

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, August 19, 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 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. Marcy Crain
 - d. Jim Varley
 - e. Alan Ascherl
 - f. Beth Rarick (arrived at 5:44 PM via ZOOM)
 - g. Andrew Hoppmann (Library Director)
 - ii. Absent:
 2. Board Trustee Members
 - a. Allie Wellhausen
 - b. Paul Jones
 - c. Joy Nordyke
 - iii. Others/Public:
 3. None

B. New Trustee Welcome & Introductions

- a. **Jim Varley** was welcomed to the library board.

C. Agenda Approval

- a. *Approval of August 19th agenda*
 - i. **Alan Ascherl** moved to approve the agenda, and **Jim Varley** seconded; Motion passed unanimously.

D. Minutes Approval

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

E. Budget Review

July 31st marked 8.33% into Fiscal Year 2022 (FY22). Income is at 1.34% and expenditures are at 11.78%, the overage in expenditures are due to the first payment of the carpeting project. The library also will not see our larger library levy payment until October as well as the Page County Appropriation payment.

- 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. **Alan Ascherl** 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.*

7. Board Education

- A. The board discussed Ch. 3: The 5 Primary Responsibilities of Boards – Iowa Library Trustee’s Handbook 2021

Trustee **Beth Rarick** joined the board meeting via ZOOM at **5:44 PM**.

8. Statistical Reports

- A. Nothing of note to report.

9. Librarian’s Report

- A. **Page County Librarians Meeting:** No meeting in August
- B. **ARSL & ILA Concereferences:** Director Andrew Hoppmann received a \$1000 grant to attend the ARSL Conference in Reno, all butabout \$200 of the trip should be covered by the grant. It will be in October. Also in October will be the Iowa Library Association Conference in Des Moines, Director Hoppmann is presenting and planning to attend, due to the savings with the ARSL Grant Karen Brandt Circulation Librarian will also be attending ILA this year.
- C. **Library Re-Carpeting:** Process is underway and should take another 10 business days
- 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. **POP-UP Book Sale:** Friends of the Library are currently holding a pop-up book sale.
- F. **Library Foundation Investment Policy:** The Library Foundation has been working on an investment policy and plan.

10. Committee Reports

11. Unfinished Business

- A. **Review Long Range Plan & Update:** *(tabled until September)*

12. New Business

- A. Review Faxing Policy:** Minor changes were made to reflect that now the public can send their own faxes
 - a. Tara Keller** moved to approve the Faxing Policy as presented; **Marcy Crain** seconded. Motion passed unanimously by roll call vote.
- B. Review Behavior Policy:** No changes were proposed.
 - a. Beth Rarick** moved to approve the Behavior Policy as reviewed **Jim Varley** seconded. Motion passed unanimously by roll call vote.

14. Adjourn

- A. Phil Tornholm** requested to adjourn the meeting with there being no further business.
- B. Meeting adjourned at 5:54 PM**
- C. Next meeting is September 16th** at 5:30 p.m.

Attest: _____
(date)

President: _____
(date)