

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, September 20th, 2018

Lied Public Library's Mission:

The Clarinda community will have access to innovative library services delivered in an efficient and effective manner that will:

- *Foster young readers through early literacy*
- *Provide access to current digital resources*
- *Provide a comfortable and welcoming space*

1. Meeting started at 5:30 p.m. in the main area of the Lied Public Library.

A. Called to order by President Ruth Falk.

B. Ruth Falk requested Andrew Hoppmann take the minutes in Allie Wellhausen's absence.

C. Attendance

i. Present:

1. Board Trustee Members:

- a.** Robert Briggs
- b.** Ruth Falk (President)
- c.** Pam Herzberg
- d.** Paul Jones
- e.** Phil Tornholm
- f.** Beth Rarick (arrived at 5:33 pm)
- g.** Andrew Hoppmann (Library Director)

2. *Public*

ii. Absent

1. Board Trustee Members

- a.** Tasha Cole
- b.** Evelyn Rank
- c.** Allie Wellhausen

2. Agenda

A. Robert Briggs made a motion to approve the agenda. Pam Herzberg seconded; Motion passed unanimously.

3. Beth Rarick arrived at the meeting (5:33 pm).

4. Minutes Approval

A. *Approval of Minutes from August 16th, 2018 meeting*

i. Minutes were presented for approval.

1. Phil Tornholm moved to approve the minutes with corrections, and Robert Briggs seconded; Motion passed unanimously.

5. Budget Review

- A. The library is two (2) months into this fiscal year or 16.67%. Revenue is at 4.35% and expenditures are 16.31%, which places our revenue less expenditures at 18.80%. The library has yet to invoice the county for their annual appropriation and will see an increase in the amount from the library levy due to the collection of property taxes over the next few months.
 - i. Library Foundation statements were included in the packet.
 - 1. Phil Tornholm inquired to the Library Foundation Outdoor Account, which does not earn any interest. Discussion followed.
 - a. Andrew Hoppmann will pass the comments along to the Foundation.

6. Bill Approval

- A. *Approval of Monthly Bills*
 - a. Andrew Hoppmann explained and the Trustees discussed the monthly bills. Andrew Hoppmann made the bills/invoices available for the Trustees to review.
 - b. Robert Briggs moved to approve the bills, and Beth Rarick seconded to approve Monthly Bills; Motion passed unanimously.

7. 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. Andrew Hoppmann shared an article on Libraries.
 - ii. Ruth Falk mentioned she visited with a patron about Free Replacement Cards this month.
 - iii. Pam Herzberg shared that there will be a special Veteran's exhibit at the library towards the end of October.

8. Board Education

- A. Five Primary Roles of Public Library Board, Chapter 2 of the Iowa Trustee's Handbook, 2014.
 - i. Trustees reviewed and discussed this information.

9. Statistical Reports

- A. Andrew Hoppmann provided the Trustees with a statistical spreadsheet. Compared to last year the library has seen an increase of 5% in visits to the library, and an overall increase in circulation of 9%. Andrew has also added a new column under services to report the number of times our meeting spaces are used by outside groups.

10. Librarian's Report

- A. *Letter to Page County Communities*– Bob and Andrew met with College Springs and Northboro, the Northboro meeting was also attended with representatives from the Shenandoah Public Library. Hopes are to have contracts in December/January.
- B. *Andrew Out of Library* – Andrew reported on some dates and times which he will be out of the library.

- C. **Library Technology**– Andrew is currently working with our telephone company (FMTC) and our I.T. Company (Midwest Data) to look into updating our email system as well as our phone system. Andrew shared some information and will continue to visit with these companies to get more information.
- D. **Other**- Trivia Night 9-26-18, Special Staff In-Service Saturday October 6th escape room in Maryville, Library to have a table at the Community Mental Health Fair 9-13-18, Marissa has started outreach.

11. Committee Reports

- A. **Policy Committee** – Fines & Fees from the Policy Committee meeting held on 9-11
 - i. **Background:** Over the last few month’s Director Hoppmann has shared information on the growing trend of going “fine free” in public libraries. The board reviewed different articles and information that was shared with them. At the August Board meeting it was requested that the policy committee meet to look into library fines and make a recommendation to the library board at the September meeting. The members of the committee (Paul Jones, Evelyn Rank, Robert Briggs and Director Hoppmann) met on Tuesday, September 11th.
 - ii. **Recommendation:** The committee looked at various options and recommends that the library try to become more ‘fine friendly’ and not entirely go ‘fine free’ at this time. The committee recommends no changes to current library policies, however suggests that staff make changes to library procedures including
 - 1. Changes to the library’s ‘grace’ period. Currently the library has a 1 day grace period, this will be extended
 - 2. Remove old accounts with existing overdue fines. Currently we remove old accounts (inactive for 5+ years) from our database as long as they do not have fines greater than \$2.50 and do not still owe the library for lost/damaged items. We’ll update and remove all old accounts (inactive for 5+ years) as long as they still do not have lost/damaged items on their account.
 - 3. Director Hoppmann will work with staff to examine all past due accounts and look at the overdue and collection process to better streamline for staff.
 - 4. Director Hoppmann will look into providing special ‘fine amnesty’ events to encourage the return of very late materials.
 - iii. **Follow-Up:** Library staff will monitor the process and make adjustments as needed. Director Hoppmann will provide updates to the library board and any recommendations if needed.
 - 1. Pam Herzberg made a motion to approve the Policy Committee recommendation and Beth Rarick seconded; Motion passed unanimously.
- B. **Staff Appreciation Event**- Beth Rarick shared information for the staff appreciation event on Monday September 24th. She encouraged trustees to attend and show their support and gratitude to staff. No library funds will be used for this event.

12. Old Business

12. New Business

A. Appoint New Members to Rotating Policy Committee

- i.** Ruth Falk appointed Phil Tornholm, Pam Herzberg and Beth Rarick to the Policy Committee.

13. Next meeting is October 18th at 5:30 p.m.

A. Phil Tornholm moved to adjourn the meeting; and Beth Rarick seconded. Motion passed unanimously.

- i.** Meeting adjourned at 6:30 p.m.

Attest: _____
(date)

President: _____
(date)