

Indianola Public Library
Board of Trustees Meeting Minutes
September 12, 2017

Present: Library Director Michele Patrick, Children's Librarian Janis Comer, and Trustees Pat Hicks, Andy Brittingham, Betsy Freese, Mark Juffenbruch and Mary Jane Cassady.

The meeting was called to order at 5:30 p.m. by President Hicks.
Motion Brittingham, second Freese to accept the minutes of the August 8, 2017 as written. Motion passed unanimously.

Continuing the review of the Trustees Handbook: Chapter 3, Code of Ethics was reviewed with no changes.

Motion Cassady, second Juffenbruch to approve the Monthly Claims as presented.
Motion passed unanimously.

Two of the Library employees provided a brief 'Getting to Know You' moment for the Trustees:

Janis Comer, Children's Librarian, explained her position and goals. It was noted that among her many creative and successful events, Janis recently put together the Eclipse event which drew a record attendance at the Library of over 500.

Denise Core has been a part-time Library employee for over 11 years, attending to the front desk, maintenance of shelving and patron assistance in a variety of areas. She also keeps the book collection in good repair and is the in-house expert on genealogy.

The Director's Report included the following highlights:

Mark Juffenbruch announced that he will vacate his Trustee position following next month's meeting, due to residence relocation. Two names were suggested as replacement possibilities; President Hicks will make contact to determine their interest and report back to the Trustees.

Alison Brown is reviewing the Library Website's structure with the goal of making it more user-friendly.

Alison and Janis attended the recent Simpson College Service Fair, to recruit potential volunteers to help with Library programs, shelf reading and home delivery.

In participation of The American Library Association's "Libraries Transform" campaign, there are new signs around the Library and on Library social media pages that start with "Because ..." that answer the question of why libraries matter.

There was no Old Business to discuss.

New Business

Circulation statistics revealed that August was the second month in a row showing

an overall increase in circulation at the Library.

The Trustees meeting went into closed session for the annual director review.

The Genealogy Research Policy was reviewed. Motion Freeze, second Brittingham, to accept the policy updates as presented. Motion passed unanimously.

The Policy for Library Service with Other Cities and Fees for Non-Resident Cards was reviewed. Motion Freeze, second Juffenbruch, to accept the policy updates. Motion passed unanimously.

There was some discussion regarding the current Drop Box, which has become rusty. A minimum of 3,000 would be needed to replace with the same model, and \$8,000 to replace with a more durable model which would also accommodate items such as CDs and Audiobooks. Due to budget restrictions, the City is not prepared to contribute to a replacement until 2019.

Janis Comer took the Trustees into the Children's area to observe recent updates and to explain her new, more visible coding system, which helps children in different age groups find their topics of interest.

Friends report

The Friends are hoping to establish online access for membership signups & dues payments before the membership drive this fall.

They have had Friends of the Library bookmarks made to put in books checked out this fall during the membership drive.

The Friends approved \$5,137.15 for the purchase of the furniture in the Teen area.

A bond matures in April, 2018, that would allow funds toward renovations in the Library's Adult area.

A Family BINGO Night is still being planned, co-sponsored by Parks & Rec, date to be determined.

Motion Juffenbruch, second Freeze to adjourn at 6:23 p.m. Motion passed unanimously.

The next Trustees meeting is October 10, 2017 at 5:30 p.m.

Respectfully submitted,

Mary Jane Cassady, sitting in for Secretary Rhonda Sayler