BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

April 9, 2024
5:30 PM
Indianola Public Library

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

1. **Call to Order**

2. **Public Comment**
   No public comment.

3. **Agenda Approval**
   MOTION: *Cyd motioned to approve the agenda. Sally seconded. Motion carried.*

4. **Minutes Approval**
   a. March 5, 2024 Meeting Minutes*
      MOTION: *Sally motioned to approve the 3/5/24 minutes. Randi seconded. Motion carried. Cyd abstained from the vote due to being absent at the last meeting.*

5. **Trustee Continuing Education**
   a. Trustee Handbook - Chapter 4: Hiring a Library Director
      Andy gave a summary of the process for hiring a library director and how it integrates with City HR.

6. **Financial Reports**
   a. Approve Monthly Claims*
      Michele noted that there are a lot of claims this time, but it is primarily due to timing since the board met early last month. Michele gave an explanation of some of the expenses and noted that some are CIP projects and not in the general budget.

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

   b. Review Financial Reports
      Michele noted that financials look good and that most of the major expenses for the year have been expended, with the exception of some digital expenses. Budget is still looking good and city council is currently working on the next budget.

7. **Unfinished Business**
   a. Capital Improvement Plan Update
      The CIP projects are going well. We are still getting through the bathroom

projects and despite some additional expenses, Michele noted that we will still be fine budget-wise.

Michele mentioned that the emergency exit will be moving to next year to better accommodate the new facilities manager's timeline.

b. FY25 Update
Michele clarified that as the city budget is currently under review she was made aware that our request for an Assistant Library Director may not be approved. Ben Reeves has updated it to start it as a half year position, beginning in January, which Michele is hopeful would get approved.

The CIP projects are still in the mix - the parking lot and chiller - which may not go through as they are rather expensive projects. There is a chance the committee will send it back to Michele for additional cuts, since the target was 4% increase and the library portion was 6%. Michele anticipates it will still come out okay for next year.

8. New Business

a. Policy Review: Gifts and Memorials*
Michele recommends no changes to the Gifts and Memorials Policy.
MOTION: Val motioned to approve the recommendation for no changes to the Gifts and Memorials policy. Dawn seconded. Motion carried.

b. Policy Review: Memorial Plaque Guidelines*
Michele recommends no changes to the Memorial Plaque Guidelines Policy.
MOTION: Cyd motioned to approve the Memorial Plaque Guidelines Policy. Sally seconded. Motion carried.

c. Policy Draft: Naming and Recognition Policy*
Michele presented this Philanthropic Naming Policy in light of other city departments naming some things and the need for a policy to clarify how this might apply to the library.

Discussion was had regarding the following questions:

<u>Does it require an accompanying monetary gift?</u> Discussion was held and the consensus is that it would be good to require an accompanying monetary gift in order to better provide specific criteria for philanthropic naming purposes.

<u>Would there be consideration of renaming the entire Library Building or would it be restricted to specific interior and exterior spaces?</u> Discussion was held and the consensus is in agreement that with the long-standing tradition of support by public funds, the renaming of the Iowa Public Library building in its entirety will not be considered.

<u>When a proposal involves the use of the name of any person, should approval be contingent on the approval of that person, or next of kin, if a deceased person?</u> Discussion was held and the board was in agreement that it makes sense to

obtain approval from the individual or next of kin as necessary.

<u>Will naming rights have a timeline or specific term?</u> Discussion was held and the board was in agreement that a specific term or timeline would be acceptable in a philanthropic naming policy.

<u>Should the use of business logos be excluded from signage?</u> Discussion was held and the board was in agreement that logos should be excluded from signage.

9. Reports

a. Friends of the Library Report
Sally reported that the Friends are still working on their website. Summer bash is coming up and the Friends are planning to recognize the Library's 140th birthday. Andy noted that Friends Trivia went well and Val's team was victorious.

b. Director's Report
Michele gave her Director's Report and noted the Library's 140th Birthday is this year and they hope to work with the Friends to recognize this birthday at the Summer Kickoff. She also noted that there have been a lot of fun programming things happening and that Kelsey, the part-time children's assistant, has been doing a great job with the Teen Hangout and they've seen an uptick in teen attendance in recent months.

c. Library Statistics
Library statistics are looking great. If all goes well, we will continue on that path for the remainder of the year. Library programs are doing well and we are still seeing increases. Michele has no concerns, except for the usage of the public computers, so there is a question about whether or not we might need to add computers. Michele said there is a possibility of checking out laptops and allowing teens to use those in the teen area, but she is still assessing that situation.

10. Agenda Items for Next Meeting

No agenda items were reported for the next meeting.

11. Trustee Comments

Andy gave recognition to Michele and the library staff for National Library Week and provided a bundt cake for the staff to enjoy.

Sally asked about the referendum. Michele reported that they believe it will definitely be on the 2025 Referendum, which assumes a lot of things, but she is optimistic for that in the future.

12. Adjourn

***Motion to Adjourn** by Andy. Meeting adjourned at 6:15pm.*