

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, April 21, 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 5:30PM at the Lied Public Library

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

B. *Due to technical problems within the Zoom meeting **Beth Rarick** and **Joy Nordyke** were unable to be heard or vote in the meeting, however a quorum of 6 trustees were present in-person to proceed with the meeting.

C. Agenda Approval

- a. *Approval of April 21st agenda*
 - i. **Alan Ascherl** moved to approve the agenda, and **Jim Varley** seconded; Motion passed unanimously by roll call vote by those in-person (Due to technical problems within the Zoom meeting no votes were received from **Beth Rarick** and **Joy Nordyke**).

D. Minutes Approval

- a. *Approval of Minutes from March 17th meeting*
 - i. **Tara Keller** moved to approve the minutes; **Marcy Crain** seconded; Motion passed unanimously by roll call vote by those in-person (Due to technical problems within the Zoom meeting no votes were received from **Beth Rarick** and **Joy Nordyke**).

E. Budget Review

- a. March 31st marked 75% into the fiscal year (FY22). The library is at an income of 85.90% and expenditures are at 76.30% making our combined revenue less expenditures 74.21%.
 - i. **Library Foundation Statements:** Attached, unless not yet received in the mail.

F. 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. Andrew discussed that the library will soon need to add funds to the Hoopla digital account and that we could also look at the usage and number of loans provided through that service to manage and control costs. It will be discussed at the next Technology Committee meeting.
 2. **Jim Varley** moved to approve the monthly bills, **Alan Ascherl** seconded. Motion passed unanimously by roll call vote by those in-person (Due to technical problems within the Zoom meeting no votes were received from **Beth Rarick** and **Joy Nordyke**).

G. 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: **Suggestion:** A step-stool for the bathrooms would be amazing! Tim Haffner is a local carpenter! **Response:** Thanks for your suggestion, the bathroom located in the children's area of the library has lowered fixtures for children, but we will look into options for our main bathrooms as well.
 1. Trustees discussed placing signage in the main bathrooms indicating there is a children's bathroom. Andrew Hoppmann will look into placing signage in the main bathrooms.

H. Board Education

- a. Chapter 10 - Evaluating the Library Director

I. Statistical Reports

- a. Nothing of note to report.

J. Librarian's Report

- a. Page County Librarians Meeting: No meeting was held in April. There is a new library Director in Essex.
- b. Summer Projects: Andrew reported that staff, especially Marissa Gruber Youth Services Librarian has been busy preparing for the Summer Library Programs.
- c. ILA Day in Des Moines: Andrew was able to visit with area legislators and other librarians in Des Moines to discuss libraries and library issues.
- d. State of America's Libraries: Special Report: Pandemic Year Two: Andrew shared this report from ALA
- e. Adulting 101: Andrew shared information with the Trustees about a upcoming program with the schools called Adulting 101, the program will be at the library and have various speakers talking about life skills for teens.
- f. Other: Andrew shared a draft of May's library calendar. Andrew also shared the challenges the library is now facing as newly released video content is not always released in physical format making it impossible to loan at libraries unless through a streaming service. The library does have some streaming content on the Overdrive/Libby and Hoopla platforms.

K. Committee Reports

- a. Nothing to report at this time.
- b. Andrew noted that the Personnel Committee will be starting the evaluation of the library director soon.

L. Unfinished Business

- a. Review 3D Printer and Cutter Policy
 - i. This policy was updated to include the 3D Laser Cutter Glowforge and was shared with the trustees.


1. **Jim Varley** moved to approve the update to the policy, **Marcy Crain** seconded. Motion passed unanimously by roll call vote by those in-person (Due to technical problems within the Zoom meeting no votes were received from **Beth Rarick** and **Joy Nordyke**).

M. New Business

- a. Review Confidentiality Policy:
 - i. No changes were suggested to this policy.
 1. **Paul Jones** moved to approve the review of the policy, **Jim Varley** seconded. Motion passed unanimously by roll call vote by those in-person (Due to technical problems within the Zoom meeting no votes were received from **Beth Rarick** and **Joy Nordyke**).

N. 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 **Alan Ascherl** seconded. Motion passed unanimously by roll call vote by those in-person (Due to technical problems within the Zoom meeting no votes were received from **Beth Rarick** and **Joy Nordyke**).
- b. Meeting adjourned at **6:26 PM**
- c. Next meeting is **May 19th at 5:30 p.m.**

Attest: 
(date)

President: 
(date)