BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

January 14, 2025
5:30 PM
Indianola Public Library

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

1. **Call to Order**
   Andy called the meeting to order at 5:36pm.

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

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

4. **Minutes Approval**
   a. December 10, 2024 Meeting Minutes*
      MOTION: *Cyd motioned to approve the 12/10/24 minutes. Val seconded. Motion carried.*

5. **Trustee Continuing Education**
   a. Code of Ethics of the American Library Association
      The ALA's Code of Ethics were highlighted.

6. **Financial Reports**
   a. Approve Monthly Claims*
      Michele made notes about the Advantage Archives microfilm digitization and that other monthly claims are as normal.
      MOTION: *Sally motioned to approve the monthly claims. Cyd seconded. Motion carried.*

   b. Review Financial Reports
      Michele summarized the financial reports and noted that things look good. Andy posed a question about the reserve funds and asked about OPN fees. Michele verified that those fees will be covered by the reserve funds, per the plan that Ben set in place before he left his position as City Manager.

      Dawn had a question about the Health Insurance line and the percentage used up to this point. Michele clarified that they budgeted high and it came in lower than anticipated, so there was wiggle room.

7. **Unfinished Business**
   a. Library Project Update
      Pieces are moving - though slowly. There have been some hang ups and discussions at the City Council level, but Michele and Andy are meeting with OPN Architects this week to review plans and the 6th Street sub locations. They hope to make further progress and update the board at the next meeting.

8. **New Business**
   a. Policy Review: Confidentiality of Library Records*
      Michele recommends no suggested revisions to our current Confidentiality of Library Records policy. The board agrees.

MOTION: *Dawn motioned to keep the Confidentiality of Library Records policy as-is. Cyd seconded. Motion carried.*

9. **Reports**
    a. Friends of the Library Report
    The Friends don't hold a meeting in December, but Sally noted that Trivia Fundraiser invitations went out.

    b. Director's Report
    Michele shared details from her report and highlighted Souper Bowl Fridays and her meeting with Cassandra Halls about the Strategic Plan. She also noted that FY26 will be a lean year and we did not submit any Capital Improvement Projects for the year, and it seems that all departments will be facing the same issue.

    c. Library Statistics
    Michele gave the library statistics report and noted that overall circulation is doing better than last year, though we are running somewhat behind on programs. Teen programming is going strong. Other stats look good.

10. **Agenda Items for the Next Meeting**
    a. Next Meeting: February 11, 2025
    Discussion was held regarding the Library Project and the hope for updates at our next board meeting.

11. **Trustee Comments**
    No Trustee Comments.

12. **Adjourn**

    Motion to Adjourn *by Andy at 5:55pm.*