

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, April 18th, 2019
5:30pm

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 5:32pm. 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.** Paul Jones
- c.** Evelyn Rank
- d.** Beth Rarick
- 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.** Pam Herzberg

2. Agenda Approval

A. *Approval of April 18th agenda*

i. Beth Rarick moved to approve the agenda, and Phil Tornholm seconded; Motion passed unanimously.

3. Minutes Approval

A. *Approval of Minutes from March 21st, 2019 meeting*

i. Minutes were presented for approval.

1. Evelyn Rank moved to approve the minutes; Phil Tornholm seconded; Motion passed unanimously.

4. Budget Review

A. We are 9 months into this fiscal year or 75.0%. Revenue is at 78.84% and expenditures is at 69.67%, which places our revenue less expenditures at 67.63%. Andrew has been

working on the budget forecast as to where we'll end up at the end of this fiscal year. It looks to be about \$5,000 under budget due to saving in our Part-Time 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. Phil Tornholm moved to approve the bills, and Paul Jones 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. Suggestion Box Comments: Can we please have more coloring days? --The Board Game Life--A Privacy blind/curtain would be helpful between the large and small conference rooms--Add the Book Call Me By Your Name to the Library.

6. Board Education

A. Legal Matters, Chapter 10 of the Iowa Library's Trustee's Handbook, 2014.

7. Statistical Reports

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

- i. Andrew shared that there has been a large jump in computer use, which is likely the result from adding the Gaming Computers.

8. Librarian's Report

- A. **Page County Librarians Meeting:** Met in Shenandoah on 4/11/19. Topics included: shared marketing, Adventure Passes and program ideas.
- B. **Opening for Part-Time Circulation Librarian:** Andrew has posted an opening for a part-time circulation librarian; our current staffer is going back to school at the end of May. Opening is for 20-29 hours per week at \$11-\$15/hour. Complete job description is on our website. Andrew is hoping to have someone in place by early May so they can be trained. Andrew would like it to become full-time, so he is hoping we can work towards that in the next few years with the City.
- C. **Hoopla Month to Month:** For next month we'll be adding Credit back to Account
- D. **Other:** Attended Digital Trends Workshop 4-12-19 with the Chamber **Upcoming**--Community Concert 4-20-19 @ 2pm--Beyond Organic Farming May 7th at 6:30pm--Jesse James in Iowa and Nebraska May 14th at 6:30pm--Marissa is Gearing Up for Summer Reading Program.

9. Committee Reports

A. **Library Foundation:** Meeting 4-15-19, for Scholarship, Fundraising, and Library Support

- B. **Technology:** Meeting 4-16-19, for Phones at library, Hoopla & Digital Services, Computers.

10. New Business

- A. **Long Range Planning:** Our 21 member committee met on Tuesday, April 2nd at the library. Andrew sent them a committee packet which is attache here. Misty Gray from the State Library led the session. A SWOT (Strengths, Weakness, Opportunities, and Threats) assessment of Clarinda which is also included. We then reviewed and voted on Library Trends. Andrew included the results as well as the recommended trends for the library board to approve. Once these trends are approved Misty and library staff will develop the 3-5 year plan with strategic/goals to reach these goals. Andrew recommends we approve the top six trends for our library (Connected Learning, Emerging Adulthood, Aging Advances, Maker Movement, Collective Impact and Fast Casual).
 - i. Beth Rarick made a motion to approve these six top trends; Allison Wellhausen seconded; Motion passed unanimously.
- B. **Policy Review:** None this Month
- C. **Changes to Hoopla Downloads:** Suggestion from technology committee after reviewing use and budget suggested we lower the number of downloads per month.
 - i. Phil Tornholm made a motion to decrease the number of Hoopla checkouts from ten to three; Beth Rarick seconded; Motion passed unanimously.

11. Adjourn

- A. Next meeting is May 16th at 5:30 p.m.
- B. Phil Tornholm moved to adjourn the meeting and Evelyn Rank seconded. Motion passed unanimously.
 - a. Meeting adjourned at 6:32 p.m.

Attest: Phil Tornholm
(date)
5-16-19

President: Ruth E. Folk 5-16-19
(date)