

Indianola Public Library
Board of Trustee Meeting Minutes
January 8, 2019

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

Absent: Tom Smith

The meeting was called to order by President Jim Lee at 5:30 p.m. Betsy Freese moved to approve the minutes of the December 4, 2018 meeting, Pat Hicks seconded the motion and it was approved.

Trustee Orientation and Continuing Education: Review and discussion of Iowa Library Trustee Handbook Chapter 15: "Advocating for the Library".

Approve Monthly Claims: Motion by Pat Hicks and seconded by Cyd Dyer to approve the monthly claims. Motion approved. Brick Gentry claim (\$60) discussed at the December meeting was in fact an error, and has been corrected.

Review of Expenditures: It was noted that item #38 on the Revenue sheet (Miscellaneous Contractual), included charges for safety committee training fees and credit carder reader related fees. These were unanticipated and will be budgeted for next year. Additionally, leasing charges for photocopiers and printers will be reevaluated when considering next year's budget.

Director's Report: Submitted items included local newspaper coverage of the "Nearly New year's Eve Party", the meeting of staff with a consultant to develop a "team charter" to kick off the strategic planning process, additional shelving, and an update on the IPL accreditation and strategic planning process.

Monthly and annual library circulation continues to grow.

Old Business: none

New Business: Review of ADA Checklist: Michele Patrick led a discussion and review of "Priority 2: Access to Goods and Services" from the ADA checklist.

The Trustees reviewed and unanimously approved the "Registered Sex Offender Policy", (Betsy Freese, motion; Pat Hicks, second).

Friends Report: There was no Friends meeting in December.

Trustee Comments: none

Having no other agenda items to discuss the meeting was adjourned at 6:00 pm.

Secretary,

Andy Brittingham