

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, April 16th 2020
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.

- 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) (participated in meeting via Zoom)
 - b.** Robert Briggs (participated in meeting via Zoom)
 - c.** Paul Jones
 - d.** Evelyn Rank (participated in meeting via Zoom)
 - e.** Beth Rarick (participated in meeting via Zoom)
 - f.** Phil Tornholm (participated in meeting via Zoom)
 - g.** Allison Wellhausen (participated in meeting via Zoom)
 - h.** Andrew Hoppmann (Library Director)
 - ii.** Absent:
 - 2.** Board Trustee Members
 - a.** Alan Ascherl
 - b.** Joy Nordyke

B. Agenda Approval

- A.** *Approval of April 16, 2020 agenda*
 - i.** Evelyn Rank moved to approve the agenda, and Beth Rarick seconded; Motion passed unanimously.

C. Minutes Approval

- a.** *Approval of Minutes from March 19, 2020 meeting*
 - i.** Minutes were presented for approval.
 - 1.** Beth Rarick moved to approve the minutes with corrections; Robert Briggs seconded; Motion passed unanimously.

D. Budget Review

- a.** At the end of March we are 75% into fiscal year (FY)20. Revenue is at 88.44%, expenditures is at 73.76% which places our revenue less expenditures at 70.54%. There were 3 pay periods in the month of March.
- b.** Budget Forecast: Andrew is forecasting that the library will likely be \$10,000 + under budget and is planning to use savings for items under new business, savings are a result of COVID-19 impacts.
- c.** 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. FMTC: Farmers Mutual Telephone Company contacted the library and they will not be charging the Library for service for April and May billing cycles due to COVID-19. (approximately \$700 in savings).
 - i. Phil Tornholm moved to approve the bills, and Evelyn Rank 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.*
 - a. Ruth Falk: People are very grateful that curbside services are being offered once again.

7. Board Education

- A. Link to State Library of Iowa COVID-19 Resources:
<https://www.statelibraryofiowa.org/archive/2020/mar/coronavirus>

8. Statistical Reports

- A. Shutdown to COVID-19 has impacted the library across the board. The library has seen a 10% increase over February with the use of digital resources.

9. Librarian's Report

- A. *Library Painting and Projects:* Completed Friday, April 10th
- B. *Healthy Hometown:* Programs on hold
- C. *Tree Planting @ Library:* on hold
- D. *Other:*

10. Committee Reports

11. Unfinished Business

12. New Business

- A. *Coronavirus & Library Operations:* The Governor has ordered libraries to be closed until April 30th. However, libraries are able to provide curbside service of library materials. Andrew is planning on restarting this service 4/15/20. All library items have a due date of 4/30/20 at this time. All library programs have been canceled through April. Andrew is working on installing lockers on the outside of the building for 24/7 pickups. The cost for the lockers should be under \$500. Andrew would like the board to approve/ understand the following:
 - a. Agree to waive all existing late fees on all accounts (under \$5). This would only apply for *late* fees and not lost or damaged items. This would give everyone a clean slate when they return.
 - b. Approve the installation of lockers to be added to the library near the book drop.
 - c. The Board plans to reopen the library as soon as it is safe and recommended (hoping to by May 1st) and that some services may be limited at that time (computer lab/meeting rooms or programming).
 - d. However, the library may end up opening slowly, with limited days/hours, and/or hours devoted to at-risk ages and populations.

- i. Beth Rarick made a motion to approve the recommendations; Paul Jones seconded. Motion passed unanimously.

B. Additional Library Projects & Programs:

- a. **Adventure Pass:** The Iowa Libraries Adventure Pass is an online program that allows library patrons to use their library cards to visit area attractions, museums, and parks for free. Passes are available 24/7 through each library’s website, and reservations can be made up to 90 days in advance. Adult patrons may only check out 1 pass for each venue per 365 days and libraries are limited to one per week generally. Patrons reserve the pass online by entering their library card number. They must present the printed reservation confirmation page and a valid photo ID for admittance to each venue. The pass is valid for the reserved date only, and admits 2 adults and 2 children to the venue. Additional attendees must pay regular admission prices at the door. An example of the AP Program website please: <https://bit.ly/33Zu9Gh>
 - i. Cost for the adventure pass is \$1500/year and Andrew recommends this purchase using the savings in the budget, future funding from the City Budget and/or Library Foundation
 1. Paul Jones made a motion to purchase the Adventure Pass; no member seconded; Motion died due to lack of a second.
 2. Paul Jones wished to make additional comments, Board Chair Ruth Falk moved the meeting on to the next order of business.
- b. **eBooks Resources:** Due to the library being closed, there has been an increase in digital databases. Andrew will be adding \$3,000 to the Hoopla Credit (already budgeted). Andrew requests the board to add to the Bridges eBook collection of \$2,000 for additional eBooks and resources using the savings in the budget.
 1. Phil Tornholm made a motion to add \$2,000 more to the eBook collection; Paul Jones seconded. Motion passed unanimously.
- c. **Children’s and Teen Technology:** The library did not end up getting the Page County Community Foundation as the Foundation ended up holding some funds for the COVID-19 response. Total project cost was around \$10,500. **Andrew recommends using the savings from the budget, Library Foundation and Projects Fund to complete this project. He would like to wait until closer to the end of the fiscal year (late May/June) for this project.**
 1. No action was taken at this time.

C. Policy Review: Confidentiality Policy

1. Evelyn Rank made a motion to approve the policy as revised; Beth Rarick seconded. Motion passed unanimously.

12. Adjourn

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

Attest: _____
(date)

President: _____
(date)