

**Lied Public Library**  
Clarinda, Iowa  
Public Library Board of Trustees  
Minutes for Thursday, June 17, 2021  
5:30 pm

**Lied Public Library's Mission:**

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

**A. Meeting started at 5:33 PM at the Lied Public Library and via Zoom.**

- a. Board members took COVID-19 precautions by social distancing.
- b. Called to order by President Ruth Falk.
- c. Attendance
  - i. Present:
    1. Board Trustee Members:
      - a. Ruth Falk (President)
      - b. Tara Keller
      - c. Ed Geeding
      - d. Alan Ascherl
      - e. Phil Tornholm
      - f. Allie Wellhausen
      - g. Andrew Hoppmann (Library Director)
    - ii. Absent:
      2. Board Trustee Members
        - a. Beth Rarick
        - b. Joy Nordyke
        - c. Paul Jones
      - iii. Others/Public:
        3. None

**B. Agenda Approval**

A. *Approval of June 17th 2021 agenda*

- i. **Alan Ascherl** moved to approve the agenda, and **Tara Keller** seconded; Motion passed unanimously.

**C. Minutes Approval**

a. *Approval of Minutes from May 20, 2021 meeting*

- i. **Ed Geeding** moved to approve the minutes; **Phil Tornholm** seconded; Motion passed unanimously.

**D. Budget Review**

- a. May 31st marks 91.67% into the fiscal year (FY21). Revenue is at 100.35% and expenses are 89.82% making the combined revenue less expenditures at 86.92%.
  - i. Library Foundation Statements: Attached to board packet.

**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 **Allie Wellhausen** 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. None

## 7. Board Education

- A. The board discussed Chapter 1: First Things First--*Iowa Library Trustee's Handbook 2021*.

## 8. Statistical Reports

- A. Nothing of note to report.

## 9. Librarian's Report

- A. *Page County Librarians Meeting:* No meeting in June.
- B. *Library Staff Reviews:* Should be completed by June 17th.
- C. *American Rescue Plan Act Grant & DeCat Grant:* The library was awarded a \$5000 grant from the State Library of Iowa technology improvements. We'll be updating our self-check computers (2), updating the children's computers and STEM/educational software (2), replacing (2) staff computers and also a language translator. We were also awarded \$4000 from DeCat for support of our Summer Library program and books for the Free Little Libraries to hand out.
- D. *Library Service Regarding COVID:* This has been moved from New Business as we are generally operating without any restrictions; however, we have not fully brought back all programs and services (such as having toys out in the children's area) these items will be slowly rolled back out over time.
- E. *Other:* We continue to see interest in our Spice Program, Bicycling with Butterflies Program Monday, June 21st, Library will be closed Monday, July 5th, Andrew is attempting to plan a week long canoe/camping trip to the Boundary Waters soon. Next community concert will be July 24th --Drum Safari at 2 p.m.
- F. *Jay Cline Library Planters:* Andrew visited with Jay Cline who is working on becoming a master gardener and he's interested in helping get the library planters in shape. He'll be gone the next few weeks but he will be helping upon his return.

## 10. Committee Reports

- A. *Budget & Personnel:* Library Director Evaluation: *see new business*
  - a. **Alan Ascherl** had a written recommendation that he shared.
    - i. The committee met on Monday, June 14th. They discussed the evaluation sheets that were filled out by the members of the library board. Each of the evaluation sheets concluded that Andrew does an amazing job and Clarinda is fortunate to have him as our Library Director. They decided to propose a 3% wage increase for Andrew.

## 11. Unfinished Business

## 12. New Business

- A. *Review Website Link Policy:* suggest name change to Website and Social Media Policy

- a. **Alan Ascherl** moved to approve the name change; **Ed Geeding** seconded. Motion passed unanimously.
- B. Wages for Library Staff FY21:** The City of Clarinda approved an increase to employee wages of 3% increase for salaried, +\$0.50/hour for full time and +\$0.25/hour for part-time.
  - a. **Ed Geeding** moved to approve the increases; **Tara Keller** seconded. Motion passed unanimously.
- C. Library's Director Evaluation and Compensation:** report and suggestions from the Budget & Personnel Committee
  - a. **Ed Geeding** made a motion to approve the increase; **Allie Wellhausen** seconded. Motion passed unanimously..

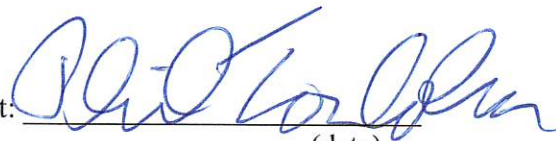
**13. Trustee Recognition**

- A. Ruth Falk was honored for her 17 years of service to the Library board, she filled two complete terms and an unexpired term.

**14. Adjourn**

- A. **Ruth Falk** requested to adjourn the meeting being no further business.
- B. Meeting adjourned at 6:35 p.m.
- C. Next meeting is July 15th at 5:30 p.m.

Attest:   
(date)

President:   
(date)