

BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

May 14, 2024

5:30 PM

Indianola Public Library

Present: Library Director - Michele Patrick, Randi Malone, Cyd Dyer, Andy Brittingham, Dawn Goodale, Cyd Dyer, Tom Smith

1. Call to Order

Andy called the meeting to order at 5:32pm.

2. Public Comment

No public comment.

3. Agenda Approval

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

4. Minutes Approval

a. April 9, 2024 Meeting Minutes*

MOTION: *Dawn motioned to approve the April 9 meeting minutes. Cyd seconded. Motion carried.*

b. April 21, 2024 Meeting Minutes*

MOTION: *Cyd motioned to approve the April 21 meeting minutes. Dawn seconded. Motion carried.*

5. Trustee Continuing Education

- ### a. Trustee Handbook - Chapter 5: Approving and Monitoring the Budget
- Michele highlighted the Certified Budget, Special Revenue Funds, and Petty Cash portions of the Iowa Library Trustee Handbook. Cyd asked about Library Levees and asked if IPL has had one. Michele clarified that we do not. Michele also noted that our auditor is very thorough, in reference to the auditing section of the handbook. The Board was encouraged to read through the document in total to review the full information.*

6. Financial Reports

a. Approve Monthly Claims*

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

b. Review Financial Reports

Michele noted that things are looking good and that revenues are coming in as expected. She did point out a few unique expenditure items and the fact that we have only spent 53% of the budget with fewer repairs than expected, otherwise things are right on track.

7. Unfinished Business

a. Naming and Recognition Policy*

Michele summarized the updates from the City Attorney and noted that her changes were all positive in refining the policy and buttoning up the verbiage.

MOTION: *Dawn motioned to approve the Naming and Recognition Policy. Tom seconded. Motion carried.*

b. Updated Structural Report

Michele summarized the structural report and noted that it is all fixable.

8. New Business

a. Furniture for Adult Section*

Michele provided the furniture proposal from Piggott and noted the options available to the board in terms of purchasing all, some, or none.

MOTION: *Randi motioned to delay the purchase of new furniture. Cyd seconded. Motion carried.*

b. Fiscal Year 2025 Budget*

Michele informed the board that the City Council has approved the FY25 budget at a 16% increase over the current year, primarily due to expenses associated with the hiring of an assistant director that would not be set to occur until January. She noted that there are some areas that have been reduced or cut entirely and others that have been increased for specific purposes. The board will approve the budget as-is, but as always, have the option to move the money around throughout the year as long as the total does not exceed the budget total.

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

9. Reports

a. Friends of the Library Report

Sally noted the Friends are gearing up for summer and will be giving out cupcakes at the kickoff party.

b. Director's Report

Michele gave her report and highlighted the STEM wall that will be funded by the Warren County Philanthropic Partnership Grant. She also highlighted the new hours that will begin on June 1.

c. Library Statistics

Statistics are looking good and circulation is up. April was a good month and programs are steady. Library cards have increased, primarily due to Janis attending the book fairs, and overall things across the board are looking good.

10. Agenda Items for Next Meeting

No agenda items were reported for the next meeting.

11. Trustee Comments

Discussion was held regarding future library planning and the possibility of a need for a statement of support from the library board.

MOTION: *Tom motioned to delegate the creation of a library statement to Andy, Cyd, and Sally. Cyd seconded. Motion carried.*

12. Adjourn

Motion to Adjourn *by Andy. Meeting adjourned at 6:39pm.*