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, Andy Brittingham, Thomas Smith, Sally Van Dorin, Randi Malone, and Cyd Dyer

Absent: Emmett Konrad

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

There were no public comments.

A motion was made by Randi Malone and seconded by Sally Van Dorin to approve the minutes of the May 9, 2023 meeting. One typographical error was corrected. Motion approved.

Monthly claims were presented for review and approval by Michele Patrick. Michele noted the most significant invoice was for Innovative (mobile app). She also highlighted a couple of estimated expenses for which invoices haven't been received. A motion was made by Cyd Dyer and seconded by Randi Malone to approve monthly claims. Motion approved.

Michele reported in review of financial reports that we are at about 80% of budget spent through 90% of the year, so things are looking good. Still projected to end the year below budget. Unused Capital Improvement Plan (CIP) funds will be pushed forward to the next fiscal year.

Unfinished business items. Michele reviewed the memo regarding tuckpointing estimates for the building. The bids received varied significantly in scope of work and cost, so her recommendation is to reject all proposals and reset the RFP. She will invite the same companies to resubmit bids under clarified requirements. A motion was made by Randi Malone to reject the bids, seconded by Sally Van Dorin. Motion approved.

Discussion regarding the flooring replacement project was tabled until a third bid for work is received.

There was a discussion about renovations to the bathrooms. There have been requests for countertops on which personal items may be placed instead of the floor. A representative from Cambron looked at it, but didn't have a recommendation because it would move beyond cosmetic improvements and create ADA issues. We can change the tiles and grip bars, and address larger improvement needs in the future. Cyd asked if hooks could be added to the walls, and Michele thought the current tiles are too brittle, but new tiles may allow that. Sally asked about adding a piece of furniture, but the spaces are too small. Michele's recommendation is to go forward with tile replacement. Andy noted that it would make sense to do that in conjunction with the flooring project.

The board revisited the discussion regarding engagement of Midwest Pano to create a virtual tour for the library at a proposed cost of $1,088. Cyd noted that a video may be helpful in building awareness of needs in advance of a potential financing referendum. Andy asked how many other libraries have signed on. Randi believes that four or five have signed up since April, and perhaps a dozen prior to that. A motion was made by Andy Brittingham and seconded by Sally Van Dorin to move forward with the proposal. Motion approved.

New Business Items. A new Vice President is needed with the resignation from the board of Colleen Wilmott. The term would be one month and one year. Randi Malone offered to fill the position, and with no opposition, the appointment was made.

Michele reported that based on a recent roof inspection, maintenance and repairs needed are estimated at $14,000. Michele asked that this be segmented for review of each area. Replacing the entire roof would cost approximately $160,000. Andy said he didn't see that as a feasible option.

Director's Report and Library Statistics. The summer kickoff program was attended by hundreds of people, despite storms that forced most activity inside. Thanks to Janis, Alison and Jacy for their work to make that a success. Summer storytime has been expanded to multiple sessions to account for high attendance numbers. Alison continues to give the library a strong presence on social media platforms. Circulation numbers continue to be strong. May numbers are slightly lower than last year, but Michele noted that the kickoff program happened in May in 2022, and June this year.

Trustee Continuing Education. Michele presented the public comment policy with a proposed addition: "Residents may submit online public comment cards. Cards must be submitted at least 30 minutes prior to the meeting and will be distributed to board members. Submitted comment cards are public record." Comment cards would allow participation by the public in person or virtually. A motion was made by Randi Malone and seconded by Cyd Dyer to approve the additional language as presented. Motion approved.

Michele presented the Reconsideration Procedure with proposed additional text. One item clarifies that patrons must submit separate statements of concern if they question multiple options. There are also additions regarding the board's review role and how often an item may be questioned. Randi said it should be clear that the board will evaluate whether or not the library director followed the policy, not the merits of a book or interpreting policy. Cyd asked if people are given a copy of the policy when they submit a concern, and Michele confirmed that they do. It was agreed that frequency of review of a particular item should be limited to a minimum of three years. The following changes were proposed (new text in bold):

- **If a patron would like multiple items considered, a separate Statement of Concern form must be completed for each item.**
- The Board of Trustees will review the Statement of Concern and evaluate **whether the item was selected in accordance with** the library's Collection Development Policy.

- The concerned individual will be notified **by the Board President** of the time and place where the public meeting addressing the appeal will take place.
- The decision of the Board is final, **and the item will not be considered again by the board for no less than three years from the date of decision.**

A motion was made by Cyd Dyer, and seconded by Randi Malone, to approve the text as proposed. Motion approved.

Agenda items for the next meeting may include a discussion on program policy, and a facility update connected to a potential referendum.

Andy Brittingham adjourned the meeting at approximately 6:30.

Respectfully submitted,
Thomas Smith
Acting Secretary