

BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

August 12, 2025

5:30 PM

Present: *Library Director - Michele Patrick, Sally Van Dorin, Randi Malone, Cyd Dyer, Dawn Goodale, Val Craven, 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 with the amendment that we move Cassandra Halls and the Strategic Plan Presentation to the beginning. Dawn seconded with the amendment. Motion carried.*

4. Minutes Approval

a. July 8, 2025 Meeting Minutes*

Discussion was held about a correction for the Simpson date, which should be noted as Tuesday, September 16.

MOTION: *Sally moved to approve the minutes with the correction. Val seconded. Motion carried.*

5. New Business

a. Strategic Plan Presentation - Cassandra Halls

Cassandra presented the IPL Strategic Framework and explained the process and various groups involved as focus groups. It was suggested that the framework be reviewed in 3 years.

Cassandra reviewed the updates to the vision and mission statements and discussion was held regarding specific punctuation and formatting. Cassandra reviewed the impact areas and noted that these are intended to be guardrails that direct annual goals and strategic alignment of those goals.

Discussion was held regarding the word "advocacy" as a descriptor in one of the impact areas, with specific concern relating to the public perception of using that word as a descriptor. Suggestions were to change "advocacy" to "promote" or "engage" or something in that vein. The Tactical Plan was also reviewed. It was noted that the Tactical Plan will be updated throughout the 3 years as critical tasks are completed. It is currently a work in progress and is a "living" document - while the individual tasks may change or expand over time, it should still align with the framework overall - as that remains the same.

6. Financial Reports

a. Approve Monthly Claims*

Michele presented the monthly claims to the Board. Explanations for some annual expenses and the skylight issue were provided, as well as highlighting that OPN's payment happens monthly to break up the cost.

MOTION: *Cyd moves to approve the monthly claims. Dawn seconded. Motion carried.*

b. Review Financial Reports

Michele noted that we are doing fine. There was discussion about the Computer/IT Budget and why it was already at 80+%. Michele reminded the board that the majority of our Computer/IT expense is paid up front at the beginning of the fiscal year. The new format for the financials

was also highlighted.

7. Reports

a. Director's Report

Michele gave her report and highlighted a possible new law that would impact the board. She also provided the full skylight update and reported that the lowest bid was chosen. The library will need to be closed for 3 days for the skylight repair and Michele will notify the board and then the public once those dates are selected. There is a large group expected on Saturday for a program that the library space was rented out for. Despite some concerns, Michele believes it should be fine.

b. Library Statistics

It was reported that traditional circulation is down, but specialty collections and digital usage is up. Some of the downturn is expected and we have seen the impact of being closed on Sundays.

c. Friends of the Library Report

No big updates. The Dayton Duncan event on Tuesday, September 16 at 6pm was highlighted. It will be at Hubbell Hall on the Simpson campus. Board members are encouraged to be present to support the Friends if possible.

8. Unfinished Business

a. Library Building Update

Andy noted that our September meeting will include the new City Manager and a member of the City Council. They will join us for discussion regarding the new library building. Building design and architectural conversations have been good, but this discussion with the City Manager and City Council to further discuss budget and location are pending. Both of these factors will impact the budget and these important conversations will need to be had in order to move forward.

9. New Business

a. POLICY REVIEW: Community Room

Michele gave an overview of the current policy and noted the addition of the disclaimer that states an activity is not sponsored by the library. Dawn also noted we should remove the piano language.

MOTION: *Randi motioned to approve the Community Room policy with the addition of the disclaimer language and removal of the piano language. Cyd seconded. Motion carried.*

10. Agenda Items for the Next Meeting

No items mentioned for the next meeting.

11. Trustee Comments

No Trustee Comments.

12. Adjourn

Motion to Adjourn by Andy at 6:50pm.