

**Lied Public Library**  
Clarinda, Iowa  
Public Library Board of Trustees  
**Minutes for Thursday, May 20, 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**

- 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.
- d. Attendance
  - i. Present:
    1. Board Trustee Members:
      - a. Ruth Falk (President)
      - b. Tara Keller
      - c. Ed Geeding
      - d. Alan Ascherl
      - e. Beth Rarick
      - f. Phil Tornholm
      - g. Paul Jones
      - h. Andrew Hoppmann (Library Director)
    - ii. Absent:
      2. Board Trustee Members
        - a. Joy Nordyke
        - b. Allie Wellhausen

**B. Agenda Approval**

- A. *Approval of May 20th 2021 agenda*
  - i. **Alan Ascherl** moved to approve the agenda, and **Phil Tornholm** seconded; Motion passed unanimously.

**C. Minutes Approval**

- a. *Approval of Minutes from April 15th 2021 meeting*
  - i. **Beth Rarick** moved to approve the minutes; **Tara Keller** seconded; Motion passed unanimously.

**D. Budget Review**

- a. April 30th marks 83.33% into the fiscal year (FY21). Revenue is at 111.94% and expenses are 80.20% making the combined revenue less expenditures at 75.51%. Andrew provided trustees with an updated Budget sheet from the City as the city recently amended the library budget to account for increased income and associated expenditures.
  - i. Library Foundation Statements: Attached, unless not yet received in the mail.

## 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. **Ed Geeding** moved to approve the bills, and **Tara Keller** 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.*

- a. **Andrew Hoppmann** mentioned he has been on KMA a number of times talking about the community concert and Spice Club.

## 7. Board Education

- b. Board Education--Chapter 10 of the Trustee Handbook - Evaluating the Library Director was reviewed.

## 8. Statistical Reports

- A. Nothing of note to report.

## 9. Librarian's Report

- A. **Page County Librarians Meeting:** Met 5/13/2021-in Clarinda talked about shared programming and providing a Summer Report on events to the Supervisors
- B. **Enrich Iowa Agreement Signed:** Has been completed.
- C. **E-Rate Waiver Requested:** A deadline was missed, everything has now been submitted, but a request to waive the deadline needed to be filed, that is complete and we are awaiting feedback from FCC.
- D. **Library Staff Reviews:** Director Hoppmann will be conducting annual employees review over the next few weeks.
- E. **Chamber Golf Event:** The library will have a team of Jayne Davidson, Beth Rarick, Andrew Hoppmann and Evelyn Rank. No library funds will be used for this event.
- F. **Other:** Summer Library Calendar attached, good turn out for Spice Club and community concert. Glenn Miller will be borrowing 20-40 chairs and the library will be handing out CPR kits from American Heart Association.

## 10. Committee Reports

- A. **Building & Grounds:** Met 5-19-2021 and toured the library and developed a project and priority list with Andrew. They also shared the carpet selection for the library.
- B. **Budget & Personnel: Director's Evaluation** Chair **Alan Ascherl** provided the trustees with a form to be completed and returned to him, the committee will review and then meet with Andrew prior to the June board meeting.

## 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. The Lied Center has moved away from masks/screens/limitations and the City now only encourages them.**Andrew Hoppmann** provided a staff survey report, but also noted that a lot has changed with both CDC and Iowa guidance. Discussion ensued. **Phil Tornholm** made the motion that

mask and social distancing be encouraged by all library users and staff, but not required. Other items and services (toys/programs) will be rolled out/restored as appropriate per the director; **Alan Ascherl** seconded; Motion passed unanimously.

**B. Review Internet & Internet Safety Policy:** Policy Review, no changes suggested.

**a. Ed Geeding** made a motion to approve the review of the Internet & Internet Safety Policies; **Beth Rarick** seconded; Motion passed unanimously.

**C. American Rescue Plan Act Grant Request:** The state library of Iowa is offering non-competitive \$5000 grants for libraries due to the latest COVID stimulus funding. Andrew Hoppmann will be applying for the full amount to update various pieces of library technology.

**a. Alan Ascherl** made a motion to pursue the grant; **Tara Keller** seconded; Motion passed unanimously.

**D. Elect Board Officers:** President **Ruth Falk**'s term will be ending in June and is unable to be reappointed after serving for 17 years. A new president will need to be elected.

**a. Paul Jones** made a motion to elect **Phil Tornholm as President** and **Beth Rarick as Vice President** at the completion of **Ruth Falk**'s term.; **Ed Geeding** seconded: Motion passed unanimously.

### 13. Adjourn

A. **Phil Tornholm** requested to adjourn the meeting with no further business, **Tara Keller** seconded; Motion passed unanimously.

B. Meeting adjourned at 6:34 p.m.

C. Next meeting is June 17th at 5:30 p.m.

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

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