Indianola Public Library
Board of Trustees Meeting Minutes
July 3, 2018

Present: Library Director, Michele Patrick, Trustees Pat Hicks, Jim Lee, Andy Brittingham, Betsy Freese, Cyd Dyer and Colleen Willmott. Absent, Tom Smith.

The meeting was called to order by President Pat Hicks at approximately 5:30 p.m. Motion by Betsy Freese and seconded by Jim Lee to accept the minutes of the June 5, 2018 meeting as written and accept the agenda. Motion passed unanimously.

Reviewed Chapter 10: Legal Matters of the Iowa Library Trustees Handbook. Michele stated that we would specifically discuss the Open Records and Confidentiality Section as they pertain family cards and ready history with the new system.

Motion by Jim Lee, seconded by Andy Brittingham to approve the Monthly Claims. Pat Hicks, Jim Lee, Andy Brittingham, Betsy Freese and Colleen Willmott voted to approve. Cyd Dyer abstained. FY 17-18 ended up with a surplus of $77,751.87 which will be put into the reserve fund. We reviewed the Enrich Iowa Expenditures.

Directors Report: Summer Reading has been very successful. Staff is working on ideas to help accommodate the large crowds going forward and ideas for additional adult volunteers. MyLisa has accepted a job in the city's IT department. Her official last day is July 20 although Michele has made an arrangement for her to start with IT on July 17 or 18 and in return she will come back and train her replacement. Michele is doing a salary assessment of this position. After that is complete, the position will be posted. The Rotary Club has decided to discontinue the book sale. Michele has been asked to participate in the Iowa Library Associations 2017 self-audit.

Old Business: Michele, Alison, Janis and MyLisa completed 12 hours of training on the new system. During July there will be approximately 20 hours of additional staff training. Still on schedule for the August 23rd "Go Live" date.

New Business: Nominations were as follows: Jim Lee for President, Betsy Freese for Vice President, Andy Brittingham for Secretary and Colleen Willmott for Friends Representative. A motion to approve as a slate was made by Jim Lee, seconded by Andy Brittingham. Motion passed unanimously. Committees were formed as follows – Personnel: Jim Lee, Andy Brittingham and Pat Hicks; Finance: Tom Smith, Cyd Dyer and Betsy Freese.

A motion was made by Betsy Freese, seconded by Andy Brittingham to add a staff postion (6 hours/week) to the library. Motion was approved unanimously.

A motion was made by Jim Lee, seconded by Cyd Dyer to approve a two-day grace period on overdue materials for all items except DVDs. This would allow the fine to be automatically waived by the system if the materials are returned within 2 days after the due date. If materials are returned after the two day grace period, fines accrue from the due date. Movie return policy remains as it is now with the overdue fines starting at the due date. Motion was approved unanimously.

Michele explained that the city is implementing a new process for major capital improvement plans. This will be a 5 year plan for the city. Michele asked everyone to think of possible capital improvement ideas before the next meeting.

Friends Report: No meeting

Adjournment at 6:25 p.m. Moved by Colleen Willmott, seconded by Andy Brittingham.
The next Trustees Meeting will be August 7, 2018 at 5:30 p.m.

Respectfully submitted,
Colleen Willmott, Acting Secretary