

**Indianola Public Library  
Board of Trustee Meeting Minutes  
April 15, 2020**

**(This meeting was held remotely using Zoom due to the COVID-19 pandemic. The meeting was made open to the public via reserved space at the IPL, and following social distancing guidelines.)**

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

The meeting was called to order by President Jim Lee at 5:30 p.m.

The agenda was approved as presented.

The minutes of the March 10, 2020 meeting were approved with no corrections or additions (motion Pat Hicks; second Cyd Dyer).

**Financial Report:** Approve Monthly Claims: Motion by Pat Hicks and seconded by Betsy Freese to approve the monthly claims. Motion approved.

**(Note: Trustee signatures will be added to approved invoices at a later date).**

Review of Expenditures and Revenue: There is still a delay in the posting of some charges, so account balances are not as accurate as we would like. Expenditure #25 represents the delayed posting of expenses related to the IPL painting project that occurred in January.

**Director's Report:** 1.) The IPL has been closed since March 18<sup>th</sup>. Home delivery, and programming has been cancelled through April 30<sup>th</sup>. 2.) Staff have been working on a variety of tasks including checking returned items, replacing covers on books, offering programming electronically and through social media, and planning for the summer reading program. 3.) Plans are being made to offer the evening book club on-line, and software has been purchased to facilitate on-line summer reading program activities. 3.) A new speaker and microphone system have been purchased to facilitate on-line offerings.

Monthly statistics (March 2020): Despite closure, circulation remains positive. The IPL was able to provide media (movies, TV), e-books, puzzles and games to patrons before and during library closure.

**Old Business:** none

**New Business:** Curbside pick-up: The trustees discussed the possibility of offering curbside pick-up of reserved books. At this time, the trustees are not in favor of the IPL offering curbside pick-up due to the current situation with COVID-19. This item will be revisited at the May meeting.

City Budget: The Indianola City Council is expected to take action on the proposed city budget on April 16<sup>th</sup>. This budget includes funds for replacement of the IPL HVAC system, and additional staffing

**Friends Report:** Trivia Night has been re-scheduled until October 2020.

**Trustee Comments:** The next meeting will be May 12, 2020

Meeting was adjourned at 6:25 pm.

Secretary, A

Andy Brittingham