

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, May 19, 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. Attendance
 - i. Present:
 - 1. Board Trustee Members:
 - a. Paul Jones
 - b. Tara Keller
 - c. Phil Tornholm
 - d. Jim Varley
 - e. Allie Wellhausen
 - f. Andrew Hoppmann (Library Director)
 - ii. Absent:
 - 2. Board Trustee Members
 - a. Alan Ascherl
 - b. Marcy Crain
 - c. Joy Nordyke
 - d. Beth Rarick
 - iii. Others/Public:
 - 3. None

B. Agenda Approval

- a. *Approval of May 19th agenda*
 - i. **Jim Varley** moved to approve the agenda, and **Tara Keller** seconded; Motion passed unanimously by roll call vote.

C. Minutes Approval

- a. *Approval of Minutes from April 21st meeting*
 - i. **Jim Varley** moved to approve the minutes; **Paul Jones** seconded; Motion passed unanimously by roll call vote.

D. Budget Review

- a. The end of April marked 83.33% into the fiscal year (FY22). The library has an income of 102.57% and expenditures are at 84.32% making its combined revenue less expenditures 80.35%. The library received the 2nd major payment from the Library Levy in April (the library generally receives two large payments each year (after property taxes are due: generally, October/April)
 - i. **Library Foundation Statements:** Attached, unless not yet received in the mail.

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. **Allie Wellhausen** moved to approve the monthly bills, **Jim Varley** seconded. Motion passed unanimously by roll call vote.

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. Suggestion Box Comments: none

G. Board Education

- a. Chapter 11 - Effective Board Meetings

H. Statistical Reports

- a. Nothing of note to report.

I. Librarian's Report

- a. **Page County Librarians Meeting:** was not held this month
- b. **Adulting 101:** We had 57 seniors attend on May 2nd. Overall, feedback from students and presenters were positive, and we will likely attempt another one next year.
- c. **Summer Projects/Events:** Calendar of Summer Library programs included.
- d. **Staff Evaluations:** Andrew will be meeting with staff for their yearly evaluations.
- e. **High School Pages:** Our 3 high school Pages: Madalyn Fulk, Chloe Verwers, and Justin Brandt, are all Seniors graduating this year—congratulations to them! One will likely remain working for us for part of next year, but we likely will be hiring new pages mid-summer for the upcoming school year. We also will have a college student Dara Brandt returning to work for us this Summer.
- f. **Cathy Hookham Memorial Scholarship:** Justin Brandt was awarded a \$500 scholarship from the Foundation.
- g. **Other:**

J. Committee Reports

- a. **Technology Committee-met on 5-10-22**—looking into Hoopla usage and cost of program.
- b. **Budget & Personnel—Director's Evaluation-** Alan who chairs the committee has included a copy of the evaluation form to use, and we also included Chapter 10 of the Trustee Manual, *Evaluating the Library Director*.

Complete and return by June 1st to the Library or Alan's Home
3091 210th St., Clarinda, Iowa 51632

K. Unfinished Business

- a. No unfinished business at this time.

L. New Business

- a. **Video Surveillance Policy:** no change suggested
 - i. **Jim Varley** moved to approve the policy, as written; **Paul Jones** seconded. Motion passed unanimously.
- b. **Approve Additional Library Holiday:** At the City Council Meeting on 5-11-22, the City Council added an additional City Holiday to the employee handbook. Veteran's Day was added (November 11th). Andrew suggests the library mirrors the holiday and closes on this day. Paid holidays are for full time employees only. Andrew did express a concern to City Manager Cary McClarnon about

part-time employees...although they get the day off. They also receive no pay and that we may want to look as a city on ways to retain/reward our part-time help, as well.

- i. **Jim Varley** moved to close the library on Veteran's Day; **Tara Keller** seconded. Motion passed unanimously.

M. 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 **Tara Keller** seconded. Motion passed unanimously.
- b. Meeting adjourned at **6:16 PM**
- c. Next meeting is **June 16th at 5:30 p.m.**

Attest: _____
(date)

President: _____
(date)