

**Indianola Public Library
Board of Trustee Meeting Minutes
May 12, 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 April 15, 2020 meeting were approved with no corrections or additions (motion Pat Hicks; second Tom Smith).

The minutes of the April 28, 2020 special meeting were approved with no corrections or additions (motion Cyd Dyer; second Pat Hicks).

Financial Report: Approve Monthly Claims: Motion by Cyd Dyer and seconded by Andy Brittingham to approve the monthly claims, with the addition of three items (Clark Glass (skylight repair); Janway Company (bags); Traviss Audio (new television and installation). Motion approved. **(Note: Trustee signatures will be added to approved invoices at a later date).**

Review of Expenditures and Revenue: An accurate summary of monthly expenditures is unavailable due to software issues that the City is attempting to address.

Approve FY21 budget: The IPL Director reviewed the proposed annual budget, and highlighted significant variation from the FY20 budget. The budget was approved (motion Pat Hicks; second Tom Smith).

Director's Report: Curbside pickup: The IPL began to offer curbside pickup on Monday, May 4th. More than 500 items were picked up by patrons on that day. The IPL will continue to offer curbside pickup on Mondays and Thursdays.

Library staffing: IPL staff have resumed working full-time on site. One staff member is on parental leave; a second staff member is on leave due to family health issues. This will create some additional challenges for offering patron services and preparing for on-line summer programming.

Entryway TV/Monitor: The 32 inch monitor the entrance way has been replaced with a 75 inch monitor. This upgrade was supported using Enrich Iowa Funds.

Monthly statistics (April 2020): As expected, due to COVID-19 closure, circulation statistics and programming numbers are low.

Old Business: Re-opening plan: The IPL Director and Trustees engaged in discussion about the timeline and next steps to move towards "reopening" the library and offering addition services. Although further discussion will continue, the current plan is to not re-open the library on May 18th.

The meeting was adjourned at 6:05 pm due to technical issue with Zoom.

Secretary,

Andy Brittingham