

BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

October 8, 2024

5:30 p.m.

Indianola Public Library

Present: Library Director, Michele Patrick, Val Craven, Dawn Goodale, Cyd Dyer, Andy Brittingham, and Teresa Swan Tuite

1. Call to Order

Andy called the meeting to order at 5:33 p.m.

2. Public Comment

No public comments

3. Agenda Approval

MOTION: *Teresa motioned to approve the agenda. Dawn seconded. Motion carried.*

4. Minutes Approval

- a. September 10, 2024 Meeting Minutes

MOTION: *Teresa motioned to approve the Sept. 10 meeting minutes. Dawn seconded. Motion carried.*

5. Trustee Continuing Education

- a. Trustee Handbook Ch. 9: Board Relationships with Director, Staff, and City

6. Financial Reports

- a. Approve Monthly Claims

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

- b. Review Financial Reports

Michele noted revenue and expenses are on track for this part of the year.

7. New Business

- a. Policy Review: Genealogy Research

MOTION: *Teresa motioned to approve the policy change. Val seconded. Motion carried.*

- b. Proposal for Library Concept Drawings

Proposal provided by the City Manager to the Library Board for discussion. Consider OPN Architects for concepts designs of a new library.

8. Reports

- a. Director's Report

- *Selected library staff members are attending the Iowa Library Association Conference this week.*
- *Strategic Plan process to begin in January 2025*
- *Hired new library assistant*
- *Annual Survey to commence later this month*

- *Upcoming activities: Story Time at the Fire Station, Trunk or Treat*
- b. Library Statistics
 - *Circulation for September is up from last year, however program attendance and door count is lower than last year.*
 - *Michele to monitor these concerns*
- c. Friends of the Library Report
 - *No report*

9. Agenda Items for Next Meeting

10. Trustee Comments

- a. *Michele to present to City Council on October 23. Will present how 2023-24 fiscal year was a record year for the library.*

11. Adjourn