

Indianola Public Library
Board of Trustee Meeting Minutes
June 4, 2019

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

Absent: Tom Smith

The meeting was called to order by President Jim Lee at 5:30 p.m. Betsy Freese moved to approve the minutes of the May 7, 2019 meeting, Colleen Willmott seconded the motion and it was approved.

Trustee Orientation: Review of Iowa Library Trustee handbook, Chapter 17: Intellectual Freedom. The library's practices and staff training related to Intellectual Freedom was discussed. It was noted that Simpson College will be holding "First Amendment Week" programming in September which may complement some of the issue discussed in Chapter 17.

Financial Report:

Approve Monthly Claims: Motion by Pat Hicks and seconded by Andy Brittingham to approve the monthly claims. Motion approved. It was noted that the monthly claims included two months of utility bills, annual piano tuning, new software to allow better tracking of the effectiveness of the Library's monthly newsletter and the last payment on a printer contract.

Review of Expenditures and Revenue: It was noted that Item 11 (under Revenue) included \$71,000 transferred to the Library in error. This error has already been addressed by the City. It was noted that health insurance costs (#20) were under budget, that #29 included quarterly Air-Con maintenance, and item #38 was for safety training billed by the City.

Director's Report: Computers have temporarily removed computers from the Children's area. They will be returned at the end of the summer. A doll house and other interactive toys have been added.

The Library Director is working with the City's Parks and Recreation Department on ideas to improve the appearance of library entrances with additional plantings.

A written report on the Summer Reading Program, Program Attendance, and Accreditation was provided.

The IPL was notified that it received another 3 years of accreditation with the State Library of Iowa.

Old Business: Teen Space Policy. Updated language to the Teen Space Policy was presented. A motion was made by Betsy Freese, seconded by Cyd Dyer, and unanimously approved.

New Business: Circulation Policy. Changes to the Circulation Policy were presented and discussed. Most notably, an automatic renewal feature of our circulation software will be implemented. This feature will notify patrons that most items (excluding DVDs) will automatically be renewed until they reach the maximum number of renewals. The Library will run reports to account for automatic renewals in our circulation report.

Friends Report: There was no Friends meeting in May, however the FIPL and IPL are working with the City's RAGBRAI planning committee to coordinate activities. In addition to offering access to Wi-Fi and phone / electronics charging stations, BINGO and other actives may be offered at the Library.

Trustee Comments: none

Meeting was adjourned at 6:10pm

Secretary,

Andy Brittingham