

**Indianola Public Library**  
**Board of Trustees Meeting Minutes**  
**August 11, 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 President Betsy Freese at 5:00 p.m.

The agenda was approved without change (motion Colleen Willmott; second Cyd Dyer).

The minutes of the July 14, 2020 meeting were approved with no corrections or additions (motion Sally Van Dorin; second Tom Smith).

**Trustee Continuing Education:** Library Director Michelle Patrick led a brief review of the Trustee Handbook Chapter 1: First Things First – Top Five Things Every Library Trustee Should Know.

**Financial Report:** Approve Monthly Claims: Motion by Cyd Dyer and seconded by Colleen Willmott to approve the monthly claims. Motion approved. (Note: Trustee signatures will be added to approved invoices at a later date).

**Director's Report:** Michele explained that the Bold 360 Chat Service will be added to our website that will allow patrons to interact with library staff. This will be paid for by the State Library for 2 years after which it will be decided whether or not to keep the service. Michele provided an update on the Summer Reading Program. While participation was down, there were several positives that came out of the virtual program including: investment in recording equipment and online app, experience in virtual programming, reaching new families during virtual storytimes, experience in curbside pickup. Many patrons expressed their appreciation when the library reopened.

Monthly Statistics: As expected circulation and programming numbers were low due to Covid-19. However, there is increasing demand for digital materials and curbside pickup.

**Old Business:** The reopening plan was reviewed, with discussion on resuming normal hours and removing restrictions on the amount of time patrons can spend in the building.

Michele shared that she met with Matt Brown, the consultant for the City Hall/Library Project. She expressed the need for 25,000 square feet plus the shared space. There is significant need to increase the space in the children's area of the library to allow for dedicated spaces for school age children and teens. There is also a need to increase community space.

**New Business:** Policy Review: Collection Development: Policy was approved and updates include the specific criteria used to make selection decisions, purchasing a book doesn't mean endorsement, selection is not influenced by the possibility a child might obtain materials meant for another group, what happens to weeded materials, and how public input can influence the collection. (Motion: Cyd Dyer, second: Andy Brittingham).

Policy Review: Reconsideration of Materials Request: Policy was approved and include updating the title of the policy, adding resident eligibility requirement, changed response time to 10 days, simplified the form, and removed the requirement of a written response of the Library Board's decision. (Motion: Colleen, second: Emmett)

**Friends Report:** No meeting

**Trustees Comments:** A joint reception between the City Council and Library Board of Trustees will be held at some point in the future.

The meeting was adjourned at 5:36pm. (Motion: Colleen Willmott, second: Sally Van Dorin)