrections, and Evelyn Rank seconded; Motion passed unanimously.
4. **Budget Review**

A. The library is months (4) months into this fiscal year or 33.34%. Revenue is at 35.75% and expenditures are 33.03%, which places our revenue less expenditures at 32.46%.

i. Library Foundation statements were included in the packet.

1. Phil Tornholm provided a brief overview of the Library Foundation statements; State Funding and Page Co. Library Funding received.

## 5. Bill Approval

A. *Approval of Monthly Bills*

i. Phil Tornholm explained and the Trustees discussed the monthly bills. Beth Rarick moved to approve the bills. Evelyn Rank seconded. 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. Phil Tornholm asked that those present take a minute to review the thank you card received from library staff for the refreshments the Board had provided to them in September.

## 7. Board Education

A. Board Officers, Chapter 5 of the Iowa Library's Trustee's Handbook, 2014

i. No discussion took place.

## 8. Statistical Reports

A. Phil Tornholm reviewed the statistical reports that had been included in the Board packet. There were no questions or comments.

## 9. Librarian's Report

A. **Contracting Communities:** There were no questions or comments.

B. **Page County Supervisors Meeting:** There were no questions or comments.

C. **AUP Abuse Report:** Phil Tornholm reported that this issue involved a patron downloading copyrighted material.

D. **Sample Survey:** Several members shared that they were unable to get into the survey and felt it was hard to access. In addition members felt it was too lengthy and individuals would lose interest in completing the survey. There were also reported problems with submitting the report.

E. **Other:** – There was no other discussion regarding the Librarian's Report.

## 10. Committee Reports

A. *none*

## 11. Unfinished Business

A. *none*

- i. Paul Jones moved to adjust the computer time on the Teen Computers; Tasha Cole seconded. Motion passed unanimously.

12. Next meeting is November 15th at 5:30 p.m.

A. Tasha Cole moved to adjourn the meeting; and Beth Rarick seconded. Motion passed unanimously.

- i. Meeting adjourned at 6:30 p.m.

Attest: Ruth E Falk 12/20/18 (date) President Paul Jones (date)

Meeting adjourned at 6:30 p.m.