

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, September 15, 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 5:32PM at the Lied Public Library

- a. Called to order by President **Phil Tornholm**
- b. **Phil Tornholm** requested **Andrew Hoppmann** to take the minutes in **Allie Weelhausen's** absence.
- c. Attendance
 - i. Present:
 1. Board Trustee Members:
 - a. Paul Jones
 - b. Tara Keller
 - c. Phil Tornholm
 - d. Alan Ascherl
 - e. Marcy Crain
 - f. Joy Nordyke
 - g. Beth Rarick
 - h. Andrew Hoppmann (Library Director)
 - ii. Absent:
 2. Board Trustee Members
 - a. Jim Varley
 - b. Allie Wellhausen
 - iii. Others/Public:
 3. None

B. Agenda Approval

- a. *Approval of the September 15th agenda*
 - i. **Beth Rarick** moved to approve the agenda, and **Paul Jones** seconded; Motion passed unanimously.

C. Minutes Approval

- a. *Approval of Minutes from August 18th meeting*
 - i. **Alan Ascherl** moved to approve the minutes; **Paul Jones** seconded; Motion passed unanimously.

D. Budget Review

- a. The end of August marked 16.67% into the fiscal year (FY23). The library had an income of 32.30% and expenditures were at 17.64% making its combined revenue less expenditures 14.33%. The library received its annual County Appropriation \$16,140. There were also 3 pay periods in August as well as staff overlap with training new staff, resulting in higher payroll, FICA/IPERS for August.
 - i. **Library Foundation Statements:** Attached.

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. **Joy Nordyke** moved to approve the monthly bills, **Tara Keller** 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. **Joy Nordyke** commended Youth Services Librarian **Marissa Gruber** for helping find books in a series very quickly for her daughter. **Paul Jones** commended **Jayne Davidson** for helping with a program on a Saturday morning which was moved inside.

G. Board Education

- a. Chapter 15 - Intellectual Freedom

H. Statistical Reports

I. Librarian's Report

- a. **Page County Librarians Meeting:** No meeting held
- b. **Baker & Taylor Ordering Issues:** The library's main book vender suffered a ransomware attack, things are back online, but book orders were delayed and we'll likely see more next month as everyone gets caught up.
- c. **Director Time OFF:** Director noted time he will be off.
- d. **Capital Projects Workshop:** the City will be doing the capital projects workshop in the next few weeks and **Director Hoppmann** will work with the City on any library projects.
- e. **Other:**

J. Committee Reports

K. Unfinished Business

- a. No unfinished business at this time.

L. New Business

- a. **Circulation Policy - Wireless Hotspots**
 - i. The library has had issues with the circulation of hotspots, a lot of turning off and on and overdues, also the library received ECF funding which requires borrowers to sign a waiver, as well as data throttling of speeds by the vendor. It is recommended to change to a two week loan period, require the waiver to be signed and after a day's overdue grace that a \$5.00 turn off fee be addressed and must be paid in full before borrowing another and repeated turn offs may result in suspension of hotspot borrowing.
 - ii. **Joy Nordyke** moved to approve the policy as written; **Beth Rarick** seconded. Motion passed unanimously.
- b. **Library Policy Review: Personnel Procedure Explanations**
 - i. **Paul Jones** moved to approve the policy as written; **Marcy Crain** seconded. Motion passed unanimously.
- c. **Library Policy Review: Continuing Education**
 - i. **Joy Nordyke** moved to approve the policy as written; **Alan Ascherl** seconded. Motion passed unanimously.
 - ii.

M. Adjourn

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

- i. **Joy Nordyke** made a motion to adjourn the meeting, and **Tara Keller** seconded. Motion passed unanimously.
- b. Meeting adjourned at **6:28 PM**
- c. Next meeting is **October 20th at 5:30 p.m.**

Attest: Allison Stillhauser 10/20/22
(date)

President: Neil Longley 10-20-22
(date)