

**Indianola Public Library
Board of Trustee Meeting Minutes
September 4, 2018**

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

Absent: Tom Smith

The meeting was called to order by President Jim Lee at 5:30 p.m. Cyd Dyer moved to approve the minutes of the August 7, 2018 meeting. Betsy Freese seconded the motion and it was approved.

Trustee Orientation: Review of "Chapter 12: Hiring a 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. Invoices include the last payment to be made to Simpson College (Dunn Library) for server replacement. Library tax revenue will be received in October.

Director's Report: Two ash trees are earmarked for removal by the City. Discussion with the City continues regarding if, when, and what type of trees will be used to replace them. The Streets Department recently repainted the exterior library signs on the east and west sides of the building.

One part-time library assistant was recently hired. Alyssa Craven, a student attending Simpson college, will begin working the week of September 10th. She will be assisting in the launching of a new mobile app in addition to other duties. The process of hiring a second library assistant is underway.

August circulation data was discussed. The new Integrated Library System calculates and categorizes circulation slightly different from our previous system. It will take some time to determine a mechanism by which older data can be compared to current numbers. A similar situation exists when comparing library visits ("door count"), as we have moved from a manual to an automated counting mechanism.

Old Business: Integrated Library System update: Some minor technical problems persist, but progress is being made to resolve those issues. The new integrated library system does not run well on the existing patron computers. Library staff are scheduled to receive new computers shortly. Once this is completed, the existing staff computers will replace the current patron computers.

New Business: Pat Hicks led a discussion on the possibility of an outdoor pavilion being added to the library.

Friends Report: Colleen Willmott reported that the Friends are currently discussing whether to continue sponsoring "Story Walk". There have been several incidences of vandalism in recent years.

In addition, the Friends are discussing upcoming events including Bingo, Trivia Night, and Dr. Seuss' Birthday celebration. No dates have been set.

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

Secretary,

Andy Brittingham