

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, November 17th, 2022
5:30 pm

Lied Public Library's Mission:

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

A. Meeting started at 5:36PM at the Lied Public Library

- a. Called to order by President **Phil Tornholm**
- b. President **Phil Tornholm** requested **Andrew Hoppmann** to take the minutes in **Allie Wellhausen's** absence.
- c. Attendance
 - i. Present:
 - 1. Board Trustee Members:
 - a. **Paul Jones**
 - b. **Phil Tornholm**
 - c. **Alan Ascherl**
 - d. **Marcy Crain**
 - e. **Tara Keller**
 - f. **Andrew Hoppmann** (Library Director)
 - ii. Absent:
 - 2. Board Trustee Members
 - a. **Jim Varley**
 - b. **Joy Nordyke**
 - c. **Beth Rarick**
 - d. **Allie Wellhausen**
 - iii. Others/Public:
 - 3. **Craig Hill** (Mayor, City of Clarinda)

B. Agenda Approval

- a. *Approval of the November 17th agenda*
 - i. **Marcy Crain** moved to approve the agenda, and **Jim Varley** seconded; Motion passed unanimously.

C. Minutes Approval

- a. *Approval of Minutes from October 20th meeting*
 - i. **Paul Jones** moved to approve the minutes; **Marcy Crain** seconded; Motion passed unanimously.

D. Budget Review

- a. The end of October marked 33.33% into the fiscal year (FY23). The library had an income of 66.40% and expenditures are at 34.25% making its combined revenue less expenditures 27.91%
 - i. **Library Foundation Statements:** included.

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.
 - 1. **Alan Ascherl** moved to approve the monthly bills, with the addition of the Traf-Sys bill (0032985) for \$1,677 **Tara Keller** 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.
 - i. **Tara Keller** shared some nice comments she heard about the library's programming.

G. Board Education

- a. Library Statistics – How We Compare, the board discussed other Iowa and Nationally Libraries around Clarinda's size and how we compare to them.

H. Statistical Reports

- a. The large number of children participants in October is from the Ghost Walk.

I. Librarian's Report

- a. Library Foundation Meeting: Approved Landscaping Project, Looking into CDs, Working on Marketing
- b. Page County Librarians Meeting: Met Nov 10th in Essex
- c. ILA Planning Day – Johnston Iowa: Nov 17th
- d. Giving Tuesday – Clarinda Foundation – Just as last year the Foundation will be matching upto \$1000 donated to the Library Fund at the Clarinda Foundation on Nov 29th
- e. Community Planning: I have been visiting with City Hall and Economic Development about a community wide visioning and planning process.
- f. Library Website: I will be visiting with City Hall about their plans, they may revise the City's website and at which time we may move to a municipal website – one website for the whole city (library, parks, lied center, city hall).

J. Committee Reports

K. Unfinished Business

- a. No unfinished business at this time.

L. New Business

- a. **Library Landscaping Project:** The Library Foundation has wanted to take on updating the Library's landscaping around the building using funds from the Garcia estate. Healthy Turf from Red Oak was hired to develop the plan along with input from Jim Varley, Jay Cline and Mike and Diane Kurtz – Master Gardeners. The photos, plants are attached along with the cost estimate. The plan if approved would be to complete this in the Spring, the Foundation has agreed to cover the cost. Public Works would assist with the demo. If approved the project would then go to the City Council for their review with a target start date of this Spring.
 - i. **Paul Jones** made a motion to approve the project, and **Tara Keller** seconded. Motion passed unanimously.
- b. **Library Closings 2023:** these dates mirror with City holidays with the exception of Nov. 10th which the library WILL be open and full-time staff will receive an extra personal day
 - i. Monday, January, 2, 2023 (New Year's Day- Observed), Monday, May 29, 2023 (Memorial Day), Tuesday, July 04, 2023 (Independence Day), Monday, September 04, 2023 (Labor Day), Saturday, November 11th, 2023 (Veteran's Day), Thursday, November 23, 2023 (Thanksgiving Day), Friday, November 24, 2023 (Day After Thanksgiving), Saturday, December 23, 2023 (Holiday Saturday) – Monday, December 25, 2022 (Christmas Day), Monday, January, 1, 2023 (New Year's Day)
 - ii. **Alan Ascherl** made a motion to approve the closings, and **Marcy Crain** seconded. Motion passed unanimously.

M. Adjourn

- a. **Phil Tornholm** requested to adjourn the meeting with there being no further business.
 - i. **Tara Keller** made a motion to adjourn the meeting, and **Alan Ascherl** seconded. Motion passed unanimously.
- b. Meeting adjourned at **6:33PM**
- c. Next meeting is **December 15th at 5:30 p.m.**

Attest: Debra A. Barick 12 15 2022 (date) President: Phil Tornholm 12 15 2022 (date)