

**Lied Public Library**  
Clarinda, Iowa  
Public Library Board of Trustees  
Minutes for Monday, February 25, 2019

**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 4:00pm. 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. Robert Briggs**

**c. Tasha Cole**

**d. Paul Jones**

**e. Allison Wellhausen**

**f. Andrew Hoppmann (Library Director)**

**2. Public**

**ii. Absent**

**1. Board Trustee Members**

**a. Pam Herzberg**

**b. Evelyn Rank**

**c. Beth Rarick**

**d. Phil Tornholm**

**2. Agenda Approval**

**A. Approval of February 25th agenda**

**i.** The scheduled board meeting that was to be held on February 21st at 5:30pm was not held due to a lack of a quorum. Therefore, the meeting was rescheduled for February 25th at 4pm.

**ii.** Tasha Cole moved to approve the agenda, and Robert Briggs seconded; Motion passed unanimously.

**3. Long Range Planning Process**

**A.** Connected with Misty Gray, SW Iowa Consultant from State Library of Iowa via Zoom.

**4. Minutes Approval**

**A. Approval of Minutes from January 17th, 2019 meeting**

- i. Minutes were presented for approval.
  - 1. Robert Briggs moved to approve the minutes with adjustment on attendee list, Paul Jones seconded; Motion passed unanimously.

## 5. Budget Review

- A. We are 7 months into this fiscal year or 58.33%. Revenue is at 66.28% and expenditures is at 54.62%, which places our revenue less expenditures at 52.02%. Although we are running higher in the Books & Materials line item we should have offsetting savings in another line item. Recall that we also paid/paying for Hoopla from this line item.
- B. **Library Foundation statements:** included is a copy of the current bill list.

## 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 Paul Jones 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.*
  - a. Cut the Cord Program in Paper

## 7. Board Education

- A. Chapter 8: The Library/ City Relationship, Iowa Library Trustee's Handbook, Iowa Library Services, 2014. - Are Library Employees City employees?

## 8. Statistical Reports

- A. Andrew Hoppmann provided the Trustees with a statistical spreadsheet.
  - i. Discussion took place. There has been a 58% increase in Digital Circulation and print remains the same when compared to last year. We've seen overall a jump in visits and circulation from December to January. There was a spike in withdraws in Jan. (1) we are weeding to prior to the book sale and (2) we withdrew a lot of 'lost' items from our collection.

## 9. Librarian's Report

- A. *Contacting Communities Update*- We've had some promising developments. Andrew attached a Memorandum of Understanding between the libraries and Page County. Page County is planning to increase their appropriation for library funding. This increase will also cover the cost of the smaller communities' fee. We will not have to contract with each community nor will each community have to cut 4 checks (less paperwork). Also it ensures that EVERYONE in Page County has access to

library services. Andrew attached the MOU here as well a spreadsheet of funding, they are budgeting \$34,000 for library service next year.

- B. **FY20 Budget Generally Complete**- No changes to our budget request for FY20.
- C. **Teen Gaming Computers**-Usage of the Teen gaming computers has exploded (almost 1000% increase compared to last year. We received \$4,000 from the Clarinda Youth Corporation for two additional Gaming Computers, we are now at 4 total.
- D. **New Hire**- Jennifer Decamp-Lecher has been hired as a part-time library assistant.
- E. **Wowbrary**-Weekly emails of new items at the library, cost is \$500/year. Fully automatic no staff time required to provide this service.
- F. **Library Survey**-As part of the information gathering aspect of preparing for our Long Range Planning Andrew has posted, emailed and shared the Library Survey. So far, 200 have completed the survey!
- G. **Other**-Andrew shared that the library was closed on January 22nd due to the weather. The library closed early on February 11th due to weather. We had 20 people at our Cook the Book on February 12th. The final Cook the Book will be March 12th at 6 p.m. We are cooking "your own book," so bring a favorite recipe from a book or family. I visited with the Kiwanis Club on February 13th and showed them virtual reality. Upcoming--Book Sale will be February 21-23, Andrew will be attending (online @ library) the Big Talk from Small Communities Online Library Conference 2-22-19, Book Club will be 2-26-19, and repeating Cord Cutting 101 on 3-14-19 at 4 p.m.

