Indianola Public Library

Board of Trustees Meeting Minutes

March 8, 2022

(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, Cyd Dyer, Colleen Wilmott, Emmett Conrad and Melanie Hundertmark

The meeting was called to order by President Andy Brittingham at 5:46 p.m.

There were no public comments.

An agenda was approved (motion Cyd Dyer, second Emmett Conrad)

The minutes from the February 8, 2022 meeting were approved (motion Cyd Dyer, Colleen Wilmott)

Trustee Continuing Education:

State of Library of Iowa Trustee Handbook, Chapter 9: Board Relationships – discussion on a good clarification of roles

Financial Reports:

Monthly Financial Reports and Monthly Claims were reviewed. Financial reports were approved (motion by Emmett Conrad, second Melanie Hundertmark)

Andy Brittingham asked for clarification on the 25% of annual budget in reserve and if capital improvement funds were part of this reserve; Michele Patrick confirmed city departments are asked to put 25% of budgets aside in case of an unforeseen emergency and the capital improvement funds are in the general fund.

Unfinished Business:

The Formation Group added an additional quote on the boiler replacement project bidding process that would include additional attention to alternative options vs. replacing the boiler with same current specifications. Michele asked the Board to vote on the two boiler replacement options. Discussion regarding the need for alternative options, supply and demand and the bidding process timing was discussed. Board agreed that the boiler replacement needs to move forward regardless of the bond decision to ensure proper heating/cooling of the building this summer and next winter.

The original option of $5,800 to pay Formation Group to begin the boiler replacement project was approved by the Board (motion by Colleen Willmott, second by Cyd Dyer). If additional services are needed by Formation Group as the project begins, the Board will decide if additional funds should be used at that time. The vote included to start the process immediately.

April 18th is the deadline date to put a new library building on the ballot for 2022.

New Business:

Teen Space policy was updated and approved by Board (motion by Colleen Willmott, second Cyd Dyer).

Circulation Policy was updated to add a cap of $80 per item cost if replacement is necessary. The check in-out process will include a checklist by library staff to ensure all items leaving the library, come back and in the same condition. Board approved the update (motion by Colleen Willmott, second Melanie Hundertmark).

Easter Sunday (April 17th) was approved by the Board as a library holiday (motion by Emmett Conrad, second Colleen Wilmott).

Director's Report:

There will be a presentation at the City Council meeting on April 18th at 7:00 pm regarding the bond referendum for a new city library to be added to ballot. The meeting is open to the public and Board members are encouraged to attend to show support. The Council will vote that evening on the ballot.

Library Statistics:
Discussed current circulation stats that are back up to pre-covid levels. Door counts and program attendance remain low.

Friends Report: Michele gave an update on Friends Trivia night and Dr. Seuss February 26th. Approximately 180 attended Breakfast with Dr. Seuss. Trivia was a smaller crowed than in past years and the presentation felt a little rushed with little downtime for socializing.

The meeting was adjourned by Andy Brittingham at 6:34 pm.

Sincerely,
Melanie Hundertmark
Meeting Secretary