

Board of Trustees of the Indianola Public Library
November 14, 2023
5:30
Indianola Public Library - Meeting Room B Agenda

Present: Library Director - Michele Patrick, Andy Brittingham, Valerie Craven, Dawn Goodale, Sally Van Dorin and Cyd Dyer

1. Call to Order
Andy called the meeting to order at 5:30

2. Public Comment
There were no public comments.

3. Minutes Approval
October 10, 2023 Meeting Minutes

MOTION: Val moved to approve the Oct. 10 minutes. Sally seconded.
Motion was approved.

4. Trustee Continuing Education
Michele shared the State Library of Iowa's Boardroom Series slides. Budgeting and accounting practices were highlighted.

5. Financial Reports

Approve Monthly Claims

Michele noted that one budget line to Wells Fargo was for a new security system that will offer several cameras and can provide views from the meeting rooms.

MOTION: Cyd moved to approve the monthly claims. Dawn seconded. Motion was approved.

Review Financial Reports

Michele shared that the Dividing Wall Replacement has been moved to FY25 from the Capital Improvement Plan because the door cannot be installed until next year.

6. Unfinished Business

Capital Improvement Plan Update. Work will be done on the parking lot and Michele will forward an updated plan.

7. New Business

Library Card Policy Review - An updated policy will clarify acceptable forms of ID when applying for a library card.

MOTION: Dawn moved to approve the Library Card Policy and Sally seconded. Motion was approved.

Community Room Policy Review - Michele recommended the fee of \$25 to businesses who want to use the room be discontinued. It has been difficult for staff to determine if usage is for personal or business related to a job.

MOTION: Cyd moved to approve the policy change and Val seconded. Motion was approved.

Circulation Policy Review - The library now has acquired a large collection of games and puzzles, so a request was made to increase the number of those items a patron may check out from two to five.

MOTION: Dawn moved to approve the policy change for circulation and Andy seconded. Motion was approved.

Structural Report Update - A spring inspection will be conducted. They will focus on the front entry and associated wall. Their goal is determine why the wall is out of plumb. The board agreed with the recommendation.

December Closing Plan Review - The library will be closed from Dec. 11 to Dec. 27 to Complete the entryway tile project. Due dates will be extended to Jan. 2. The drop box will be unavailable. Patrons will be directed to the Activity Center for computer use. Plans are in place for staff hours.

8. Reports

Friends of the Library

Sally shared upcoming event dates. The Annual Membership meeting will be on November 21, the Trivia Fundraiser will be on March 23rd, and the Mo Willems event will be on January 20th.

There are currently three Friends Board vacancies. Staff is working on t-shirts with Raygun for purchase to support advocacy and public exposure.

Director's Report

The Beggar's Night Trunk or Treat had around 1000 people attending and the library won the Indianola Community Youth Foundation's Trunk or Treat event for their booth. The Library's Annual Report to City Council will be on Monday, Nov. 20 during the study Session. The December Library Board meeting will be via Zoom since the library will be closed due to construction.

Library Statistics

Statistics continue to look great.

9. Agenda Items for Next Meeting

Discussion was held concerning inviting new city council members to a meeting early next year.

10. Trustee Comments

None

11. Adjourn

Cyd made a motion to adjourn and Dawn seconded