

**Indianola Public Library
Board of Trustees Meeting Minutes
October 13, 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 5:30 p.m.

There were no public comments.

The agenda was approved without change (motion Cyd Dyer; second Andy Brittingham).

The minutes from the September 8, 2020 meeting were approved (motion Sally Van Dorin; second Andy Brittingham)

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

Monthly Expenditures were reviewed (motion Emmett Konrad; second Andy Brittingham). Motion approved.

Director's Report: Michele updated the Board on the Log Cabin Day Parade.

Due to decreasing popularity, the remaining music CD collection has been removed and the books on CD collection decreased to make room for the increasing collection of DVDs, games and puzzles.

New hours start this week which include being open until 8:00 pm on Thursdays and 1:00-5:00 for curbside pick up on Sunday afternoons.

The Library will begin advertising for a library assistant this week.

Michele updated the Board on new programs being offered by the library.

Monthly Statistics: As expected circulation and programming numbers were low due to Covid-19.

Old Business: The reopening plan was reviewed with no plans to reopen any further. The quarantine of materials will be increased from 3 to 7 days. Furniture in the teen area has been replaced with furniture that can be more easily sanitized. Trunk or Treat has been cancelled.

Staff Workspace: Michele received a quote from Koch Office Group for new desks and cubicles that will allow for an additional workspace in the amount of \$12,000-15,000. There was a motion to move forward with this project using the monies from the Enrich Iowa account with the balance being paid out of Special Revenue (motion Cyd Dyer; second Emmett Konrad). Motion approved.

New Business: Policy Review: Test Proctoring. (Motion: Andy Brittingham; second: Colleen Willmott)
Motion to approve formatting changes was approved.

Holiday 2021 Closures were discussed and approved as presented with the addition of Sunday, December 26th. (Motion: Tom Smith; second: Emmett Konrad)

A motion was approved to move the Directors salary to scale 12, step 4. (Motion: Emmett Konrad; second; Andy Brittingham)

Friends Report: Cyd Dyer, Friends Representative, reported that the Friends are in the process of crediting back teams that had already paid for Trivia Night. They are hoping to plan another Trivia Night for March. The annual meeting this year will be held virtually.

Trustees Comments: No Trustee Comments

The meeting was adjourned at 6:16pm. (Motion: Andy Brittingham; second: Colleen Willmott)

Secretary,

Colleen Willmott