

**Indianola Public Library
Board of Trustees Meeting Minutes
December 9, 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 as well as a public comment form.)

Present: Library Director Michele Patrick, Cyd Dyer, Colleen Willmott, Tom Smith, Andy Brittingham, and Emmett Konrad.

The meeting was called to order by Vice-President, Andy Brittingham at 5:32 p.m.

There were no public comments.

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

The minutes from the November 10, 2020 meeting were approved (motion Emmett Konrad; second Tom Smith)

Trustee Continuing Education: Chapter 3 of the Trustee Handbook: Code of Ethics was reviewed.

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

Monthly Financial Reports were reviewed (motion Colleen Willmott; second Cyd Dyer). Motion approved.

Director's Report: Michele explained that the library is getting ready to launch a winter reading program, updated the board on the status of the hiring process for the Adult Services Librarian as well as the Library Assistant positions, and informed the board that she will begin a term on as the Treasurer for the Iowa Library Association.

Monthly Statistics: Circulation continues to be slow, with the exception of digital materials which are gaining popularity.

Old Business: COVID-19 Update: The library has been closed since November 17th. Curbside pickup for items on hold as well as copies and print jobs, public computer use by appointment, and study tables by appointment continue to be available. Virtual programming continues and To Go Crafts for Kids and Subscription Boxes for teens and tweens will be available as well.

Michele asked for Board input regarding closing the library on December 26 and 27 assuming that the building is not open to the public at that point. The board was supportive assuming the building remains closed.

Betsy Freese and Andy Brittingham along with Council Members John Parker, Greta Southall and Greg Marchant will interview the final four architectural firms for the joint project of renovating the public safety building and construction of an administrative building/library.

New Business: 2020 and 2021 Goals were reviewed. Four 2020 goals (installation of laptops, wireless printing, alternate structure for fines and fees, and the “Library of Things”) have been moved to 2021. Most other 2021 goals will be related to marketing of the library.

Policy Review: Gifts and Memorials. Policy changes were reviewed (motion: Colleen Willmott; second: Tom Smith) and approved.

Policy Review: Donor Plaque Guidelines. Policy changes were reviewed and approved with the removal of “currently located in the south entryway”. (motion: Tom Smith; second: Emmett Konrad).

Friends Report: Cyd Dyer, Friends Representative, reported that the membership drive is underway and that there are plans in progress for a virtual Breakfast with Dr. Seuss. They also held their annual meeting in which they reviewed what the Friends have accomplished this year.

Trustees Comments: No comments.

The meeting was adjourned at 6:08pm.

Secretary,

Colleen Willmott