

BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

January 9, 2024

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

Andy Brittingham called the meeting to order at 5:30pm.

2. Public Comment

- a. Public Notice of Virtual Meeting

No Public Comment.

3. Minutes Approval

- a. November 14, 2023 Meeting Minutes*

- b. December 12, 2023 Meeting Minutes*

MOTION: *Cyd moved to approve the November and December meeting minutes.*

Dawn seconded. Motion carried.

4. Trustee Continuing Education

- a. Trustee Handbook Ch. 2: A Culture of Learning

Andy reviewed this section of the Trustee Handbook and noted that there are two main standards as part of the culture of learning/continuing education - the library staff and the library board.

Michele noted that full-time IPL librarians are required to be certified through the State and attend continuing education sessions through the Iowa Library Association or comparable education, as well as encouraging staff to participate on committees or board service within the Iowa Library Association. For the Library Board and continuing education, that is fulfilled during the monthly Library Board meetings in the Trustee Continuing Education section.

5. Financial Reports

- a. Approve Monthly Claims*

Michele reported that all claims listed are all as normal with the exceptions of the electrical and flooring invoices, which are from the Capital Improvement Plan and were necessary due to some unforeseen circumstances with the repairs/changes to the library.

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

b. Review Financial Reports

Financial reports reflect that we are roughly halfway through the year and halfway through our budget money. Many of our major bills have already been paid and we are looking good thus far. Revenue is looking positive and we did receive money from the county that was promised to the library, which helps things continue to be on target.

6. Unfinished Business

a. Capital Improvement Plan Update

Michele provided an update on the CIP. She noted that one piece that is still outstanding is the furniture. The mockups received so far were not quite what they had in mind, so they've reached out to ask if they have anything else or more unique than what they've seen so far. They have not yet heard back and are waiting on the response.

Michele said we are getting ready to complete bathroom renovations and there will be some additional replacements than expected (toilets, for example) because some items are not up to code, but otherwise all is on track for the most part.

7. New Business

a. Security Cameras Policy

Michele provided a draft of a security cameras policy and wants to begin a discussion of a policy that we should have at the library due to the use of video surveillance. Michele encouraged that we send the policy for review to the City attorney, which Tom felt was important.

Tom suggested adding retention verbiage to the policy. Andy asked if we will be putting up signs about video surveillance in the library and Michele said that they will be purchasing signs to notify the public. Randi suggested adding verbiage to the meeting room checkout/sign-up to make people acknowledge that they understand the cameras are present.

Michele noted there are no cameras in the back offices or staff areas.

b. Review of Patron Survey Results

Michele encouraged all board members to read the 2023 survey results as they are able. Michele feels the results were interesting and sheds some light on areas we know are issues and things that are going well. This information may be shared with the City Council.

8. Reports

a. Friends of the Library Report

Sally gave an update for the Friends Report. She noted that the Friends met at Sports Page in December. Trivia will be coming up in March and the t-shirt fundraiser is up and running as well.

b. Director's Report

Michele gave the director's report and noted that December was busy with the entryway project and it finished on time. Michele has had some encouraging conversation recently with someone who let her know that previous comments or thoughts about the library have begun to shift with new facts coming to light. This information is great for people to hear and know so that the issues of the library overall can be elevated for solutions.

Michele also mentioned that they are still working on the structural report to see if they can move the digging to a different place to avoid breaking tiles, but no updates on that yet.

c. Library Statistics

December statistics look very low, but the library was closed for a large chunk of the month, so it is no surprise that the numbers are down. We are otherwise doing well for the year overall and Michele is hoping for a bounceback in January.

9. Agenda Items for Next Meeting

No new agenda items for the next meeting.

10. Trustee Comments

No Trustee Comments.

11. Adjourn

MOTION: *Randi motioned to adjourn. Meeting concluded at 6:13pm.*