

BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

June 11, 2024

5:30 PM

Indianola Public Library

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

1. Call to Order

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

2. Public Comment

No public comment.

3. Agenda Approval

MOTION: *Tom motioned to approve the agenda. Val seconded. Motion carried.*

4. Minutes Approval

a. May 14, 2024 Meeting Minutes*

MOTION: *Dawn motioned to approve the May 14 meeting minutes. Tom seconded. Motion carried.*

5. Trustee Continuing Education

a. Trustee Handbook - Chapter 6: Developing and Adopting Policies

Andy introduced Chapter 6 of the Trustee Handbook. He noted that we try to review policies at nearly every meeting to ensure that we are meeting the 3-year review requirement.

6. Financial Reports

a. Approve Monthly Claims*

MOTION: *Randi motioned to approve the monthly claims. Dawn seconded. Motion carried.*

Michele noted a plumbing repair and small roof repair, though none are unexpected.

b. Review Financial Reports

Michele gave a report on the budget summary and noted that we are in good shape with our budget and the CIP for the year. Revenues look good and everything is coming in as-expected at this point in the year and we should end the year well. Anything remaining will go to reserves. Val inquired about where the CIP funds go and Michele indicated that it goes back to the city until we request it again.

7. Unfinished Business

a. No unfinished business for this meeting.

8. New Business

a. Policy Review: Continuing Education*

Michele has no recommended changes for this policy.

MOTION: *Randi motioned to approve the policy as it currently reads. Dawn seconded. Motion carried.*

b. Review of ADA Assessment

The ADA Assessment for Existing Facilities reviews items in the library. This one

focused on accessories - water fountain, public phone, and fire alarms. If upgrades were made, we would have to make changes in order to be ADA compliant, though at this time we are grandfathered.

9. Reports

a. Friends of the Library Report

The friends assisted with the Summer Kickoff Event and it went well. The only minor complaints were in regard to needing more activities.

b. Director's Report

Michele gave her report and highlighted the Summer Kickoff, Reading Challenge, and the updates to the Kids & Teen areas. She also noted that she has enrolled in a Library Design class in preparation for future possibilities.

c. Library Statistics

Statistics are looking good and circulation is up. May was quiet, but Michele believes we will break records again in June. Program numbers are up and the first week of summer programs have been great. Michele mentioned that public computer usage was down, due to two of the computers being down for repair.

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 feedback that has been heard since the last City Council meeting regarding the land swap.

Andy inquired about the State Library's Monday Morning Eye-Opener and the statistics that were released regarding libraries. Questions were posed about the continuation of sharing those statistics as-needed.

12. Adjourn

Motion to Adjourn by Andy. Meeting adjourned at 5:55pm.