

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, September 21, 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 5:33 PM 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. **Marcy Crain**
 - c. **Tara Keller**
 - d. **Beth Rarick**
 - e. **Jim Varley**
 - f. **Allie Wellhausen**
 - g. **Andrew Hoppmann (Library Director)**
 - ii. Absent:
 2. Board Trustee Members
 - a. **Alan Ascherl**
 - b. **Joy Nordyke**
 - c. **Bill Richardson**
 - iii. Others/Public:
 3. N/A

B. Agenda Approval

- a. *Approval of the September 21st agenda*
 - i. **Jim Varley** moved to approve the agenda, and **Tara Keller** seconded; Motion passed unanimously.

C. Library Board Minutes Approval

- a. *Approval of Minutes from August 17th meeting*
 - i. **Marcy Crain** moved to approve the minutes; **Jim Varley** seconded; Motion passed unanimously via roll call vote.

D. Budget Review

- a. The end of August marked 16.67% into the fiscal year (FY24). The library had an income of 22.83% and expenditures at 20.53% making its combined revenue less expenditures 19.99%. We had a few items happen in August that resulted in us being 3+% over budget (1) We paid out accrued vacation and comp time to Marissa Gruber (232 hours), and August also had three pay periods rather than the normal two (2). Andrew expects this overage to equal out over the next two months, so we should get back on track.
 - i. **Library Foundation Statements:** included in packet.

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

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. YouTube Video Series <https://www.statelibraryofiowa.gov/index.php/libraries/training-consulting/boards/new-board-member> Part 4 “Developing and Adopting Library Policies” (10:07 min)

H. Statistical Reports

- a. Report attached.

I. Librarian’s Report

- a. **Page County Librarians Meeting:** joined by Shenandoah and Stanton librarians. Put together some books to donate to the Growing Strong Families program and discussed various programs.
- b. **Library Employees:** Bobbi Whitehill has been hired as our new full-time Youth Services Librarian. She was the Director of Grandma’s House Daycare, and her first day will be September 25th.
- c. **Other:** Andrew will be attending the annual library conference from October 11-13th in Dubuque. Karen Brandt will be joining him. Karen received a scholarship to attend this year’s conference. Andrew will be going to Carroll on September 28th for a continuing education meeting.

J. Committee Reports

- a. Policy Committee: see New Business

K. Unfinished Business

L. New Business

- a. *Policy Unattended Children*
 - i. **Jim Varley** made a motion to approve the policy as written, and **Paul Jones** seconded. Motion passed unanimously.
- b. *Letter to City of Clarinda regarding House File 718, Library Levy*
 - i. Attached is a draft letter about the Library levy that we have here in Clarinda (\$40,000 per year could be lost) to be sent to our City government
 1. **Paul Jones** made a motion to approve the letter with a few additions; **Marcy Crain** seconded. Motion passed unanimously.
 - a. Andrew will email a new copy with additions made to trustees before he sends it to Mayor Hill, City Manager Gary McClarnon, and city council members.
- c. *Library Late Fees*
 - i. Library Late Fees—the library policy committee has started to look at overdue fees for items and is investigating again looking at going totally fine-free –we last visited this in 2018 as a library. Andrew included the email he sent the policy committee. His recommendation is that we remove late fees for all items

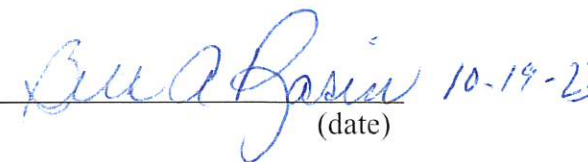
while retaining the hotspot late fee/disconnect fee. Items will still become overdue and must be paid for after 90 days from their due date. We would also waive all current overdue fines.

1. **Jim Varley** made a motion to eliminate late fees and waive any existing late fees; **Allie Wellhausen** seconded. Motion passed unanimously.

M. Adjourn

- a. **Beth Rarick** declared the meeting adjourned with no further business.
- b. Meeting adjourned at **6:13 p.m.**
- c. Next meeting is **October 19th at 5:30 p.m.**

Attest:  Oct. 19, 2023
(date)

President:  10-19-23
(date)