

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, August 17, 2023
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, **Beth Rarick**
- b. Attendance
 - i. Present:
 - 1. Board Trustee Members:
 - a. **Paul Jones**
 - b. **Jim Varley (via telephone) - joined at 5:32 pm**
 - c. **Tara Keller**
 - d. **Alan Ascherl**
 - e. **Beth Rarick**
 - f. **Bill Richardson**
 - g. **Allie Wellhausen**
 - h. **Andrew Hoppmann (Library Director)**
 - ii. Absent:
 - 2. Board Trustee Members
 - a. **Marcy Crain**
 - b. **Joy Nordyke**
 - iii. Others/Public:
 - 3. N/A

B. Agenda Approval

- a. *Approval of the August 17th agenda*
 - i. **Alan Ascherl** moved to approve the agenda, and **Tara Keller** seconded; Motion passed unanimously.

C. Jim Varley joined the meeting via phone at 5:32 pm

D. Library Board Minutes Approval

- a. *Approval of Minutes from July 20th meeting*
 - i. **Bill Richardson** moved to approve the minutes; **Alan Ascherl** seconded; Motion passed unanimously via roll call vote.

E. Budget Review

- a. The end of July marked 8.33% into the fiscal year (FY23). The library had an income of 1.78% and expenditures at 11.07% making its combined revenue less expenditures 13.26%. Please note that \$20,423.64 is from the Wi-Fi in the Park project and we have already received our Federal Reimbursement.
- b. **Library Foundation Statements:** included in packet.

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. **Tara Keller** moved to approve the monthly bills, **Allie Wellhausen** seconded. Motion passed unanimously via roll call vote.

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.

H. Board Education

- a. YouTube Video Series <https://www.statelibraryofiowa.gov/index.php/libraries/training-consulting/boards/new-board-member> Part 3 "Library Budgeting" (6:45 min)

I. Statistical Reports

- a. There was a decrease in circulation and visits from June to July, which we often see.

J. Librarian's Report

- a. Page County Librarians Meeting: Andrew was not able to attend this month's meeting.
- b. Library Employees: New Library Assistants Amy McCalla, Angie DeGase and Naomi Sharr have been hired.
- c. Community Planning: Clarinda Economic Development is still looking into the process and is discussing with UNI's center for rural development.
- d. Other: Andrew reported on Milan Shaw's POW program, Library had a table at the back to school bash, and Andrew and Karen will be having a second interview with two candidates for the full-time Youth Services position.

K. Committee Reports

L. Unfinished Business

M. New Business

- a. *Policy Review Faxing & Scanning*
 - i. Adding scanning to this document as more people are scanning to an email rather than fax. Scanning is free but there is a cost to fax.
 - ii. **Alan Ascherl** made a motion to approve the policy , and **Tara Keller** seconded. Motion passed unanimously, via roll call vote.

N. Adjourn

- a. **Beth Rarick** declared the meeting adjourned with no further business.
- b. Meeting adjourned at **5:56 p.m.**
- c. Next meeting is **September 21st at 5:30 p.m.**

Attest: Allie Wellhausen 9-21-23
(date)

President: Beth Rarick 9-21-23
(date)