**10. Committee Reports**

**11. New Business**

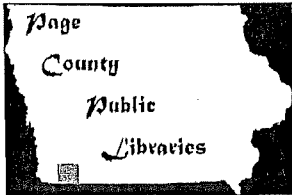
- A. **Policy Review: Digital Access Card & Board Game--no change recommended**
  - i. Robert Briggs made a motion to approve the policy as reviewed, and Tasha Cole seconded; Motion passed unanimously.
- B. **Appoint Board Committees (Board President)**
  - i. \*Denotes committee chair

<u>Budget &amp; Personnel</u>	<u>Policy</u>	<u>Technology</u>	<u>Building &amp; Grounds</u>	<u>Staff Picnic/Event</u>
Evelyn Rank*	Paul Jones*	Phil Tornholm*	Robert Briggs*	Beth Rarick*
Paul Jones	Pam Herzberg	Allison Wellhausen	Ruth Falk	Evelyn Rank
Pam Herzberg	Robert Briggs	Beth Rarick	Tasha Cole	Tasha Cole

**12. Next meeting is March, 21st at 5:30 p.m.**

- A. Tasha Cole moved to adjourn the meeting; and Robert Briggs seconded. Motion passed unanimously.
  - i. Meeting adjourned at 5:22 p.m.

Attest: Allison Wellhausen 3/21/19 (date) President: Ruth E Falk 3-21-19 (date)



## Memorandum of Understanding

WHEREAS, Lied Public Library of Clarinda, Iowa, Coin, Iowa Public Library, Lied Public Library of Essex, Iowa, Shenandoah Iowa Public Library [also known as the Page County Public Libraries] and Page County Board of Supervisors have come together to collaborate and to provide all rural unincorporated residents and residents of the incorporated communities of Blanchard, Iowa, Braddyville, Iowa, College Springs, Iowa, Hepburn, Iowa, Northboro, Iowa, Shambaugh, Iowa and Yorktown, Iowa with library services.

WHEREAS, the partners listed below have agreed to enter into a collaborative agreement in which Lied Public Library of Clarinda, Iowa will be the lead partner agency and the other agencies will be partners.

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding (MOU) setting forth the services to be provided by the collaborative; and

WHEREAS, the effective date will be July 1<sup>st</sup>

### **I) Description of Partner Agencies**

*The Lied Public Library of Clarinda, Iowa is a public entity formed under local code in order to provide library services to the City of Clarinda and contracting entities.*

*The Coin Public Library of Coin, Iowa is a public entity formed under local code in order to provide library services to the City of Coin and contracting entities.*

*The Lied Public Library of Essex, Iowa is a public entity formed under local code in order to provide library services to the City of Essex and contracting entities.*

*The Shenandoah Public Library of Shenandoah, Iowa is a public entity formed under local code in order to provide library services to the City of Shenandoah and contracting entities.*

*The Page County Board of Supervisors of Page County, Iowa is the legislative and administrative governmental authority of Page County, Iowa government.*

### **II) History of Relationship**

- *The libraries in Page County, Iowa have a long history of providing library service to all residents of Page County, dating back to June 5, 1930.*

### **III) Development of Collaboration**

- *Through discussions of library service and funding led all parties to arrive at the following understanding of roles and responsibilities.*

**IV) Roles and Responsibilities**


NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

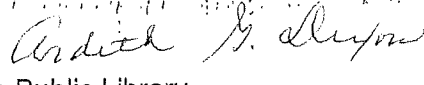
1. *The Page County Public Libraries will provide library services to all residents of Page County, Iowa.*
  - a. *Which includes; rural unincorporated residents of Page County and residents of the incorporated communities of Blanchard, Iowa, Braddyville, Iowa, College Springs, Iowa, Hepburn, Iowa, Northboro, Iowa, Shambaugh, Iowa and Yorktown, Iowa*
2. *Page County Public Libraries will provide annual reports to the Page County Board of Supervisors.*
3. *Page County Board of Supervisors will provide funding that meets or exceeds the \$0.0675/thousands of assessed value as defined in Iowa Code 256.69 for all covered areas in section 1.a above.*
4. *The funding from the Page County Board of Supervisors will be divided as follows*


a. Lied Public Library of Clarinda, Iowa	41%
b. Coin Public Library	2%
c. Lied Public Library of Essex, Iowa	16%
d. Shenandoah Public Library	41%
5. *September 15<sup>th</sup> of each Fiscal Year the Page County Public Libraries will submit invoices to the Page County Auditor.*
6. *That all parties will work together in the best interest of all residents of Page County Iowa.*


**V) Commitment to Partnership**

- 1) **The collaboration service area includes Page County Iowa, USA.**
- 2) We, the undersigned have read and agree with this MOU. Further, we have reviewed the collaboration and approve it.

By:   
 Lied Public Library of Clarinda, Iowa  
 Date: 2-14-19

By:   
 Coin Public Library  
 Date: 2-14-19

By:   
 Lied Public Library of Essex, Iowa  
 Date: 2-14-19

By:   
 Shenandoah Public Library  
 Date: 2-14-19

By:  
 Page County Board of Supervisors  
 Date:

cc: Lied Public Library of Clarinda, Iowa  
 Coin Public Library  
 Lied Public Library of Essex, Iowa  
 Shenandoah Public Library  
 Page County Board of Supervisors  
 State Library of Iowa