BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

August 13, 2024

5:30 PM

Indianola Public Library

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

1. **Call to Order**
   Andy called the meeting to order at 5:30pm.

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

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

4. **Minutes Approval**
   a. July 9 Meeting Minutes*
      MOTION: *Cyd motioned to approve the July 9 meeting minutes. Dawn seconded. Motion carried.*

5. **Trustee Continuing Education**
   a. Trustee Handbook - Chapter 8: Evaluating Service and Advocating for Advancements
      Chapter 8 of the Trustee Handbook was reviewed. This was in relation to the board's responsibility to monitor and evaluate the overall results of service and programming based on the strategic plan and the budget.

6. **Financial Reports**
   a. Approve Monthly Claims*
      MOTION: *Dawn motioned to approve the monthly claims. Sally seconded. Motion carried.*
   b. Review Financial Reports
      Michele noted that this early in the year there's not much to report on, however, all seems in order. Nothing is out of order. Dawn asked a question about "Special Collections" - which Michele noted is games, puzzles, and the Library of Things.

7. **Unfinished Business**
   a. Strategic Plan
      The board has already discussed governance structure for the strategic plan. There is also a consultant piece. Michele updated the group that since we want a consultant for our strategic plan, we know that we will need to send an RFP out to potential consultants that we want to get a quote from. The community assessment piece is how we will gather data from the community and other key stakeholders. Ideally, a consultant will assist with this and they will also assist with creating/facilitating focus groups. The ideal stakeholder groups would include the library board and friends, core library staff, members of the community, and potentially some City Council members.

      Discussion was held regarding if Michele, as the director, or the consultant, as an external observer, should be the one to connect and gather data with the City Council.

      It was noted that this strategic plan will be during a crucial time period (2025-2030) for the library and the progress toward a new library; this would include future goals for the library, including decisions about a funding package, the library building design, and ideas and services that could be offered at a new library.

A survey is also a piece of the information-gathering items related to the strategic plan.

Discussion was held regarding mission, vision, and values and the role of a consultant. Michele also noted that she corrected typos and improper grammar in the IPL Strategic Plan document.

As far as potential consultants, Michele noted that there are a few options. Discussion was held regarding the best option. Further discussion was held about the steering committee and asking for library board participation. A tentative timeline would be data-gathering in Fall 2024 and plan development in Spring 2025.

Mid-Spring will also begin conceptual planning for a new library, so board members' time may need to be spent there as well and is another factor to consider when planning the steering committee.

Randi & Val volunteered for the Steering Committee.

8. New Business

a. Policy Review: Internet Policy*
Val asked a question about bullet point E regarding misrepresentation and Michele provided clarity.

There are no recommended changes to the Internet Use Policy at this time.

MOTION: *Dawn motions to retain the Internet Use Policy as it is currently written. Andy seconded. Motion carried.*

9. Reports

a. Director's Report
Michele gave her report and highlighted that June and July statistics are looking great and summer reading programming went well. She noted upcoming Fall Programs, including a partnership with DMACC for HiSet. Michele also reported that staff are presenting at the Iowa Library Association conference this fall on IPL's patron conduct policy.

b. Library Statistics
Programs are up, door count is up for the year, and usage of public computers is also up. Statistics look good and we are ahead in many areas.

Michele gave a heads up about a report that the city will be issuing about future building plans and uses in the city. She noted that it is a summary for the public overall about the plans in general.

10. Trustee Comments

No Trustee Comments.

11. Adjourn

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