

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, July 16th 2020
5:30 pm

Lied Public Library's Mission:

To enrich the community through access to library services and cultural opportunities.

1. Meeting started at 5:30 PM at the Lied Public Library.
 - a. Board members took COVID-19 precautions by social distancing.
 - b. Meeting was also presented via ZOOM
 - c. Called to order by President Ruth Falk.
 - d. Ruth Falk requested Andrew Hoppmann to take the minutes.
 - e. Attendance
 - i. Present:
 1. Board Trustee Members:
 - a. Ruth Falk (President)
 - b. Alan Ascherl
 - c. Ed Geeding
 - d. Tara Kelle
 - e. Paul Jones
 - f. Joy Nordyke
 - g. Beth Rarick
 - h. Andrew Hoppmann (Library Director)
 2. Board Trustee Members Absent:
 - a. Phil Tornholm
 - b. Allison Wellhausen
 3. Members of the Public
 - a. none
2. **New Trustee Welcome**
 - a. The Library Board welcomed new Trustees Ed Geeding and Tara Keller to the library board. Trustees shared introductions.
3. **Agenda Approval**
 - a. *Approval of July 16, 2020 agenda*
 - i. **Beth Rarick** moved to approve the agenda, and **Alan Ascherl** seconded; Motion passed unanimously.
4. **Minutes Approval**
 - a. *Approval of Minutes from June 18, 2020 meeting*
 - i. Minutes were presented for approval.
 1. **Paul Jones** moved to approve the minutes; **Joy Nordyke** seconded; Motion passed unanimously.
5. **Budget Review**
 - a. At the end of June the library completed (100%) of fiscal year (FY)20. Revenue ended at 107.51%, expenditures is at 100.51% which places revenue less expenditures at 98.97%.

- b. FY20 Income Report - Andrew provided a report which details where daily income comes from, most daily income for FY20 came from Public Printing, Fines & Fees, Lost/Damaged items and our public copy machine.
- c. FY21 Budget - Andrew provided trustees with a copy of the FY21 budget which is \$347,555 a slight increase from FY20 which was \$337,423 which is a 3% increase.
 - i. Andrew noted that in August/September the City may start to see the impact of COVID-19 on state and local funding. Andrew will work closely with Gary McClarnon and keep the board up-to-date as the fiscal impact of COVID-19 unfolds.
- d. Library Foundation Statements: Attached to board packet

6. Bill Approval

- a. *Approval of Monthly Bills*
 - i. Andrew Hoppmann explained and the Trustees discussed the monthly bills. Andrew Hoppmann made the bills/invoices available for the Trustees to review.
 - ii. **Ruth Falk** asked about the payment for items in the free little libraries. Andrew said that Bank Iowa's Helping Hand program paid for the new items in the libraries and the Friends of the Library's books for the book sale will be used to restock the libraries.
 - a. **Beth Rarick** suggested some signage on the libraries about the Books & COVID 19, Andrew said he's got something in them about quarantining/cleaning.
- 2. **Joy Nordyke** moved to approve the bills, and **Alan Ascherl** seconded to approve Monthly Bills; Motion passed unanimously.

7. 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. **Ruth Falk** asked about installing a handrail on the steps leading to the outdoor space. Andrew said he'd look into that.

8. Board Education

- a. The Board review the 12 Golden Rules for Trustees and Andrew shared information on the State Library of Iowa's Boardroom Classes

9. Statistical Reports

- a. Shutdown to COVID-19 has impacted the library across the board.

10. Librarian's Report

- a. **COVID-19 UPDATE:** Meeting rooms have been re-opened to the public and Andrew is working on getting the computer lab open.
- b. **Friends of the Library Book Sale:** The Friends of the Library group will be meeting soon about the August Book Sale. Andrew has recommended they cancel the book sale and do an ongoing book sale cart/shelf with just one (if possible) book sale per year possibility during National Library Week in August.
- c. **StoryWalk Around the Square:** Youth Services Librarian Marissa Gruber placed a new story along the square.
- d. **RB Digital -> Overdrive:** RB Digital, a digital service we used to subscribe to has been bought by Overdrive and the OverDrive collection and content will be expanding.
- e. **Library Page Opening:** Andrew noted that the library will be searching for 2 library pages and our current ones will be leaving for college in August.

- f. **Possible Donations:** Andrew reported that we had a few people visit with him about donations to the library, artwork and a memorial bench. He has referred those people to other organizations that may be better homes for those items.
- g. **New Contact List:** Andrew provided the trustees with new contact information.
- h. **Open Access & Direct State Aid Reports Filed:** Andrew completed the Direct State Aid, which was used for library materials (books) and the Open Access report. Andrew noted that we saw a surprising increase to Open Access use, especially since we were closed for 2.5 months. Upon research most of the increase is a result from 2-4 homeschooling families from Shenandoah and Bedford that have been using our library and check out 40-80 items every few weeks.

