

BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

December 12, 2023

5:30 PM

Indianola Public Library - Meeting via Zoom

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

1. Call to Order

Randi Malone called the meeting to order at 5:30pm.

2. Public Comment

a. Public Notice of Virtual Meeting

No Public Comment.

3. Minutes Approval

Defer to the next meeting for approval.

4. Trustee Continuing Education

a. State Library of Iowa Webinar: Personnel

Andy commented on the Personnel webinar and encouraged Trustees to view it if they had time to do so.

5. Financial Reports

a. Approve Monthly Claims*

No major items outside of normal. Michele gave an explanation of some of the expenses, including the door repairs.

b. Review Financial Reports

Financial reports reflect that we are doing well. We are 41% through the budget year and hopefully we will begin gaining ground. Michele noted that we have not yet received our money from the county but Michele has inquired about it. We also received more money from the State than we expected, which will allow us some flexibility in additional projects that need to be completed around the library. No unexpected expenditures for this report.

MOTION: *Tom motioned to approve the monthly claims. Cyd seconded. Motion carried.*

6. Unfinished Business

a. Capital Improvement Plan Update

Michele reviewed the CIP and noted that we are somewhat behind schedule with the tile due to running into some unexpected issues but they are working through them so we can still reopen on the 27th.

Tom inquired about if it would be beneficial to engage patrons via social media

with what's happening. Michele indicated that they will be showing progress as it gets a little further along, but she will speak to Alison about adding a little more of that.

7. New Business

- a. Building Closure January 15, 2024*

Michele would like the staff to participate in a training on this date and will need to close the library to do so.

MOTION: *Randi motioned to approve the Jan 15, 2024 closure. Tom seconded. Motion carried.*

- b. Policy Review: Display Case and Bulletin Board Policy*

Michele reviewed the updated verbiage for the display case and bulleting board policies.

MOTION: *Cyd motioned to approve the updated policy. Dawn seconded. Motion carried.*

- c. Annual Review of Strategic Plan

Michele reviewed the strategic plan and noted that we do have a few that will need to be moved to 2024.

8. Reports

- a. Friends of the Library Report

Sally reported that they had their membership meeting in November and that the slate was approved. Sonya Bass was added. They had a nice dinner and Sally noted that many people wanted to hear the updates about the progress of a new library. Michele noted that a city council member was in attendance and there was a small crowd due to the timing of how it fell this year.

- b. Director's Report

Michele gave the director's report and noted that the parking lot lights are being replaced with LED lights and security cameras are to be installed while the library is closed. The staff is using the time that they are closed as intentionally as possible with additional projects, staff training, and staff strategic planning. Michele also gave the heads up that she is out of the office for a couple of weeks in January.

- c. Library Statistics

Michele provided a copy of the annual report. It was noted that one of the only things that went down was reference questions. Michele reviewed statistics and noted a decrease in physical magazines and physical audiobooks, but we are seeing increases in other areas like digital magazines and audiobooks. Library programs are still doing well, as are library services.

Michele also reported on the city council meeting and some questions that were asked about library expenses and repairs to the building. We hope some light was shed on the needs of the library.

9. Agenda Items for Next Meeting

No new agenda items for next meeting.

10. Trustee Comments

Cyd noted that John Parker was working on some new signs for the library and he wanted Cyd to pass on his sentiments that he was sad to not have been re-elected and wanted the board to be aware that he continues to be a library supporter.

11. Adjourn

Motion to Adjourn by Tom Smith. Cyd seconded. Meeting adjourned at 5:59pm.