

BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

November 12, 2024

5:30 PM

Indianola Public Library

Present: Library Director - Michele Patrick, Randi Malone, Andy Brittingham, Teresa Swan Tuite, Cyd Dyer, Val Craven, Sally

1. Call to Order

Andy called the meeting to order at 5:31pm.

2. Public Comment

No public comment.

3. Agenda Approval

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

4. Minutes Approval

a. October 8, 2024 Meeting Minutes*

Teresa noted that her last name is spelled incorrectly (there should be an "e" on the end of "Tuite") in the Oct 8 minutes and Michele said it will be corrected.

MOTION: *Teresa motioned to approve the October 8 meeting minutes. Cyd seconded. Motion carried.*

5. Trustee Continuing Education

a. Trustee Handbook - Chapter 11: Effective Board Meetings

Chapter 11 of the Trustee Handbook was reviewed. This was in relation to conducting board meetings that are efficient and effective.

6. Financial Reports

a. Approve Monthly Claims*

Michele gave a summary of monthly claims.

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

b. Review Financial Reports

Michele noted that at a third of the way through the year, things are looking great! She did note there is a typo on the "worker's comp" line that is being corrected, but everything else is as expected.

7. New Business

a. Policy Review: Code of Conduct*

Michele has no recommended changes to this policy. Teresa posed a question about the impact of the policy on the unhoused population. Michele clarified a few items and noted that the Library rarely has to enact these policies. Andy noted that we have spoken about this before and that library staff has a list of resources to provide to people and also that it was run through the city's legal counsel.

MOTION: *Sally motions to retain the policy as it is currently written. Teresa seconded. Motion carried.*

b. Policy Review: Registered Sex Offenders*

Michele summarized the policy and noted that she did send it to the city's legal counsel for review and there was a recommendation to delete one sentence from the policy. Teresa posed the question about expanding the "home delivery service" program to include Registered Sex Offenders. Michele highlighted that they can still have a library card and Cyd noted that online

resources are available to them.

MOTION: Teresa motions to approve the policy change as recommended by the city's legal counsel. Cyd seconded. Motion carried.

c. Policy Review: Community Room*

Michele highlighted a minor change to the community room policy regarding reserving up to 90 days in advance.

MOTION: Sally motioned to approve the update to the policy. Val seconded. Motion carried.

d. 2025 Building Closures*

Michele gave the list of building closures for 2025 and her list of suggested Sunday closures.

MOTION: Randi motioned to approve the building closures for 2025, including Michele's list of suggestions. Teresa seconded. Motion carried.

8. Reports

a. Friends of the Library Report

No formal report. Michele noted that the Friends of the Library have their annual meeting next Tuesday at 6pm. Michele encouraged board members to attend if possible. Andy will be attending and will reiterate the plans for the relocation of the library and will remind all at the meeting that paperwork has been signed and movement is still occurring.

b. Director's Report

Michele gave updates on the library in relation to the City Manager's resignation and how this will impact the library. Ben Reeves will be working on a few items for the library to accomplish prior to his departure.

Michele also noted the Annual Report is attached. Cyd asked for a name change and Andy noted that Teresa needed to be added.

c. Library Statistics

Michele summarized the Statistics and noted a few areas where there have been downward trends. The library staff is working to review those and identify any issues or flaws that can help adjust the trend, but circulation is still up and moving along!

9. Agenda Items for the Next Meeting

a. Next Meeting: Tuesday, December 10, 2024

- i. The Reconsideration Policy will be on the agenda for the next meeting.

10. Trustee Comments

No Trustee Comments.

11. Adjourn

Motion to Adjourn by Andy. Meeting adjourned at 6:08pm.