BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

October 10, 2023

5:30 PM

Indianola Public Library - Meeting Room B Agenda

Present: Library Director - Michele Patrick, Andy Brittingham, Randi Malone, Valerie Craven, Tom Smith

1. Call to Order

2. Public Comment

   No public comment.

3. Minutes Approval
   a. September 12, 2023 Meeting Minutes*

      MOTION: Tom moved to approve the September 12 minutes. Val seconded. Motion was approved.

4. Trustee Continuing Education
   a. Michele shared the State Library of Iowa's Boardroom Series slides and highlighted a few key things from the presentation such as capital improvement info and wifi access resources, as well as different funds that are available for individual libraries in the State.
      i. Michele noted that in the presentation it was said that libraries can remain open during renovations, even if bathrooms are closed, but the Indianola inspector has said no. Unsure if that is a city code issue or not.
      ii. Andy noted it would be worthwhile for Trustees to attend the next webinar later in October.

5. Financial Reports
   a. Approve Monthly Claims*

      Michele reviewed the monthly claims for the board. She noted that PerMar Security had to do a service call after the ceiling tile installation due to some wires that got messed up.

      MOTION: Randi motioned to approve the monthly claims. Tom seconded. Motion was approved.

   b. Review Financial Reports

      Michele reported on the budget summary and noted we are a little over salaries and that is due to September being a three-paycheck month. We are under in most areas except for operations - but we are right on track with that. We are starting to slowly fill in capital improvement pieces of the budget as well. Overall things are looking good and are right on track. We should begin seeing some of the tax money soon as well.

6. Unfinished Business
    a. Policy Revision: IPL Code of Conduct*

        Michele noted the changes that were made to the verbiage for the IPL Code of Conduct Policy.

        MOTION: Tom moved to accept the updated verbiage for the Code of Conduct Policy. Randi seconded. Motion carried.

    b. Capital Improvement Plan Update

        Michele provided an update on the Capital Improvement plan. She noted there is not much that's needed currently as we have already obtained quotes for several and are just waiting for products or installation.

        Michele summarized the Structural Report. She felt that it told us items we already knew - needing a new roof, new skylight, walls not in alignment, etc. Andy pointed out that we do want an accurate assessment of the building needs and feels there is value in having the information, however, the question will be if it is worth it to spend the money if the goal is to obtain a referendum. Andy suggested the possibility of identifying items that are immediate vs. items that could be 3-5 years out so we know what might need immediate attention. Michele has met with Ben and is gathering more information for the next board meeting to help the board determine if we should spend the money to fix it.

        Discussion was had regarding the possibility of a referendum, however, the soonest would likely be 2026 for a vote. This is what creates a challenge for determining what should be fixed or not, because even when a referendum is approved, there are still several years that the library would need to function. Andy provided context for the referendum vote and the effects on the public and city council.

7. New Business
    a. Capital Improvement Plan: Operable Wall*

        Michele offered the quotes for the Operable Wall between the two meeting rooms. Typically we are required to take the lowest quote unless there is a specific purpose. In this case, Michele is recommending the mid-level quote, since it has a higher rating for sound proofing which is a key part of the wall's function.

        MOTION: Andy motions to approve the Skold quote for the Operable Wall. Randi seconded. Motion carried.

b. 2024 Library Building Closures*

Michele presented the 2024 closure schedule.

MOTION: Randi motioned to approve the 2024 closure schedule, including Easter, Mother's Day & Father's Day. Val seconded. Motion carried.

c. Library Hours Change*

Michele is proposing that the library be open beginning at 9am, Monday through Saturday, instead of 10am.

MOTION: Randi motioned to approve the Library Hours Change from 9am to 8pm (Mon - Sat) and keeping Sunday as 1pm to 5pm, beginning June 1, 2024. Tom seconded. Motion carried.

8. Reports
   a. Friends of the Library Report

      No friends report since Sally is not in attendance.

   b. Director's Report

      Michele summarized her director's report and noted the patron survey is out right now.

   c. Library Statistics

      Michele provided the overview of the library statistics and noted that things are still looking good across the board. Michele would like to see library card applications increase slightly

9. Agenda Items for Next Meeting

   Michele will review the structural report with the city inspector and report back.

10. Trustee Comments

    None

11. Adjourn

    Andy motioned to adjourn. Meeting adjourned at 6:03pm.