

**Lied Public Library**  
Clarinda, Iowa  
Public Library Board of Trustees  
**Minutes for Thursday, June 18th 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. Board members took COVID-19 precautions by social distancing.
  - b. Called to order by President Ruth Falk.
  - c. Attendance
    - i. Present:
      1. Board Trustee Members:
        - a. Ruth Falk (President)
        - b. Robert Briggs
        - c. Paul Jones
        - d. Beth Rarick
        - e. Evelyn Rank
        - f. Phil Tornholm
        - g. Alan Ascherl
        - h. Allison Wellhausen
        - i. Andrew Hoppmann (Library Director)
      2. Board Trustee Members Absent:
        - a. Joy Nordyke
      3. Members of the Public
        - a. Tara Keller
2. **Agenda Approval**
  - a. *Approval of June 18, 2020 agenda*
    - i. Beth Rarick moved to approve the agenda, and Evelyn Rank seconded; Motion passed unanimously.
3. **Minutes Approval**
  - a. *Approval of Minutes from May 21, 2020 meeting*
    - i. Minutes were presented for approval.
      1. Phil Tornholm moved to approve the minutes; Alan Ascherl seconded; Motion passed unanimously.
4. **Budget Review**
  - a. At the end of May the library is 91.66% into fiscal year (FY)20. Revenue is at 105.95%, expenditures is at 90.10% which places our revenue less expenditures at 86.60%.
  - b. Library Foundation Statements: Attached to board packet
5. **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. Robert Briggs moved to approve the bills, and Phil Tornholm seconded to approve Monthly Bills; Motion passed unanimously.

## 6. 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.*
- b. Ruth Falk mentioned that community residents seem to be really enjoying the outdoor facility to gather while social distancing. Andrew agreed that it has been utilized a lot these last couple of months.

## 7. Board Education

- a. Andrew talked about COVID-19 and libraries responses.

## 8. Statistical Reports

- a. Shutdown to COVID-19 has impacted the library across the board.

## 9. Librarian's Report

- a. ***Coin Library:*** Andrew assisted the Coin Library to install and update two computers at their library.
- b. ***Enrich Iowa Status:*** Andrew submitted the State Accreditation paperwork and the library met all areas and is fully accredited for another three (3) years (Feb. 2023) at the highest level.
- c. ***StoryWalk Around the Square:*** Youth Services Librarian Marissa Gruber worked with area businesses to install a StoryWalk around the square.
- d. ***Update on Library Operations:*** On June 15th the library fully returned to regular hours and days, access to the library's computer lab and meeting rooms will continue to be limited until at least July 1st. The 50% capacity limit has been lifted, but the library still needs to adhere to social distancing and increased cleaning practices.
- e. ***Outdoor Concert:*** The first outdoor community concert is still planned for Saturday, June 20th at 2pm with Martha Haehl & Roberta VonFange, "Martha appeared on A Prairie Home Companion in the 1970s and she and Roberta do a compelling mix of old standards."
- f. ***Library Closed July 3rd and 4th for holiday***
  - i. Andrew notes some time he'll be taking off.
- g. ***IMLS Grant Submitted:*** Library submitted a grant for \$94,000 to provide wireless internet in community parks and update some of the library's technology. Grants will be awarded in August.

## 10. Committee Reports

- a. Budget & Personnel: Met with Andrew for the Director's Evaluation and will provide a summary/recommendation under New Business

## 11. Unfinished Business

## 12. New Business

- a. ***Clarinda Foundation Grant Request:*** The library is working on a grant to submit to the Clarinda Foundation dues at the end of this month which requires board approval. The library is strongly considering submitting a grant for around \$6500 to install a permanent StoryWalk along the trail at City Park. Public Works would install the StoryWalk and library staff would rotate the book periodically.
  - i. Alan Ascherl made a motion to approve the grant request through the Clarinda Foundation; Beth Rarick seconded. Motion passed unanimously.

- b. **Policy Review: Interlibrary Loan:** Minor changes, removing the cost as we now use the State Library courier service. See attached policy.
  - i. Paul Jones made a motion to approve the policy as revised; Evelyn Rank seconded. Motion passed unanimously.
- c. **Wages for Library Staff FY21:** Approve the wage increases in accordance with City Council's action to approve a 50 cent an hour increase to full-time hourly employees, 25 cents an hour to permanent part-time employees, and increase the employee contribution for health insurance to 11% as opposed to the current 10%. This was approved by the City Council on June 3rd and is budgeted for in FY21.
  - i. Alan Ascherl made a motion to affirm the library compensation approved by City Council; Beth Rarick seconded. Motion passed unanimously.
- d. **Library Director's Evaluation and Compensation:** Budget and Personnel Committee provided information on the evaluation.
  - i. Paul Jones made a motion to approve the 3% increase for Andrew Hoppmann; Phil Tornholm seconded. Motion passed unanimously.

**13. Trustee Recognition (Robert Briggs and Evelyn Rank were recognized.)**

- 1. Their terms expire at the end of this month, Bob has served 14 years and Evelyn 12 years.

**14. Adjourn**

- a. Next meeting is July 16th at 5:30 p.m.
- b. Ruth Falk called the meeting to adjourn.
  - i. Meeting adjourned at 6:20 p.m.

Attest: \_\_\_\_\_  
(date)

President: \_\_\_\_\_  
(date)