Indianola Public Library
Board of Trustee Meeting Minutes
December 5, 2018

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

The meeting was called to order by President Jim Lee at 5:30 p.m. Betsy Freese moved to approve the minutes of the November 6, 2018 meeting, Pat Hicks seconded the motion and it was approved.

Trustee Orientation and Continuing Education: Review and discussion of Iowa Library Trustee Handbook Chapter 14: “The Boards’ Relationship with Library Staff”.

Approve Monthly Claims: Motion by Pat Hicks and seconded by Cyd Dyer to approve the monthly claims. Motion approved. Brick Gentry claim ($60) may be in error, and is being looked into. Charges for Mobile Scanner (SHI International Corp) and front desk bar code scanner will be paid though the City of Indianola’s capital improvement fund.

Review of Expenditures: It was noted that item #3 on the Revenue sheet (Library Service Reimbursement), budgeted at an income of $80,000 dollars represented anticipated funds from Warren County. In 2017-2018 the IPL received $88,000. The IPL was recently notified that for 2018-2019 they would be receiving $72,000, $8000 less than budgeted. The library director is working with the city manager to address this decline in budgeted revenue.

Director’s Report: Submitted items included ash tree removal on Library grounds, collection maintenance (shelf reconfiguration), and a new logo developed for the mobile app.

Monthly and annual library circulation continues to grow.

Old Business: Integrated Library System update: The November- December goals were discussed. Staff have begun to use the new mobile circulation system.

Trustee president Jim Lee and Michelle Patrick reported on their meeting with the City Manager to discuss the results of the recently completed City’s Facilities Study. One of the many possibilities under consideration is the addition of city administrative offices onto library grounds / attached to the existing IPL building.

The Friends of the IPL recently received a donation a $13,500 from the Laverty Foundation. These funds are unrestricted.

New Business: Review of Strategic Plan: Review/discussion of three activities (1.2.3; 2.3.7; 4.1.4). The IPL will again use a facilitator from the State Library to develop our new strategic plan. The facilitator is tentatively scheduled to meet with Library staff in January and the Board in March.

Trustee Bylaws: Bylaws were reviewed and approved without change. Motion made by Andy Brittingham, seconded by Betsy Freese.

Circulation Policy: Changes to the circulation policy were reviewed and discussed. The policy was updated to reflect current technologies (digital), and to facilitate improved staff interactions with patrons. Motion made by Cyd Dyer, seconded by Pat Hicks, and approved.

Friends Report: Annual meeting was well attended.

Trustee Comments: The next schedule Trustee meeting will occur on January 8th

Having no other agenda items to discuss the meeting was adjourned at 6:15pm.

Secretary,

Andy Brittingham