BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

December 10, 2024
5:30 PM
Indianola Public Library

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

1. **Call to Order**
   Andy called the meeting to order at 5:31pm.

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

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

4. **Minutes Approval**
   a. November 12, 2024 Meeting Minutes*
      MOTION: *Cyd motioned to approve the November 12 meeting minutes. Andy seconded. Motion carried.*

5. **Trustee Continuing Education**
   a. Trustee Handbook - Chapter 15: Intellectual Freedom
      Michele summarized the idea of Intellectual Freedom for the group and discussed the guidance in the Trustee Handbook. Teresa asked a clarifying question about what "principles" refers to in the handbook and Randi clarified that it is the principles established by the Library Board overall, not the individual.

6. **Financial Reports**
   a. Approve Monthly Claims*
      Dawn had a question regarding the collection agency charges vs the value it brings in. Michele explained the process.
      MOTION: *Teresa motioned to approve the monthly claims. Sally seconded. Motion carried.*
   b. Review Financial Reports
      Michele gave a summary and noted that things look good for this time of year and revenue is where it is expected to be and expenses are typical. Dawn asked a question about postage and Michele explained how the mailings work and where those charges come from.

7. **Unfinished Business**
   None

8. **New Business**
   a. Policy Review: Public Comment*
      Michele noted that the library hasn't needed to use this policy in the past and the updates reflect the city's current policy and it works well.
      MOTION: *Teresa motioned to approve the monthly claims. Sally seconded. Motion carried.*

   b. Policy Review: Collection Development*
      Michele noted that the library is available to anyone in Iowa, but professionally, the responsibility is to develop the collection based on community standards.

Michele suggested “local significance” and “availability from approved vendors” as criteria.
MOTION: *Randi motioned to approve the Collection Development policy. Teresa seconded. Motion carried.*

c. Policy Review: Statement of Concern Form*
There are no changes recommended to this policy. The form is based on the Trustee Handbook and Michele noted that these forms are only available to Indianola and Warren County residents.

d. Discussion Item: Reconsideration Procedure*
Michele explained the process and noted that there have been no challenges at the Library Board level since 1984. Those who have concerns receive a packet and are referred to the Library Director for discussion and additional steps. The Library Board’s decision is final for 3 years.
MOTION: *Cyd motioned to approve the Reconsideration Procedure. Dawn seconded. Motion carried.*

e. Review Financial Reports
Michele gave a summary and noted that things look good for this time of year and revenue is where it is expected. Dawn posed a question about postage charges and Michele explained the process for mailing.

9. Reports

a. Friends of the Library Report
Sally reported on the Friends of the Library Annual Meeting. It was noted that they had a good turnout, Michele gave her annual library report, and the trivia fundraiser was announced and will be February 22 at the Country Club. Sally also noted that a $25k donation was made to the Friends.

b. Director’s Report
Michele gave her report and highlighted the article that was recently published regarding the land swap and library plans. The city council declined the proposal for a Deputy Director for the library, but Michele will be requesting it again for FY26. The key positives from the City Council meeting were the finalization of the land swap and approval of the urban renewal areas in Indianola. Those funds will create opportunities to raise revenue for certain parts of the city - including where the library will be. Additionally, Ben is setting up a meeting with the architects from OPN.

i. November Statistics
Circulation and stats are up and look good overall. Program attendance is somewhat down but door counts are up.

ii. *Annual Patron Survey*
Michele reported on the survey.

10. Agenda Items for the Next Meeting

a. Next Meeting: Tuesday, January 14, 2025

11. Trustee Comments

No Trustee Comments.

12. Adjourn

Motion to Adjourn *by Andy.*