11. Committee Reports

- a. none

12. Unfinished Business

- a. none

13. New Business

- a. **Review Long Range Plan:** Andrew provided the trustees with a status update on the library's plan. Some areas have been more progress than others and COVID has made expanding one's social circle harder and is forcing the library to revisit and think outside the box.
 - i. **Paul Jones** made a motion to approve the review of the Long Range Plan; **Ed Geeding** seconded. Motion passed unanimously.
- b. **Library Hot Spot & Contract with US Cellular:** The library would allow patrons to borrow an internet hot spot, A hot spot is a device that provides internet via Cell service to devices near it (phone, computer, tablet). So, a patron who does not have home internet can check this out with their library card and take it home and thus have internet for a period before they have to return it. It can be used anywhere there is US Cellular service. Many libraries have been loaning these and it's a way to help bridge the digital divide and can prove to especially be helpful when libraries are closed. I would recommend we get 5 devices at a cost of \$0.01/device and \$39.99/month per device. The contract length is 6-months then switches to month-to-month after that. The Library Foundation will cover the cost for the first year. There are no other carriers in our area who offer service with unlimited and unthrottled data plans.
 - i. The board discussed the policy and various issues and concerns.
 - ii. **Paul Jones** made a motion to approve the policy as written and enter the contract with US Cellular for 5 devices with the cost paid by the Library Foundation; **Ed Geeding** seconded. Motion passed unanimously.

14. Adjourn

- a. Next meeting is **August 20th** at 5:30 p.m.
- b. Being no other business, **Ruth Falk** called the meeting to adjourn.
 - i. Meeting adjourned at **6:39** p.m.

Attest: Phil Tordella
(date)

President: Ruth E Falk 8-20-2020
(date)

Lied Public Library
FY21 - Budget Report

Revenue	Budget	July	YTD Total	%	
Copies & Fines	\$ 7,440.00	\$ 726.82	\$ 726.82	10%	
Library Levy	\$ 37,711.00	\$ 197.32	\$ 197.32	1%	
Page County Appropriation	\$ 11,500.00	\$ -	\$ -	0%	
State Aid	\$ 2,600.00	\$ -	\$ -	0%	
Other Income	\$ 2,000.00	\$ -	\$ -	0%	
Alliant Energy Foundation Grant	\$ 1,000.00	\$ 1,000.00	\$ -	#DIV/0!	
Grant	\$ -	\$ -	\$ -	#DIV/0!	
Total Income	\$ 62,251.00	\$ 1,924.14	\$ 1,924.14	3.09%	
Memorial Fund Interest Earned		\$ 304.95	\$ 304.95	8.33%	
Expenditures	Budget	July	YTD Total	Amount Available	
Regular Salaries	\$ 95,095.10	\$ 7,322.39	\$ 7,322.39	\$87,772.71	7.70%
Part-Time Salaries	\$ 69,672.90	\$ 4,286.84	\$ 4,286.84	\$65,386.06	6.15%
FICA	\$ 12,605.00	\$ 858.33	\$ 858.33	\$11,746.67	6.81%
IPERS	\$ 14,422.00	\$ 962.45	\$ 962.45	\$13,459.55	6.67%
Group Insurance	\$ 42,320.00	\$ 3,583.18	\$ 3,583.18	\$38,736.82	8.47%
Training	\$ 500.00	\$ -	\$ -	\$500.00	0.00%
Travel & Conference Expense	\$ 2,500.00	\$ 9.55	\$ 9.55	\$2,490.45	0.38%
Bldg/Equip Maintenance	\$ 7,143.00	\$ 559.76	\$ 559.76	\$6,583.24	7.84%
Utilities	\$ 18,000.00	\$ 1,279.17	\$ 1,279.17	\$16,720.83	7.11%
Telephone	\$ 4,536.00	\$ 319.90	\$ 319.90	\$4,216.10	7.05%
Technology Services	\$ 19,141.00	\$ 1,572.17	\$ 1,572.17	\$17,568.83	8.21%
Janitorial Expense	\$ 11,440.00	\$ 825.00	\$ 825.00	\$10,615.00	7.21%
Misc Contract Work	\$ 3,800.00	\$ 550.00	\$ 550.00	\$3,250.00	14.47%
Library Materials	\$ 2,300.00	\$ 351.67	\$ 351.67	\$1,948.33	15.29%
Office Supply	\$ 1,650.00	\$ -	\$ -	\$1,650.00	0.00%
Operating Supplies	\$ 2,500.00	\$ 73.27	\$ 73.27	\$2,426.73	2.93%
Postage	\$ -	\$ 49.59	\$ 49.59	(\$49.59)	N/A
Program Supplies	\$ 5,000.00	\$ 521.25	\$ 521.25	\$4,478.75	10.43%
Books & Materials	\$ 30,930.00	\$ 1,748.91	\$ 1,748.91	\$29,181.09	5.65%
Video/Computer	\$ 3,000.00	\$ 1,317.00	\$ 1,317.00	\$1,683.00	43.90%
Other Capital Equipment	\$ 1,000.00	\$ -	\$ -	\$1,000.00	0.00%
Alliant Energy Foundation Grant	\$ 1,000.00	\$ -	\$ -	\$1,000.00	0.00%
Grant	\$ -	\$ -	\$ -	\$0.00	#DIV/0!
Total Library	\$ 348,555.00	\$ 26,190.43	\$ 26,190.43	\$322,364.57	7.51%
Revenue Less Expenditures	\$ 286,304.00	\$ 24,266.29	\$ 24,266.29	\$ 262,037.71	8.48%