

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, October 18th, 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 main area of the Lied Public Library.
 - A. Called to order by Trustee Robert Briggs as President Ruth Falk and Vice-President Phil Thornholm where absent. .
 - B. Robert Briggs requested Andrew Hoppmann take the minutes in Allie Wellhausen's absence.
 - C. Attendance
 - i. Present:
 1. Board Trustee Members:
 - a. Robert Briggs
 - b. Paul Jones
 - c. Beth Rarick
 - d. Tasha Cole
 - e. Evelyn Rank
 - f. Andrew Hoppmann (Library Director)
 2. *Public*
 - a. *none*
 - ii. Absent
 1. Board Trustee Members
 - a. Ruth Falk (President)
 - b. Pam Herzberg *ang space*
 - c. Phil Tornholm
 - d. Allie Wellhausen
2. **Agenda**
 - A. Evelyn Rank made a motion to approve the agenda. Tasha Cole seconded; Motion passed unanimously.
3. **Minutes Approval**
 - A. *Approval of Minutes from September 20th, 2018 meeting*
 - i. Minutes were presented for approval.
 1. Paul Jones moved to approve the minutes with corrections, and Beth Rarick seconded; Motion passed unanimously.

4. Budget Review

- A. The library is months (3) months into this fiscal year or 25%. Revenue is at 14.32% and expenditures are 24.17%, which places our revenue less expenditures at 26.22%.
 - i. Library Foundation statements were included in the packet.
 - 1. Andrew Hoppmann reported that he had passed comments to the Library Foundation.

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.
 - i. Andrew Hoppmann explained that the reimbursement to him was for the Hotel (3 nights) and mileage to Cedar Rapids to Iowa Library Conference and State Training (mileage) in Avoca. Trustees questioned if more money should be budgeted for Travel and Training in the future. Robert Briggs also asked about Large Print costs and circulation.
- b. Beth Rarick moved to approve the bills, and Evelyn Rank 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 Hoppmann expressed thanks for the staff event. Beth Rarick discussed the event and asked for feedback.

7. Board Education

- A. Code of Ethics for Public Library Boards, Chapter 3 of the Iowa Trustee's Handbook, 2014.
 - i. Trustees reviewed and discussed this information.

8. Statistical Reports

- A. Andrew Hoppmann provided the Trustees with a statistical spreadsheet. Andrew reported that there was a decrease across the board when compared to last month, but overall many areas are up when compared to year-to-date.

9. Librarian's Report

- A. **Contracting Communities:** County Libraries still have yet to meet with Blanchard, Braddyville and Yorktown which will hopefully happen in November. Andrew has again included a copy of the contact which will be referred to City Attorneys and City

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Managers. He has also included a spreadsheet of the funds which would be collected at possible various rates.

- B. ILA Report:** Andrew attended the ILA Conference in Cedar Rapids, it was a very good conference. He was able to visit with a few vendor and network with librarians. Andrew attended the following sessions
- Preconference: Pay It Forward: Improving Today's Work and Tomorrow's Work Life – Succession Planning
 - Keynote: From Advocate to Activist
 - Creating Effective Messages
 - Escape the Library!
 - Friends of the Library: Outreach and Engagement
 - Speed Mentoring
 - Keynote: Stories for the Future: Trends and Values for Libraries
 - Building Your Forecast for the Library of the Future
- C. Strategic Plan Update:** Andrew has provided a copy with updated numbers for our strategic plan. We are planning to meet with our area library consultant to craft a new plan in the Spring. Andrew is also working on a community survey.
- D. Page County Annual Report and Invoice:** Andrew has attached a copy of the combined annual report from the Page County Libraries for the Supervisors as well as a copy of an invoice to request funds from them for this year.
- E. Hoopla:** Andrew wanted guidance on how the board would like to handle Hoopla, do we want to pre-pay, which we have been, or pay the invoices each month as they come due.
1. There was some discussion, but no action taken/needed. Andrew will continue to pre-pay as the budget and cash flows allows.
- F. AUP Abuse Report:** The library received a AUP Abuse report from FMTC, what this means is that someone illegally downloaded copyrighted material at the library. Andrew was frankly surprised this hasn't happened sooner as this is the first one since He's been here. The library has taken what actions we can and will make changes if more abuses happen.
- G. Other:** – Ghost Walk Special Program on 27th at the Lied Center, AARP Fraud Program on 24th at 1 pm, Culinary History of Iowa 29th at 6:30 pm. Director Hoppmann noted that he'll likely be out of the library sometime in November.

10. Committee Reports

- A. none

11. Old Business

- A. none

12. New Business

- A. **Midwest Data Contract - Email and Software**
- i. Paul Jones moved to approve the contract with Midwest Data for Email and Software for 36 months; Tasha Cole seconded. Motion passed unanimously.
- B. Adjust Computer Time

12. New Business

A. Holiday Closings

i. Robert Briggs moved to approve the scheduled Library Closing and Holiday Dates for 2019 as presented. Paul Jones seconded. Motion passed unanimously.

B. Lost Items After 8 Months - Library Card Registration Policy

i. Beth Rarick suggested we table any discussion or action on this policy until the December meeting. Pam Herzberg moved to table discussion and action on this policy until the December 20th meeting of the Board. Paul Jones seconded. Motion passed unanimously.

12. Next meeting is December 20th at 5:30 p.m.

A. Pam Herzberg moved to adjourn the meeting. Beth Rarick seconded. Motion passed unanimously.

i. Meeting adjourned at 5:48 p.m.

Attest: Allen Willhauer ^{12/20/18}
(date)

President: Ruth E Falk ^{12/20/18}
(date)