

**Indianola Public Library**  
**Board of Trustee Meeting Minutes**  
**August 6, 2019**

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

The meeting was called to order by President Jim Lee at 5:30 p.m. Pat Hicks moved to approve the minutes of the July 1, 2019 meeting, Betsy Freese seconded the motion and it was approved.

**Trustee Orientation:** The Board discussed the article "Social Readers" published in the July 2019 issue of *Library Journal*. The article summarized the findings of several studies examining the reading habits and library usage of those in the "millennial" generation.

**Financial Report:**

**Approve Monthly Claims:** Motion by Cyd Dyer and seconded by Colleen Willmott to approve the monthly claims. Motion approved. Noted claims included legal consultation for the new service animal policy, and the annual subscription fee for the database package provided through the State Library of Iowa.

**Review of Expenditures and Revenue:** The revenue report reflects that the IPL has not yet been allocated funds from City property taxes. Two expenditures, "Workers Compensation" and "General Liability Insurance" are budgeted by the City of Indianola. The cost of both items will be greater than anticipated. The City will amend the budget to cover the additional costs.

**Director's Report:** 1.) RAGBRAI events hosted by the IPL were very well attended, 2.) The IPL has expanded its collection of board games and they will soon be available for check-out by patrons, 3.) Michelle Patrick is working with the City to receive and review bids for a custodial contract for the library, 4.) IPL staff received active shooter training through the Carlisle Police Department. The Board expressed some concern regarding the current configuration of the library (entrance/exit points), and discussed the possibility of having a safety expert assess the layout of the building. 5.) The summer reading program is nearing its conclusion, 6.) Two new iron planters have arrived and will be placed outside the library entrances.

July 2019 circulation statistics were reviewed.

**Old Business:** An amendment to the bid for painting the interior of the library (approved at the 07/01/2019 IPL Trustee meeting) was presented. An additional \$310 (+ tax) will be needed to cover the cost of removing and replacing baseboard. The amended bid was approved (motion: Cyd Dyer; second: Pat Hicks).

**Automatic Renewals:** Patron response to the automatic renewal of books has been positive. The Board discussed extending automatic renewals to additional library materials.

**New Business:**

**Policy Review: Purchasing Policy.** In response to the City's movement towards online bill payment, and the increase use of procurement cards, the IPL Purchasing Policy was amended. Notably, the IPL is authorized to make payment on normal, recurring expenses that are listed as line items on the IPL

budget (and approved as part of the budgeting process) prior to Board review and approval. These expenses (payments) will continue to be reviewed monthly by the IPL Board of Trustees. This amended policy was approved (motion: Colleen Willmott; second: Pat Hicks).

Policy review: Circulation Policy. The Circulation Policy was amended to reflect the ability of patrons to check out games, and the automatic renewal of additional library materials beyond books. (motion: Cyd Dyer; second: Betsy Freese).

Purchase of an additional iron planter: After reviewing the placement of the two new iron planters outside of the main library entrance, the IPL Board approved the purchase of a third planter for the South entrance. (motion: Betsy Freese; second: Pat Hicks).

**Friends Report:** There was no Friends meeting in July, and no report.

**Trustee Comments:** The next meeting will be September 3, 2019.

Meeting was adjourned at 6:20pm (motion: Pat Hicks; second: Tom Smith).

Secretary,

Andy Brittingham