

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, August 20, 2020
5:30 pm

Lied Public Library's Mission:

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

1. Meeting started at 5:30 PM at the Lied Public Library.
 - A. Called to order by President Ruth Falk.
 - B. Attendance
 - i. Present:
 1. Board Trustee Members:
 - a. Ruth Falk (President)
 - b. Alan Ascherl
 - c. Ed Geeding
 - d. Tara Keller
 - e. Paul Jones
 - f. Allison Wellhausen (*via Zoom*)
 - g. Andrew Hoppmann (Library Director)
 2. Absent
 - a. Beth Rarick
 - b. Joy Nordyke
2. **Agenda Approval**
 - A. *Approval of August 20, 2020 agenda*
 - i. **Ed Geeding** moved to approve the agenda, and **Alan Ascherl** seconded; Motion passed unanimously.
3. **Minutes Approval**
 - A. *Approval of Minutes from July 16, 2020 meeting*
 - i. Minutes were presented for approval.
 1. **Paul Jones** moved to approve the minutes; **Ed Geeding** seconded; Motion passed unanimously.
4. **Budget Review**
 - A. July 31st marks 8.33% into the fiscal year (FY 21). Revenue is at 3.14% and expenses are at 7.54% making the combined revenue less expenditures at 8.48%. Library Foundation Statements were emailed to Board members prior to the meeting.
5. **Bill Approval**
 - A. *Approval of Monthly Bills*
 - i. Andrew Hoppmann explained and the Trustees discussed the monthly bills.

1. **Phil Tornholm** moved to approve the bills, and **Tara Keller** seconded. Motion passed unanimously.

5. **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: none

6. **Board Education**

- A. Bold360--Online Chat

7. **Statistical Reports**

- A. Andrew Hoppmann provided the Trustees with a statistical spreadsheet.
 - i. The report is included, Andrew has made a few changes to how items are reported. He changed the **Patron Types** under **Circulation by Patron Type section**; Andrew combined other towns in Iowa which includes all Circulation other than **out of state, City, and Rural Page County**. If you would like a detailed breakdown by each community that report can be provided. Continuing to see a lower number of visitors to the library. It may then be confusing as to why our physical circulation is higher than last July when we've had more than double the visits, the reason for this discrepancy is due to the quarantining process in which items are checked out to a quarantine account. The report shows **6775** total physical items 'checked out' and after adjusting for the quarantine process Andrew would place the actual physical circulation to be **3964** (2811 less).

8. **Librarian's Report**

- A. ***Covid-19 Update:*** Andrew stated that they have slightly opened up the computer lab, however, he is planning to close it down for a few weeks once school opens as the after school traffic may make it difficult to properly clean and socially distance. The laptops will continue to be available.
- B. ***Re-staining Outdoor Pavilion:*** Public Works re-stained the outdoor pavilion wood which really brightened it up. This will likely need to be done every few years due to fading from the sun.
- C. ***Five Alarm/Sprinkler Inspection:*** The fire alarm and sprinklers were recently inspected. This process happens annually. They both passed with only the alarm needing new batteries. The system needs a 5-year inspection which likely will happen next year.
- D. ***Carpet Cleaning:*** Bopp's Carpet Cleaning from Shenandoah will be cleaning the main meeting rooms, children's carpet and furniture on Saturday, September 19th after hours. This should hopefully provide enough time to dry and dissipate any odors.
- E. ***Staff:*** Justin Brandt and Chloe Verwers have been hired as part-time library pages at \$8.00/hour to replace those leaving for college.

9. Committee Reports

A. Building & Grounds met via email to discuss Carpet Cleaning and Handrail.

10. Unfinished Business

11. New Business

A. **Review Continuing Education Policy:** no changes requested

a. **Alan Ascherl** moved to approve the policy as written, and **Tara Keller** seconded.
Motion passed unanimously.

B. **Handrail for North steps of the library:** At the July Board meeting there was discussion of a handrail for the steps on the North side of the library along Grant Street. These are old steps to the school that now lead to the outdoor space. The space has been popular since COVID and without the railing it can be difficult for some people to go up the steps. Andrew researched some options and included a design and bid from Bix Fabrication of Coin. Andrew feels we could cover this quote in our City budget, using Capital Equipment and Building/Equipment line items. If necessary, we could also transfer funds from the projects fund later in the year. Andrew recommends we proceed with the project.

a. **Phil Tornholm** moved to approve the project as presented; **Paul Jones** seconded.
Motion passed unanimously.

12. Adjourn

A. Next meeting is **September 17th** at 5:30 p.m.

B. Being no other business, **Ruth Falk** called the meeting to adjourn.

a. Meeting adjourned at **6:27** p.m.

Attest: Phil Tornholm 9-17-20 (date), President: Ruth E Falk 9-17-2020 (date)