

Indianola Public Library
Board of Trustee Meeting Minutes
February 5, 2019

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

Absent: Tom Smith, Betsy Freese

The meeting was called to order by President Jim Lee at 5:30 p.m. Pat Hicks moved to approve the minutes of the January 8, 2019 meeting, Cyd Dyer seconded the motion and it was approved.

Trustee Orientation and Continuing Education: Review and discussion of Iowa Library Trustee Handbook Chapter 19: "Planning for the Library's Future". Discussion included the importance of planning strategically as well as serving and advocating for the community as we begin the IPL strategic planning process.

Approve Monthly Claims: Motion by Cyd Dyer and seconded by Pat Hicks to approve the monthly claims. Motion approved. SirsiDynix Corp. charges will be paid using funds from the capital improvement plan. New Popup banner was displayed, it will be used to better identify the library at community and public events.

Review of Expenditures and Revenue: As discussed at the December Trustee's meeting, revenue from Warren County's library services reimbursement will fall \$8000 short from the amount budgeted. The Library Director will be meeting this week with the City to discuss this shortfall.

As a follow up to items discussed at the January meeting, the library has been released from the leasing contract negotiated by the City, and will be purchasing 2 small printers.

Director's Report: Submitted items included information on newly designed library cards, staff training, the Library Directors presentation at the Rotary club, and a proposal to update lighting at the library.

Monthly circulation and door counts were down for January, likely as a result of the extreme cold.

Old Business: none

New Business: Review of "Patron Confidentiality Policy". Language updated to more clearly define component of patron's records. Motion by Pat Hicks and seconded by Colleen Wilmott to approve. Motion approved.

Review of "Community Room Policy". Policy updated to define process and eligibility of individuals and groups to reserve / utilize the community room. Motion by Cyd Dyer and seconded by Colleen Wilmott to approve. Motion approved.

Review of "Credit Card Policy". Language updated to more clearly define services and fees which can be paid for via credit card. Motion by Andy Brittingham and seconded by Pat Hicks to approve. Motion approved.

Accreditation Application: The Library Director provided an update on the IPL re-accreditation application. The application is complete and will be submitted this week to the State.

Strategic Plan Schedule: The Library Director and Trustee's reviewed a tentative timeline for the IPL strategic planning process. In addition, there was discussion of community participation and membership of the "advisory committee".

Friends Report: Friends continue discussion of the Dr. Seuss celebration and Trivia Night.

Trustee Comments: none

Having no other agenda items to discuss the meeting was adjourned at 6:23 pm.

Secretary,

Andy Brittingham