

**Indianola Public Library
Board of Trustee Meeting Minutes
October 2, 2018**

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

Absent: none

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 September 4, 2018 meeting (Pat Hicks had mistakenly not been included as present at the meeting). Tom Smith seconded the motion and it was approved.

Trustee Orientation: Review of "Chapter 13: Evaluating the Library Director" from the Iowa Library Trustees Handbook.

Approve Monthly Claims: Motion by Pat Hicks and seconded by Colleen Willmott to approve the monthly claims. Motion approved. Claims listed as "Wells Fargo" will continue to be itemized on the monthly expenditures report.

Monthly expenditures included **annual** fee for building security, and **quarterly** fee for HVAC service.

Director's Report: The library is the recipient of a generous gift from the estate of Mary H. Hickman. These funds will be useful in the improvement of our children's book collection.

Both part-time library assistants have begun working. In addition to other duties, Alyssa Craven will be working on the library's new mobile app; Virginia Ricketts will be assisting with technical services.

Due to decreased circulation, and a change in offerings available, the library will no longer offer digital magazines through the Central Iowa Magnet consortium. Some digital magazines are still available through the Bridges consortium.

Corrected August circulation data as well as September circulation data was reviewed and discussed. Both months saw small increases in circulation.

Old Business: Integrated Library System update: Both internal and external technical issues have been faced with regards to various components of the new integrated library system. The library continues to work with the vendor to resolve these issues. Several positive items were discussed: the new mobile app is available and will be marketed to patrons shortly; the enhanced cataloging service (EDI) will dramatically reduce the amount of time it takes for a book to be order to when it is available to patrons; quotes are being sought out for mobile circulation equipment.

Pavilion: 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: 2019 Holiday Schedule: Motion by Betsy Freese and second by Cyd Dyer to accept the holiday schedule as presented. The motion was approved.

Cash Reserves: City policy requires that departments have 25% of their budget in cash reserves. Current projections are that the Library will meet this benchmark by June 30, 2019.

Friends Report: Colleen Willmott reported that the Friends are currently discussing dates for their trivia Night fundraiser. Several dates in March are under consideration.

Trustee Comments: Members of the budget sub-committee discussed the scheduling of their first meeting with the Library Director.

Having no other agenda items to discuss, Pat Hicks moved to adjourn, Tom Smith seconded, and the motion was approved.

Secretary,

Andy Brittingham