

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, March 18, 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 5:31 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 Ruth Falk.
- c. President Ruth Falk requested Andrew Hoppmann take the minutes in Allie Wellhausen's absence.
- d. Attendance
 - i. Present:
 1. Board Trustee Members:
 - a. Ruth Falk (President)
 - b. Tara Keller
 - c. Ed Geeding
 - d. Alan Ascherl
 - e. Beth Rarick(participated in meeting via Zoom)
 - f. Andrew Hoppmann (Library Director)
 - ii. Absent:
 2. Board Trustee Members
 - a. Phil Tornholm
 - b. Allie Wellhausen
 - c. Joy Nordyke
 - d. Paul Jones
 - iii. Others/Public:
 3. None

B. Agenda Approval

- A. *Approval of March 18th 2021 agenda*
 - i. **Alan Ascherl** moved to approve the agenda, and **Ed Geeding** seconded; Motion passed unanimously by roll call vote.

C. Minutes Approval

- a. *Approval of Minutes from February 18th 21st 2021 meeting*
 - i. Minutes were presented for approval with a minor correction.
 1. **Ed Geeding** moved to approve the minutes; **Beth Rarick** seconded; Motion passed unanimously by roll call vote.

D. Budget Review

- a. February 28th marks 66.67% into the fiscal year (FY21). Revenue is at 89.78% and expenses are 64.25% making the combined revenue less expenditures at 58.06%.
 - i. Library Foundation Statements: Attached to board packet.

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. **Tara Keller** moved to approve the bills, and **Alan Ascherl** seconded to approve Monthly Bills; Motion passed unanimously by roll call vote.

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.*

- a. None

7. Board Education

A. The board discussed Chapter 22 of the Code of Clarinda which discusses the Library Board of Trustees, Andrew also reminded the board about the Trustee Training Event with Misty Gray and other Page County Libraries scheduled for Monday March 29th at 7pm.

8. Statistical Reports

A. Nothing of note to report.

9. Librarian's Report

A. **Page County Librarians Meeting:** Coin on 3/11/2021

B. **Enrich Iowa Agreement FY22 Signed:** Andrew has signed and turned in the Enrich Iowa Agreements these programs allow the library to receive money from the state (Direct State Aid) borrow items from other libraries (Interlibrary loan) and patrons to visit and borrow items from other libraries when they travel (Open Access). Generally we receive \$3-4,000 per year from these State Programs.

C. **City Budget:** The City budget process is underway and moving along with our request unchanged. Andrew did share some different carpet samples for the main area of the library.

D. **Tree Down:** A tree blew down on the SW corner of the library, it's been removed by City Crews.

E. **Friends of the Library:** They held their meeting and they will not be holding a book sale until possibly the Fall, but will continue with the on-going book sale cart.

F. **Other:** National Library Week is April 4-10th looking at a few special events, looking at a eGaming Club and Spice Club at the library in April as well. Origami Flowers program planned for Saturday April 24th, Arbor Day tree planting program April 30th with Trees Forever. New StoryWalk has been

10. Committee Reports

A. **Policy Committee:** met on 3/8/21 see new business.

11. Unfinished Business

12. New Business

A. **Library Service Regarding COVID:** This is on the agenda so that the board can discuss and take any actions that may be needed to adjust library service in regard to COVID in our community and at the library. (It must be on the agenda to be an action item).

- a. No action taken, current measures will remain in effect; mask inside library when unable to distance and ½ capacity of meeting rooms along with enhanced cleaning/safety measures.

B. Library Card Registration Policy Revision/Combine and Fine & Fee Policy: The policy review committee met with Andrew as Andrew wanted to streamline a few policies and services at the library, the result was combining multiple policies into the Library Card Registration Policy. The suggested changes would remove the Digital Access Card Policy, WiFi Hotspot, Equipment and Board Game Policy into one policy. The goal is to streamline the policies and make it easier for patrons to use the library as well as staff to enforce.

a. **Alan Ascherl** made a motion to approve the policy changes; **Tara Keller** seconded. Motion passed unanimously by roll call vote.

13. Adjourn

A. **Ruth Falk** requested to adjourn the meeting being no further business.

B. Meeting adjourned at 6:19 p.m.

C. Next meeting is April 15th at 5:30 p.m.

Attest: Alison Wellhausen 4/15/21
(date) President: Ruth E Falk 4/15/21
(date)