Indianola Public Library
Board of Trustee Meeting Minutes
November 6, 2018

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

The meeting was called to order by President Jim Lee at 5:30 p.m. Betsy Freese moved to approve the amended minutes of the October 2, 2018 meeting, Pat Hicks seconded the motion and it was approved.

Trustee Orientation and Continuing Education: Discussion of the article "The End of Fines?" which appeared in the September 15, 2018 issue of *The Library Journal*. Fines currently comprise slightly more than 1% (~$6000) of the Library budget. We have an expenditure of approximately $600 per year to employ a collection agency to assist in the collection of fines and the recovering of materials. There is a national trend to eliminate fines for overdue library materials. IPL's recent experience with a fine forgiveness month yielded positive results in terms of material recovery. Board discussion included the suggestion that the topic of fines may be appropriate for inclusion in the next strategic plan.

Approve Monthly Claims: Motion by Pat Hicks and seconded by Cyd Dyer to approve the monthly claims. Motion approved. Claims listed as "SirsiDynix Corporation" will be paid though the City of Indianola's capital improvement fund.

Review of Expenditures: It was noted that item #43 (Materials/Supplies) included the purchase of library cards. These had previously been purchased using funds from the Friends of the IPL.

The Library Director noted that painting of the library's interior is under consideration, and would be funded as part of the City's capital improvement plan.

Director's Report: The Halloween Trunk or Treat was well-attended and included participation of the both the mayor and city council.

The new electronic ordering and invoicing system has been implement. It is anticipated that this will significantly improve efficiency.

Trustee president Jim Lee and Michelle Patrick have been invited to meet with the City Manager to discuss the results of the recently completed City's Facilities Study.

Michele Patrick has been asked to serve on the Iowa Center for the Book Foundation. The Board congratulates Michele and continues to be grateful for her efforts to represent the IPL statewide.

Monthly and annual library circulation continues to grow. The library is still considering strategies to track WiFi use.

Old Business: Integrated Library System update: The September and October goals have been met, including the launching of a mobile app, the use of text message notifications, and installation of the children's catalog and other catalog services. Mobile circulation equipment has arrived.

Over the next couple of months new goals include the implementation of mobile circulation, and the offering of a "Family Card" option. The Family Card option will require the development of additional policies and procedures, but will have several benefits for the community, including greater easy in allowing individuals to pick up and deliver books to others, and the ability of parents to assist in the management of their children's accounts.

Pavilion Update: Further discussion of the construction of a pavilion on library property is on hold until the City of Indianola completes its space needs assessment.

New Business: Circulation Policy: The IPL's current circulation policy was reviewed and amended. Notably, the checkout time for DVDs was increased from 3 days to 1 week. Betsy Freese moved to approve the amended policy, seconded by Pat Hicks, and approved by the Board.

Thank You for Being a Friend program: The Board discussed a proposal to initiate a rewards program for members of the Friends of the IPL. After discussion, a motion was made (Pat Hicks), seconded (Andy Brittingham), and approved to reward FIPL members by: waiving late fees for overdue books or movies; providing free interlibrary loan requests; providing them a "early peek" newsletter of library activities; and a small gift.

Seasonal Employee Proposal: The Board discussed a proposal to hire two short-term seasonal part-time staff to assist with summer programing. Pat Hicks motioned to approve this proposal, Cyd Dyer seconded the motion. The motion was approved.

Friends Report: Colleen Willmott reported that the Trivia Night fundraiser will occur on March 30th. The annual Friends meeting will occur on Tuesday, November 13th at Mish Mash Eats.

Trustee Comments: None.

Having no other agenda items to discuss the meeting was adjourned at 6:35pm.

Secretary,

Andy Brittingham