

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, June 17, 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 5:32 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. Phil Tornholm requested **Andrew Hoppmann** take the minutes in **Allie Wellhausen**'s absence.
- d. Attendance
 - i. Present:
 1. Board Trustee Members:
 - a. Phil Tornholm (President)
 - b. Tara Keller
 - c. Joy Nordyke
 - d. Marcy Crain
 - e. Phil Tornholm
 - f. Paul Jones
 - g. Andrew Hoppmann (Library Director)
 - ii. Absent:
 2. Board Trustee Members
 - a. Beth Rarick
 - b. Alan Ascherl
 - c. Allie Wellhausen
 - d. Open Seat
 - iii. Others/Public:
 3. None

B. New Trustee Welcome & Introductions

- a. **Marcy Crain** was welcomed to the library board.

C. Agenda Approval

- a. *Approval of July 15th 2021 agenda*
 - i. **Joy Nordyke** moved to approve the agenda, and **Tara Keller** seconded; Motion passed unanimously.

D. Minutes Approval

- a. *Approval of Minutes from June 17th 2021 meeting*
 - i. **Paul Jones** moved to approve the minutes; **Tara Keller** seconded; Motion passed unanimously.

E. Budget Review

June 30th marked the end of Fiscal Year 2021 (FY21). The library ended up at 98.34% of the budget used, when you subtract Employee Benefit Expenses, which are not paid from the general fund that's \$397.53 under budget.

Director Hoppmann also provided the trustees with information regarding FY22, Weekly Income and Other Income Reports for FY21.

- 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. Andrew Hoppmann also provided a report of bills which were paid after the last board meeting but prior to the close of the fiscal year.
- b. **Paul Jones** moved to approve the bills paid after the last board meeting but before the close of the fiscal year FY21, and **Joy Nordyke** seconded to approve those bills; Motion passed unanimously.
- c. **Joy Nordyke** moved to approve the current bills, and **Tara Keller** seconded to approve those 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. **Joy Nordyke** noted a number of wasp by the stairs on the north of the library grounds.
 - i. Andrew Hoppmann and Phil Tornholm will investigate.

7. Board Education

A. The board discussed Ch. 2: A Culture of Learning – Iowa Library Trustee's Handbook 2021

- a. It was discussed for Andrew to set up / share how for trustees to access IALearns.

8. Statistical Reports

A. Nothing of note to report.

9. Librarian's Report

- A. **Page County Librarians Meeting:** Met in Coin on 8th, working on some shared ideas and projects.
- B. **Trustee Geeding's Resignation from Library Board:** Trustee Ed Geeding has submitted his resignation from the library board, as he's taking a job out of state. If you know of any males living in the City that may be interested in serving his unexpired term (ends 6-30-2026) let Andrew or Phil know.
- C. **Open Access Report Filed:** Open Access is the State of Iowa's reimbursement program that pays the library when residents of another community in Iowa use the library. We get paid per checkout (rate to be determined), and most usage comes from the New Market and Bedford communities, but we do see use from Villisca and Shenandoah.
- D. **Library Service Regarding COVID:** This has been moved from New Business as we are generally operating without any restrictions; however, we have not fully brought back all programs and services (such as having toys out in the children's area) these items will be slowly rolled back out over time.
- E. **Director Time OFF:** Andrew will be canoeing the Boundary Waters in August and will be out of contact. If you have any questions during that time please direct them to Phil Tornholm, Marissa Gruber or Gary McClarnon.

- F. **Library Carpet Project:** Plan to start on August 18th
- G. **Library Hosting State Training:** The library will host the State Library of Iowa's Training in September.
- H. **Narcan @ Library:** An organization has approached Andrew about having Narcan at the library, Andrew will visit with City Hall and local EMTs about this, the organization also can provide other trainings he'll be looking into.
- I. **Continuing Education:** Andrew is looking at attending the Association for Small and Rural Libraries (ARSL) Conference in Reno, NV on October 20-24 currently the total cost would be around \$1200.
- J. **Other:** Watercolor Program on July 12th - Adult Game Night July 16th 7 PM – Every Color Has a Story Program on July 19th 6:30 PM – Friends of the Library meeting July 20th – Community Concert 24th 2 PM – Spice Club with Kelli Wilmes CRHC 26th 6:30 PM -

10. Committee Reports

11. Unfinished Business

12. New Business

- A. **Review Long Range Plan & Update:** Attached is our current plan, Andrew will be updating and visiting with staff about updating this plan, COVID altered a lot of our plans and should be considered as we review/revise this plan for the next 1-3 years.
 - a. **Joy Nordyke** moved to table the Review Long Range Plan & Update until September for more time to review; **Marcy Crain** seconded. Motion passed unanimously.
- B. **Approve Emergency Connectivity Funding Request:** The Federal Government has made \$7.1 billion available to schools and libraries to expand internet access within their communities, Andrew is looking at providing WIFI in the community parks. The project is still awaiting proposals, but need to approve to meet the filing deadline.
 - a. **Joy Nordyke** moved to approve the request; **Marcy Crain** seconded. Motion passed unanimously.

14. Adjourn

- A. **Phil Tornholm** requested to adjourn the meeting with there being no further business.
- B. Meeting adjourned at 6:31 p.m.
- C. Next meeting is August 19th at 5:30 p.m.

Attest: _____
(date)

President: Phil Tornholm
(date)
Alan Archel