BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

September 12, 2023

5:30 PM

Indianola Public Library - Meeting Room B Agenda

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

1. Call to Order

2. Public Comment

   No public comment.

3. Minutes Approval
   a. August 8, 2023 Meeting Minutes*

      MOTION: Sally moved to approve the August 8 minutes. Cyd seconded. Motion was approved.

4. Trustee Continuing Education
   a. Trustee Handbook: First Things First

      Andy summarized the first chapter of the Trustee Handbook regarding city codes and ordinances in relation to the library.

5. Financial Reports
   a. Approve Monthly Claims*

      Michele reviewed the monthly claims for the board. She also noted there is an additional invoice for W.T. Cox in the amount of $2,135.15 which is for magazine subscriptions.

      MOTION: Cyd motioned to approve the monthly claims and additional invoice for W.T. Cox. Valerie seconded. Motion was approved.

   b. Review Financial Reports

      Michele reported on the budget summary and noted a few high areas that are related to one-time contracts. Additionally, we are waiting to be reimbursed for summer reading expenses from the Friends of the Library.

6. Unfinished Business
   a. Referendum Update

Michele reported that she had a good meeting with the City Manager. Based on that meeting, we do not anticipate any updates on the referendum until after the election. After that time, we hope to discuss time tables.

b. Review of Committee Assignments

Michele provided an updated list of committee assignments and terms for the Library Board.

c. Capital Improvement Plan Update

Michele provided an update on the Capital Improvement plan. She noted that she hopes we will have the inspector's report for the wall soon.

The city has also hired a new facilities manager that Michele will be working with on some specific projects on the Capital Improvement Plan.

7. New Business

a. Capital Improvement Plan: Automatic Door Quotes*

Michele reviewed the various quotes for the automatic doors. She noted that she did check references for DH Pace, since their quote was significantly lower, and the references did report satisfactory services.

MOTION: Tom motioned to accept the bid from DH Pace for the door installation. Dawn seconded. Motion was approved.

b. Capital Improvement Plan: Bathroom Flooring Quote*

Michele reviewed the flooring quote from Phillips Flooring.

MOTION: Randi motioned to accept the quote from Phillips Flooring for renovations to the library restrooms. Cyd seconded. Motion was approved.

c. Capital Improvement Plan: Flooring Installation Timeline and Building Closure*

Michele summarized the flooring installation timeline and upcoming room/library closures. Discussion was held regarding the public perception of the closure time and if services would be available. Michele indicated that no services would be available because there is no way to have the public in and out of the building during the renovations. She also noted that this time of the year is a very low-traffic time of year, so this is a good time to close. Staff will potentially still be able to come in and do projects.

MOTION: Sally motioned to make the changes and accept the closures as listed by Michele. Tom seconded. Motion was approved.

d. Veterans Day Observation*

Michele explained that city buildings would be closed on Friday, November 10th. However, Michele's recommendation is that the library would be closed on the actual holiday of Veterans Day instead, which is Saturday, Nov 11.

MOTION: Randi motioned to close the library on Saturday, November 11 in observance of Veterans Day. Andy seconded. Motion was approved.

e. Code of Conduct Policy Clarification*

Michele noted that clarification is needed on the code of conduct policy regarding food and drinks in the library and offered suggested wording. Discussion was had about re-working the verbiage.

Michele will bring this back to the table at next month's meeting.

f. Staff Training Oct. 9, 2023*

This staff training focuses on assessing and de-escalating problematic behaviors. There is some urgency to complete the training now, so the date chosen is prior to staff departing for a conference and allows all staff to attend.

There is no regular programming at that time that would need rescheduled.

MOTION: Dawn motions to open the library 2 hours late on October 9th to allow for staff training. Randi seconded. Motion approved.

8. Reports
   a. Friends of the Library Report

   Sally noted that they are looking for a new high school rep, which Michele said they did. Jacy is preparing a possible campaign for the referendum. Trivia will be scheduled soon once they hear back from the facility.

   b. Director's Report

   Michele gave her director's report. A few things of note:
   - One of the part-time assistants will be leaving and moving to Cedar Rapids.
   - An incident earlier this week escalated to the point of requiring the police to intervene with a patron's behavior and issue a restraining order to prevent that person from coming to the library. This is one of the

situations that contributed to the upcoming staff training.

c. Library Statistics

Statistics are looking great. Audiobooks have gone down, but most items are increasing.

Fall programming is off to a great start - especially the Cat Cafe - which was well-attended.

9. Agenda Items for Next Meeting

Code of Conduct Policy clarification has been moved to the next meeting's agenda.

10. Trustee Comments

Andy mentioned the email he forwarded to the Board from the State Library of Iowa development sessions available for Boards of Trustees.

Michele will review how all Trustees can be added to that list.

11. Adjourn

Val motioned to adjourn. Meeting adjourned at 6:25pm.