

Indianola Public Library
Board of Trustee Meeting Minutes
August 7, 2018

Present: Library Director Michele Patrick, Jim Lee, Tom Smith, Colleen Willmott, Cyd Dyer. Absent: Betsy Freese, Andy Brittingham.

The meeting was called to order by President Jim Lee at approximately 5:30 p.m. Pat Hicks moved to approve the minutes as corrected. Cyd Dyer seconded the motion and it was approved.

Trustee Orientation: Review of working with the director from the Iowa Library Trustees Handbook.

Approve Monthly Claims: Motion by Tom Smith and seconded by Colleen Willmott to approve the monthly claims. Motion approved. We are at the start of a new fiscal year, and a number of large annual payments are made in July. This will balance out over the coming year. Revenue is down, but the library tax revenue is received in October. The library is now being charged by the city for credit card fees.

Director's Report: The Summer Reading Program had the highest number of participants on record. A total for 4,144 people attended 84 summer programs. There were 20,171 visitors to the library in June and July.

Jody Ross has been hired as the Technical Services Coordinator. Jody has been a part time employee since 2015. The job description has been changed to include more duties and the salary increased from \$33,000 to \$37,000 to reflect those changes.

The city council approved adding a 6-hour part time position, and now that there is a part time position open the hours will be combined and split between to 2 new part time hires.

The new book drop has been installed and it will better serve patrons as media can now be returned there and because of its larger size, staff no longer have to come in on Sundays to empty.

While installing the new pad for the drop box, the Indianola Street Department also repaired some sidewalks around the library.

July circulation statistics show an increase of 2,600 over the same time last year. Also, an increase in the number of programs and attendance.

Old Business: Integrated Library System: Plans are moving forward for the August 23 start date of the new Symphony system. Staff will be in training all day, August 20.

New Business: The Library Corporation requested copies of the bids received for our new integrated system sighting the Freedom of Information Act. In consultation with the city attorney, Michele, responded that the information is confidential in accordance with Iowa Code Section 22.7(3). At this date there has been no further correspondence.

Michele shared information from the Indianola Hometown Pride Committee planning to place a "community chest" on library property. After discussion, it was agreed that we are receptive to the idea but ask the Hometown Pride Committee to come back to us when they have finalized plans.

City of Indianola Capital Improvement Plan: Suggested projects over \$5,000 to be implemented over 5 years:

After a discussion, we agreed upon these improvements:

1. Circulation desk
2. Flooring in rooms A & B
3. Painting interior
4. New conference tables
5. Landscaping (may look for additional outside funding)

Friends Report: There was no meeting in July.

Colleen moved to adjourn, Tom seconded, and the motion was approved.

Secretary, pro tem,

Pat Hicks