

**Indianola Public Library
Board of Trustees Meeting Minutes
November 8, 2022**

Present: Library Director Michele Patrick, Sally VanDorin, Cyd Dyer, Colleen Willmott, Tom Smith and Randi Malone

Absent: Emmett Konrad and Andy Brittingham

The meeting was called to order by Vice President Colleen Willmott at 5:45pm.

There were no public comments.

Michele amended the agenda to add Plumbing to New Business.

Approval of Minutes: Randi Malone motioned to approve the minutes from the October 11, 2022 meeting. Sally VanDorin seconded the motion and it was approved.

Trustee Continuing Education: Trustee Handbook Ch. 14: Public Library Standards were reviewed.

Financial Reports: A motion was made by Sally VanDorin and seconded by Cyd Dyer to approve the monthly claims. Motion approved.

Review of Monthly Expenditures and Revenue: It was noted that in general things are costing more than normal and staff is keeping a close eye on the budget.

Unfinished Business: Library Referendum Update: City Council has approve the purchase of the house to southwest of the library. They are pursuing the purchase of additional land.

New Business:

1. Policy Review: Bed Bug Policy: The policy was reviewed and a motion was made by Randi Malone and seconded by Tom Smith to approve the policy. Motion carried.
2. Policy Review: Library Cards Policy: The policy was reviewed and a motion was made to approve the policy with a clause to eliminate charging a fee for replacing library cards. Motion made by Randi Malone, seconded by Sally VanDorin. Motion carried.
3. Plumbing: Michele explained that there is a leak in the basement. The repair will take 3-4 days to complete and the library will be without bathrooms during the repair. A motion was made by Randi Malone and seconded by Sally VanDorin to keep the library open during the repairs between the hours of 10:00AM and 4:00PM. Staff will be able to use the restrooms at the Administration Building during those hours, and the public will be notified that our restrooms are unavailable. Staff will be paid their normal scheduled hours during the repair. Motion carried.

Director's Report:

- Trunk or Treat was successful with nearly 700 attendees.
- There will be a Trustee Workshop available to all Library Trustees in Warren County at the Milo Public Library on 12/6/22.

- The City has adopted Veteran's Day as a holiday. The library will be closed and the morning book club has been cancelled. We will be keeping the evening Teen Nerf program.
- Michele presented the Library's Annual Report at the City Council meeting last night.

October 2022 statistics were reviewed. We are on pace for a record setting year.

Friends Report: Sally VanDorin explained that the Friends Annual Meeting will be held on Nov. 15th at 6:00pm at the library. They will have food from Mish Mash at the meeting.

Trustee Comments: There were no agenda items recommended for the next meeting or trustee comments.

A motion was made at 6:20 by Randi Malone to adjourn.

Respectfully submitted,

Colleen Willmott