

**Lied Public Library**  
Clarinda, Iowa  
Public Library Board of Trustees  
**Minutes for Thursday, October 28, 2021**  
5:30 pm

**Lied Public Library's Mission:**

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

**A. Meeting started at 5:30 PM at the Lied Public Library and via Zoom.**

- a. Board members took COVID-19 precautions by social distancing.
- b. Called to order by President **Phil Tornholm**
- c. Attendance
  - i. Present:
    1. Board Trustee Members:
      - a. Phil Tornholm (President)
      - b. Beth Rarick
      - c. Alan Ascherl
      - d. Paul Jones
      - e. Joy Nordyke
      - f. Tara Keller
      - g. Jim Varley
      - h. Allie Wellhausen
      - i. Marcy Crain (arrived 5:37 pm)
      - j. Andrew Hoppmann (Library Director)
    - ii. Absent:
      2. Board Trustee Members
        - a. none
    - iii. Others/Public:
      3. None

**B. Agenda Approval**

- a. *Approval of October 28th 2021 agenda*
  - i. **Jim Varley** moved to approve the agenda, and **Joy Nordyke** seconded; Motion passed unanimously.

**C. Minutes Approval**

- a. *Approval of Minutes from September 16th 2021 meeting*
  - i. **Beth Rarick** moved to approve the minutes; **Jim Varley** seconded; Motion passed unanimously.

**D. Budget Review**

September 30th marked 25% into the fiscal year (FY22). We are at an income of 30.24% and expenditures are at 34.80% making our combined revenue less expenditures 35.68%. The completion of the carpet project skews the total higher at this time.

Library Foundation Statements: Attached to board packet.

- Recent Memorials to the Foundation include: Diane Snodgrass, Wanda Garcia, and Bob Brown.

**5. 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. **FMTC** had been mistakenly applying our eRate discount to the Lied Center’s bill, which should be corrected and credited on our next statement. The large bill for **BlackStone Audio** (\$2,273.66) is for 18 past due invoices over the past 3-years, changes/changeover at BlackStone resulted in me not being made aware of these until recently when they updated their billing/payment system. Director Hoppmann has been visiting with Blackstone about this.
  - i. **Alan Ascherl** moved to approve the monthly bills with the exception of the BlackStone invoice for \$2,238.71 and wait to see what the company may do for us, and **Beth Rarick** seconded. 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. The Clarinda Herald Journal has had some great coverage of the library in the last few weeks, for our upcoming program.
  - a. [Iowa author visits Page County Libraries](#) By Heidi Hertensen 10-13-21
  - b. [Program shines spotlight on Clarinda brothers who became vaudeville stars](#) By Kent Dinnebier 10-17-2021

**Suggestion Box Comments: none**

**7. Board Education**

- A. Ch. 5: Approving and Monitoring the Budget - *Iowa Library Trustee’s Handbook 2021*  
Libraries are getting rid of late fees - CNN article-Trustees discussed this topic but decided to keep the fees already established in place.

**8. Statistical Reports**

- A. Nothing of note to report.

**9. Librarian’s Report**

- A. **Page County Librarians Meeting:** No meeting this month
- B. **Library Foundation Investments:** Included are the recent minutes from the Library Foundation, they have recently established “invested accounts” at the Clarinda Foundation and Farm Bureau Financial Services.
- C. **FY 23 Budget Workshop:** Andrew has started to work on developing a draft for the budget year FY23
- D. **ARSL & ILA Conferences:** Andrew attended the ARSL conference in Reno October 20-23. Andrew and Karen Brandt Circulation Librarian attended Iowa Library Conference in Des Moines October 6-8.
- E. **Other:** The Lied Public Library will be participating in the Taste of Clarinda, which is December 2nd.

**10. Committee Reports**

- A. None

**11. Unfinished Business**

- A. None

**12. New Business**

- A. **Library Service Regarding COVID:** This item will appear on the agenda as the COVID situation changes. At this time, City Hall and the Lied Center have not reinstated limited access or required masking. (No suggestions/changes are made this time)

a. No action was taken.

**B. Request to Donate Artwork to the Library:** Leona Rubin wishes to donate a framed piece of art painted by Steven Williamson from the Villisca area to the library. The painting depicts three teddy bears reading a book with a holiday theme.

a. **Paul Jones** moved to accept the artwork and **Beth Rarick** seconded. Motion passed unanimously.

**C. Review Food and Beverage Policy:** attached, no changes recommended.

a. **Allie Wellhausen** moved to approve the Food and Beverage Policy and **Jim Varley** seconded. Motion passed unanimously.

#### 14. Adjourn

A. **Phil Tornholm** requested to adjourn the meeting with there being no further business.

a. **Jim Varley** made a motion to adjourn the meeting, and **Tara Keller** seconded. Motion passed unanimously.

B. Meeting adjourned at **6:31 PM**

C. Next meeting is **November 18th** at 5:30 p.m.

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

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