

Indianola Public Library
Board of Trustees Meeting Minutes
August 10, 2021

(This meeting was held remotely using Zoom and in person. The meeting was made open to the public via reserved space at the IPL as well as a public comment form).

Present: Library Director Michele Patrick, Andy Brittingham, Emmett Konrad, Tom Smith, Cyd Dyer, Sally Van Dorin, and Melanie Hundertmark. **Absent:** Colleen Willmott.

The meeting was called to order by President Andy Brittingham at 5:30 p.m.

There were no public comments.

An agenda was approved (motion Tom Smith, second Cyd Dyer).

The minutes from the July 13, 2021 meeting were approved (motion Emmett Konrad, second Melanie Hundertmark).

The board reviewed Chapter 5 of the Trustee Handbook: Approving and Monitoring the Budget. Discussion of Special Revenue Funds and how those types of funds are used.

Financial Reports:

Monthly Financial Reports and Monthly Claims were reviewed. Discussion re: needed painting/wall repairs after cubicle transition and stroller incident in library. Expenses approved by Andy Brittingham.

Unfinished Business:

Election of Officers discussed and approved (motion Cyd Dyer, second Tom Smith)

President: Andy Brittingham

Vice President: Colleen Willmott

Secretary: Melanie Hundertmark

Friends of the Library Representative: Sally Van Dorin

New Business:

Fine Free Policy for DVDs: Discussion re: memo presented by Director recommending extending the book fine free policy to DVDs. The elimination of \$.50/day for DVDs was approved (motion Cyd Dyer, second Tom Smith).

Policy Review: Code of Conduct: Suggested revisions to the library's Appropriate Behavior Policy discussed. Board asked to have language reviewed by City legal department prior to implementation. Director will obtain approval and add to future meeting agenda for board approval.

Policy Review: Safe Child Policy: Discussion and approval of new policy (motion Sally Van Dorin, second Melanie Hundertmark).

Director's Report:

Congratulations to part-time library assistant, Elizabeth Moats, for being accepted into the online library science program at the University of Pittsburgh. She will continue to work at IPL part-time while attending school. Michele updated the board on the new City software that will be implemented in September city-wide for meeting agendas and packets. The new software will allow public viewing with trustee access via log-in for detailed receipts, etc. The library was issued an electronic air fogger for disinfecting as part of the City's COVID Task Force efforts. They continue to monitor Warren County's cases, no changes to the library have been recommended at this time. A public survey is being drafted for distribution in September. Once complete, it will be sent to residents for completion through Survey

Monkey as well via paper copies in the library. Helping Hand refrigerators are getting use from the public and are not causing issues for the library or staff.

Library Statistics:

Summer statistics of program attendance, door count, and checkouts show the library has recovered from the effects of COVID in 2020. Circulation, library services, and library programs statistics were presented by Michele.

Friends Report: There was no July Friends meeting.

Agenda items for next meeting: No items were discussed.

Trustees Comments: Cyd Dyer asked for an update from Michele after the next COVID Task force meeting.

The meeting was adjourned at 6:00 pm. (motion Emmett Conrad, second Melanie Hundertmark).

Sincerely,
Melanie Hundertmark
Meeting Secretary