

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, December 16, 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 5:35 PM at the Lied Public Library and via Zoom.

- a. Called to order by President **Phil Tornholm**
- b. **Phil Tornholm** requested **Andrew Hoppmann** to take the minutes in **Allie Wellhausen's** absence.
- c. Attendance
 - i. Present:
 1. Board Trustee Members:
 - a. Phil Tornholm (President)
 - b. Beth Rarick
 - c. Tara Keller
 - d. Paul Jones
 - e. Jim Varley
 - f. Marcy Crain
 - g. Andrew Hoppmann (Library Director)
 - ii. Absent:
 2. Board Trustee Members
 - a. Joy Nordyke
 - b. Alan Ascherl
 - c. Allie Wellhausen
 - iii. Others/Public:
 3. None

B. Agenda Approval

- a. *Approval of December 16th agenda*
 - i. **Tara Keller** moved to approve the agenda, and **Jim Varley** seconded; Motion passed unanimously.

C. Minutes Approval

- a. *Approval of Minutes from November 18th meeting*
 - i. **Paul Jones** moved to approve the minutes; **Marcy Crain** seconded; Motion passed unanimously.

D. Budget Review

- a. November 30th marked 41.67% into the fiscal year (FY22). We are at an income of 57.93% and expenditures are at 49.37%, making our combined revenue less expenditures 47.72%.

E. 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. Director Hoppmann discussed that the library is still looking into its natural gas usage as it continues to seem higher than it should be.
 1. **Jim Varley** moved to approve the monthly bills, **Beth Rarick** seconded. Motion passed unanimously.

F. 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.
- b. Suggestion Box Comments: “You should get more games and many more computers” – signed Lilian Response: “Thanks for the suggestion Lilian, we have 11 computers for public use including 2 more in the children’s section. Budget and maintenance cost make it difficult to add many more, but if you have game titles you’d like to suggest please let us know. – Andrew”

G. Board Education

- a. Ch. 7: Planning for the Library’s Future - *Iowa Library Trustee’s Handbook 2021*

H. Statistical Reports

- a. Nothing of note to report.

I. Librarian’s Report

- a. Page County Librarians Meeting: Met in Shenandoah Iowa, meet with State Librarian Michael Scott as well.
- b. FY23 Budget: Director Hoppmann shared a working draft of the budget, we’ll likely be approving our request in January.
- c. Library Annual Report: Hoppmann shared a draft of the annual report for the City and County.
- d. Giving Tuesday: The Library Foundation raised over \$8700 from Giving Tuesday which was held with the Clarinda Foundation.
- e. Charles Hockenberry Foundation: Donated \$800 to the Library for the Children’s department
- f. OpenAccess Interlibrary Loan Payment from State Library of Iowa: The library received \$7308.89 for this payment which was \$0.58/checkout, Open Access is the program that reimburses the library when people from another community with a library in Iowa come and use our library. Most of our traffic comes from New Market and Bedford areas.
- g. Closed Early on 12-15-21: Due to the threat of storms the library closed an hour early on 12-15-21.
- h. Office Supply Station: We now have a little office center next to the library’s public copy machine with items such as a stapler, 3-hole punch, pens, staple remover tape and such.

J. Committee Reports

- a. Budget Committee: nothing to report

K. Unfinished Business

- a. None

L. New Business

- a. Library Service Regarding COVID: This item will appear on the agenda as the COVID situation changes. (No suggestions/changes are made this time)
 - i. No action was taken.

- b. Approve Registration Policy Changes
 - i. Director Hoppmann suggested adding the following under the 3-Day Loan Hotspot to say “A household must wait 24 hours before borrowing a Quick-Use Hotspot again.” this was included in the original policy and was omitted when we revised early this year.
 - 1. **Jim Varley** moved to accept the Registration Policy Changes and **Paul Jones** seconded. Motion passed unanimously.
- c. Review Public Viewing Station Policy: attached, no changes recommended.
 - i. **Beth Rarick** moved to approve the Review Public Viewing Station Policy with no changes and **Marcy Crain** seconded. Motion passed unanimously.

M. Adjourn

- a. **Phil Tornholm** requested to adjourn the meeting with there being no further business.
 - i. **Jim Varley** made a motion to adjourn the meeting, and **Tara Keller** seconded. Motion passed unanimously.
- b. Meeting adjourned at **6:18 PM**
- c. Next meeting is **January 20th at 5:30 p.m.**

Attest: Alan Schul 1-20-2022 (date) President: Paul Jones 1-20-22 (date)