

**Indianola Public Library
Board of Trustee Meeting Minutes
June 9, 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, Tom Smith and Andy Brittingham. Guests: Sally Van Dorin

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

The agenda was amended to include two items of New Business: a change in meeting times for future meetings, and the election of new officers. The agenda was approved as amended.

The minutes of the May 12, 2020 meeting were approved with no corrections or additions (motion Cyd Dyer; second Tom Smith).

Financial Report: Approve Monthly Claims: Motion by Pat Hicks and seconded by Betsy Freese to approve the monthly claims. Motion approved. Claims of note include: service call and repair of HVAC system, repair of the sump pump, and installation of Plexiglas shielding at the circulation desk. **(Note: Trustee signatures will be added to approved invoices at a later date).**

Review of Expenditures and Revenue: Anticipated budget overages include Expenditure #24 (Repair/Maintenance) due to skylight and sump repair, and replacement of bathroom hand dryers; and Expenditure #37 (Materials/Supplies – Programs) due to the need to purchase software to offer an on-line summer reading program.

Director's Report: The Library Director updated the Trustees on the summer reading program, curbside pickup and professional activities for the staff and the director.

Monthly statistics (May 2020): As expected, due to COVID-19 closure, circulation statistics and programming numbers are low. Circulation numbers for the year will continue to show an increase.

Old Business: Re-opening plan: The IPL Director outlined a "reopening plan" that will allow the library to offer additional service beginning Monday, June 15th, but with reduced hours. After discussion, a motion was made and approved to support this plan and provide the IPL director the discretion to adjust hours as needed to accommodate staffing and cleaning. (Motion, Betsy Freese; second Andy Brittingham).

IPL South Entrance: The IPL director continues to work with the city to improve the appearance and landscaping of the South entrance of the library.

New Business: New meeting time: Trustees agreed that the July and August meetings should continue via Zoom but will begin at 5pm instead of 5:30.

The election of the new officers will occur at the July 2020 meeting.

Friends Report: The Friends of the IPL have renewed the Adventure Pass.

Trustee Comments: Trustees Jim Lee and Pat Hicks have completed their service as IPL Trustees. The IPL Director and fellow trustees thank them for their years of service to the IPL.

The meeting was adjourned at 6:10pm.

Secretary,

Andy Brittingham