BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

August 8, 2023

5:30 PM

Indianola Public Library - Meeting Room B Agenda

Present: Library Director - Michele Patrick, Andy Brittingham, Cyd Dyer, Sally Van Dorin, Randi Malone, Tom Smith, Dawn Goodale, Valerie Craven

1. Call to Order

   Andy called the meeting to order at 5:30

   Andy kicked off introductions and welcomed Valerie Craven to the IPL Board.

2. Election of Board Secretary
   a. Election to Fill a Vacancy

   The Secretary position is currently open. Andy asked if anyone was willing to fill the role of Secretary. Randi volunteered to assist.

   MOTION: Sally motioned to appoint Randi as Secretary. Tom seconded. Motion was approved.

3. Public Comment

   No public comment for today’s meeting.

4. Minutes Approval
   a. July 11, 2023 Meeting Minutes*

   MOTION: Cyd motioned to approve the minutes as distributed. Dawn seconded. Motion was approved.

5. Financial Reports
   a. Approve Monthly Claims and Review Financial Reports*

   Michele reviewed the monthly claims for the board.

   MOTION: Tom motioned to approve the monthly claims. Sally seconded. Motion was approved.
   Michele reviewed the financial reports for the board and provided clarity on the status of the Capital Improvement projects at the library. She noted that everything is looking good and in order for this time of year.

6. Unfinished Business
   a. FY24 Capital Improvement Plan Update

Michele provided an update on the projects being worked on in the Capital Improvement Plan and highlighted significant items:

- A structural engineer will be coming to inspect the crack in the meeting room wall.
- An inspection of the meeting room floor will be conducted to confirm that there are no issues before laying new carpet.
- The Dividing Wall Replacement status/quotes.
- A furniture committee is needed for the replacement of furniture in the adult areas. Andy noted he thinks it is important to have staff on the committee, since they see how the furniture is most-often used. Andy, Sally, and Dawn volunteered to serve on the furniture committee.

7. New Business
    a. FY25 Capital Improvement Plan Review and Discussion

Michele explained the suggested changes to the FY25 Capital Improvement Plan and noted that CIP's now have a lesser budget priority overall.

Discussion was had regarding the project list and Michele noted that based on current estimates, the roof replacement and carpet replacement will both need to be increased. Additionally, it was determined to move the Circulation Desk to FY26 and move Parking Lot repairs up to FY25.

8. Reports
    a. Director's Report and Review of Library Statistics

Michele reviewed her report and the Library Statistics, noting that it was a great summer with all-time high numbers and that we are already up for the start of this year as well.

Michele requested that we need one more member for the Personnel Committee and one more for the Budget Committee. Dawn volunteered to be on the Personnel Committee and Valerie volunteered to be on the Budget Committee.

Andy requested a list of all committee members at the next meeting.

    b. Friends of the Library Report

Friends did not meet. No report this month.

9. Trustee Comments

    No Trustee comments at this time.

10. Adjourn

    Meeting adjourned at 6:27pm.