Indianola Public Library
Board of Trustees Meeting Minutes
May 9, 2023

(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, Youth Services Librarian Janis Comer, Andy Brittingham, Colleen Willmott, Tom Smith, Sally Van Dorin, Randi Malone, and Cyd Dyer

Absent: Emmett Konrad

1. **Call to Order**
    a. The meeting was called to order by President Andy Brittingham at 5:46pm.
2. **Public Comment**
    a. There were no public comments.
3. **City Manager's Report**
    a. City Manager, Ben Reeves, joined the meeting
    b. Andy requested an update on the status of the library project & recapped past progress as of the August 31, 2022, meeting
    c. Ben reviewed the original design of the library/city hall concept and how community concerns created pause and divided the council; no further engagement has occurred with OPN (architects) at this time
    d. Ben discussed the overall goals of the library project and gave updates on the acquisition of property that would be needed for the project.
        i. Some property has been acquired and others remain under negotiation
        ii. Ben explained how some laws impact the Council's timing of decisions
    e. The City Council is currently looking at the possibility of bringing on a construction manager after the architect designs 10-15% to help focus on functionality and tie costs to more defined parameters
    f. Ben made note that recent legislative changes have impacted when referendums can be placed on a ballot, and they must now be on November ballots.
        i. This can impact referendum votes because referendums may become associated with politics, and it will impact bid estimates and construction timing.
        ii. The City Council does not feel that a November 2023 ballot is realistic for upcoming referendums, including a library project. Ben believes this provides further opportunity to engage with the community and noted that the earliest possibility for a library referendum would be a November 2024 vote with 2 ballot referendums.
        iii. The City Council has directed Ben to re-engage with OPN and check into construction manager options
        iv. Ben is currently uncertain on when the City Council would need to vote to put a referendum on the ballot but estimates 4-6 months at least
    g. Next steps would include finalizing negotiation with properties that need acquired and the city securing funding

    h. Andy requested a partnership with city council and the library board when the time comes to work on the referendum
    i. Cyd noted that she wants to be certain that the library project remains a priority
    j. Ben believes it is a priority and is committed to continuing working toward the referendum
    k. Discussion was had regarding Ben's report on the library project and the board consensus was to focus on getting the library referendum

4. Minutes Approval
- a. The minutes from the April 2023 meeting were presented and were approved (motion Colleen Willmott; second Tom Smith).

5. Financial Reports
- a. Monthly financial reports were reviewed. Monthly claims with additional expenses were approved (motion Colleen Willmott; second Cyd Dyer).
- b. Michele noted that things are looking good, and we are slightly under budget.

6. Unfinished Business
- a. Capital Improvement Plan
    - i. Moving forward with tuckpointing on the library, as well as flooring for the conference room, hallway, and bathroom, and bathroom repairs.
    - ii. Michele sought flooring direction from the board. The goal is to have tile & carpet in the vestibule, with the same tile in the bathroom. Michele will bring 2 options back to the Board with cost for the meeting rooms and will get multiple bids. Michele asked for contractor leads if anyone had them.

7. New Business
- a. 2024 Library Budget
    - i. Michele anticipates 7% revenue increase and 11% expense increase
    - ii. 2024 Library Budget was approved (motion: Sally Van Dorin; second: Cyd Dyer)

8. Reports
- a. Director's Report
    - i. Michele reported that a memorial sum was received from Margaret Wood. Andy asked if a card could be sent to the family and signed by the library board.
    - ii. IPL is still hiring for Alex's position. Michele noted that they did receive permission to hire 2 library assistants part-time.
    - iii. It was proposed to move future library meetings to 5:30pm. The consensus was that this would be fine with library board members.
    - iv. The Polaris conversion went well
- b. Library Statistics
    - i. Michele reported on the library statistics, and all is looking good.

9. **Trustee Continuing Education**
- **a.** The continuing education for trustees was tabled to the next meeting.

10. Trustee Comments

11. Adjourn
- a. Sally Van Dorin motioned to adjourn at 6:54pm.