

**Indianola Public Library  
Board of Trustee Meeting Minutes  
July 14, 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, Cyd Dyer, Colleen Willmott, Betsy Freese, Tom Smith, Andy Brittingham, Sally Van Dorin, and Emmett Konrad.

The meeting was called to order by Vice President Betsy Freese at 5:00 p.m.

The agenda was approved without change (motion Andy Brittingham; second Sally Van Dorin).

The minutes of the June 9, 2020 meeting were approved with no corrections or additions (motion Cyd Dyer; second Tom Smith).

**Trustee Continuing Education:** Following the introduction of new Trustees, Sally Van Doirn and Emmett Konrad, Library Director Michelle Patrick led a brief review of the City of Indianola Ordinance Ch 22: Board of Trustees, and the IPL Board of Trustees By-Laws.

**Financial Report:** Approve Monthly Claims: Motion by Cyd Dyer and seconded by Sally Van Dorin 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: End of year expenses largely fell in line with the IPL budget. Some savings were realized with regard to materials, due to the receipt of several large donations ear marked for materials. Any realized savings will go into the IPL reserves.

**Director's Report:** The level of engagement with the on-line summer reading program is far below that typically encounter when delivered in person.

The IPL's two ebook providers will be merging into a single service. It is anticipated that this will positively impact IPL patrons through a more simplified downloading experience, and the ability of the IPL to focus it's spending towards materials more in demand with out patrons.

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

The City of Indianola approved funds to begin the process of envisioning a joint city administration and library building. This is being driven primarily by the need for additional space for the Indianola Police and Fire Departments, which will displace City Administration Offices.

**Old Business:** Re-opening plan: Despite re-opening on June 15<sup>th</sup>, patrons have been slow to return to the library in person. Curbside pickup of library materials has been running smoothly. Should the City implement a policy to require the wearing of facemasks in all City buildings, the Board of Trustees unanimously voiced support of this requirement to include the IPL. The IPL Director and Trustees discussed the possibility of increasing hours of operation.

**New Business:**

**Election of Officers and Committee Appointments:**

President: Betsy Freese (motion Cyd Dyer; second Tom Smith)

Vice President: Andy Brittingham (motion Betsy Freese; second Tom Smith)

Secretary: Colleen Willmott (motion Andy Brittingham; second Sally Van Dorin)

Friends Representative: Cyd Dyer (motion Betsy Freese; second Colleen Willmott)

The slate was unanimously approved by the Board of Trustees.

Committee Assignments:

Budget Committee: Andy Brittingham, Tom Smith, and Cyd Dyer

Personnel Committee: Betsy Freese, Sally Van Dorin, Emmett Konrad, Colleen Willmott.

**Library Trustee and City Council Reception:** The IPL Director introduced the possibility of a reception for members of City Council, the IPL Trustees, and Friends of the IPL. IPL Trustees were supportive of this idea.

**Policy Reviews:** “Collection Development” and “Reconsideration of Materials Request” – held over for future meeting.

**Friends Report:** no meeting

The meeting was forced to adjourn at 5:57pm, as the City of Indianola’s Planning and Zoning Committee meeting displaced the IPL Trustee Meeting on the Cities Zoom account.

Secretary,

Andy Brittingham