Indianola Public Library
Board of Trustee Meeting Minutes
November 6, 2019

Present: Library Director Michele Patrick, Children's Services Librarian Janis Comer, Jim Lee, Betsy Freese, Cyd Dyer, Pat Hicks, Tom Smith, Colleen Wilmott, and Andy Brittingham.

Guests: City Manager, Ryan Waller

The meeting was called to order by President Jim Lee at 5:30 p.m.

Update on City of Indianola Facilities Study: City Manager, Ryan Waller provided an update to the Trustees on the next steps to be taken as a result of the Facilities Study. Mr. Waller reviewed the options presented by the consulting group, and the direction provided by City Council (to consider "*Option 1: Build a new City Administration building on the Library block to share community space and parking. Demolish and replace the existing library to address existing Library program, security, entrance location and mechanical system problems. Once City Administration has moved, renovate and expand the existing Municipal Building for Fire and Police.*). City Council will next need to approve funds to begin the process of recruiting and hiring an architectural firm. This firm will then work collaboratively with all stakeholders (including, but not limited to the City Council, the IPL, Indianola Police and Fire, and City Administration) to develop initial plans which meet the needs of the City and Indianola community. Additional discussion items included the impact of this proposal on multiple City departments, the impact of the facilities study on current capital improvement plans for the Library, and the importance of open communication with the Indianola community. (Ryan Waller, left the meeting at the conclusion of this discussion).

The minutes of the October 1, 2019 meeting were approved with no corrections or additions.

Financial Report:
Approve Monthly Claims: Motion by Andy Brittingham and seconded by Betsy Freese to approve the monthly claims. Motion approved. Noted claims included expenses for the maintenance of the current HVAC system, and the purchase of equipment to repair book bindings.

Review of Expenditures and Revenue: It was noted that monthly expenditures included several one-time annual expenses, resulting in the appearance of excess expenditures in the "Operations" category.

FY21 Budget Discussion: Staffing: Recent analysis and comparison to the salaries of library staff in the metro revealed that while IPL hourly staff are compensated competitively, professional staff are not. Next year's budget will attempt to make IPL professional staff salaries more competitive, and bring the Library Directors' salary more in line with that of other City department heads.

The FY21 budget will also include a request for two additional IPL staff, one at 1.0 FTE, the other at 0.5 FTE. Additional staff will allow the IPL to expand evening and weekend (Sunday) hours, improve marketing / advertising of IPL service and events, and provide more programming for teens and adults.

Director's Report: 1.) The Library Director continues to work with the City of Ackworth regarding contracting for library services. 2.) Trunk or Treat was a huge success. 3.) A budget amendment has been submitted to replace the HVAC compressor this current fiscal year (item had been requested for FY20 Capital Improvement Plan). 4.) A budget amendment to add additional electoral outlets has been approved by the City. 5.) The IPL hopes to begin using a new delivery service offered by the State Library of Iowa, this is estimated to save the IPL approximately $1000 annually in postage. 6.) The IPL will participate in a “Libraries as Community Space” program/study with the University of Iowa.

Monthly statistics (October 2019) were reviewed and discussed. It was noted that the IPL is now able to enumerate WiFi Sessions.

Old Business:

Strategic Plan Update: Trustees reviewed feedback form a Strategic Planning discussion conducted with the Friends of the IPL, as well as the Community Survey. Trustees discussed potential items to be included in the plan, including improved marketing, updating the interior layout of the IPL, issues of access and security, and the expansion of adult/senior services.

City Facilities Plan: Discussion resumed regarding the impact of the Facilities Plan on IPL’s infrastructure capital improvements.

New Business:

Board Meeting Date Change: Effective January 2020, Library Board of Trustee meetings will occur on the second Tuesday of each month. Motion by Colleen Wilmott, seconded by Andy Brittingham. Approved.

Picture Book City: Janis Comer presented a redesign of the children’s book area to create a “Picture Book City”. This design is intended to better utilize shelfing, increased access for small children, and help in directing adults and children to books covering specific topics. Motion by Betsy Freese, seconded by Pat Hicks to approve use of special revenue funds to support these changes. Motion approved.

Library Closure for Painting: Library Director Michele Patrick discussed steps being taken to prepare the library staff and patrons for the painting project schedule to begin in January. Steps will be taken to accommodate patron’s needs as much as reasonably possible. Motion by Pat Hicks, second by Colleen Wilmott to close the IPL from Monday January 6th to project completion. Motion approved.

Friends Report: Friends of the IPL will hold their annual members meeting at 6pm on November 19th.

Trustee Comments: The next meeting will be December 3rd, 2019.

Meeting was adjourned at 7:05pm.

Secretary,

Andy Brittingham