

Indianola Public Library
Board of Trustees Meeting Minutes
January 11, 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, Sally Van Dorin, and Melanie Hundertmark

The meeting was called to order by President Andy Brittingham at 5:48 p.m.

There were no public comments.

An agenda was approved (motion Cyd Dyer, second Sally Van Dorin).

The minutes from the December 14, 2021 meeting were approved (motion Sally Van Dorin, second Cyd Dyer).

Trustee Continuing Education:

State of Library of Iowa Trustee Handbook, Chapter 7: Planning for the Library's Future:

Board discussed that the current plan is complete and accurate

Financial Reports:

Monthly Financial Reports and Monthly Claims were reviewed. Michele clarified the expense for Air-Con Mechanical was for a service call and maintenance and that a lock was required to be installed for the boiler during the fire inspection; work done by Miller Electrical Services. Financial reports were approved (motion by Melanie Hundertmark, second Cyd Dyer)

Unfinished Business:

Library building update: Tour of library building went well with the Mayor and new Council members. After the tour and discussion, Michele feels as if the bond referendum could be approved in September, but still too early to know for sure. In coming weeks, the new city members will review strategic plans from OPN to get a better idea of the building situation and how long it has been in discussion.

Personnel Update: Kelsie Purdy was hired as the children's program assistant. 2 other library staff have been hired.

New Business:

Policy Review: Sustainability Policy: recommended to remove the policy from the library's official policies because it is a statement of support and not a policy. Board approved the removal.

Policy Review: Confidentiality of Library Records: Revision to include internet and electronic search records to protected information. Motion to approve by Cyd Dyer, second Sally Van Dorin.

Director's Report:

Funding for the project to digitize Warren County newspapers from 1857-1980 has been approved by the Warren County Supervisors. This project is in cooperation with the Warren County Historical Society and Warren County public libraries and schools.

Jacy is submitting a grant this month to the Warren County Master Gardeners for the funds and volunteers to get a seed lending library going by spring. Patrons would check out seeds and be able to donate seeds back to the library at harvest.

Library Statistics:

Discussed current circulation stats for December.

Friends Report: Sally Van Dorin gave an update on the Friends. T-shirts have been ordered. February 26th will be Breakfast Dr. Seuss in the morning and Trivia at Sky View Winery that evening. The book sale proceeds will be given to the Friends to be used on programming beginning this year. New board members were added.

Agenda items for next meeting:

Capital Improvement Plan needs to be discussed. The boiler will need to be replaced if the bond does not get added in September as well as possible other items.

Andy Brittingham and Tom Smith's terms will end in June 2022. The replacement process to be discussed including the application process.

Trustees Comments: Melanie asked about potential COVID staffing issues as cases rise. Program changes to provide coverage as well as shortening hours if necessary were discussed.

The meeting was adjourned at 6:21 pm. (motion Cyd Dyer, second Sally Van Dorin).

Sincerely,
Melanie Hundertmark
Meeting Secretary