

**Indianola Public Library
Board of Trustees Meeting Minutes
November 10, 2020**

(This meeting was held remotely using Zoom due to the COVID-19 pandemic. The meeting was made open to the public via reserved space at the IPL and following social distancing guidelines.)

Present: Library Director Michele Patrick, Cyd Dyer, Colleen Willmott, Betsy Freese, Tom Smith, Andy Brittingham, Sally Van Dorin, and Emmett Konrad.

The meeting was called to order by President Betsy Freese at 5:30 p.m.

There were no public comments.

The agenda was approved without change (motion Cyd Dyer; second Sally Van Dorin).

The minutes from the October 13, 2020 meeting were approved (motion Andy Brittingham; second Cyd Dyer)

Trustee Continuing Education: Chapter 2: Five Primary Roles of the Library Board was reviewed.

Financial Report: Approve Monthly Claims: Motion by Colleen Willmott and seconded by Cyd Dyer to approve the monthly claims. Motion approved. (Note: Trustee signatures will be added to approved invoices at a later date).

Monthly Expenditures were reviewed (motion Sally Van Dorin; second Andy Brittingham). Motion approved.

Director's Report: Michele explained that library staff has been preparing for the upcoming annual report to the council.

Michele informed the board that she is currently in the process of hiring 2 new positions: Library Assistant (part-time) and an Adult Services Librarian (full-time).

Monthly Statistics: Circulation was up since last month.

Old Business: COVID-19 Update: Michele explained that the Fire Department will implement a weekly UV treatment of the staff and break room in addition to the cleaning protocols already in place. The city has also issued new guidelines on facemasks. The Library will purchase 2 masks for each staff member.

Due to the rising positivity rate, it may become necessary to close the building again. If this becomes necessary, the intent would be to continue curbside services and computer usage by appointment. The Library Board of Trustees will support the decision of the City and the Library Director in the closing of the Library if they deem it necessary.

New Business: Policy Review: Display Case and Bulletin Boards. (Motion: Cyd Dyer; second: Andy Brittingham) Motion approved.

Friends Report: Cyd Dyer, Friends Representative, reported that Trivia Night is currently on hold. The November Membership Drive is underway and the Annual Meeting will be held online next week.

Trustees Comments: Emmett requested an update on the new hours.

The meeting was adjourned at 6:13pm. (Motion: Andy Brittingham; second: Emmett Konrad)

Secretary,

Colleen Willmott