

Indianola Public Library
Board of Trustee Meeting Minutes
January 14, 2020

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

Absent: Betsy Freese

The meeting was called to order by President Jim Lee at 5:30 p.m.

Library Director Michele Patrick led the Trustees on a brief tour of the library, and provided an update on the dry wall and painting work.

The minutes of the December 10, 2019 meeting were approved with no corrections or additions (motion Cyd Dyer; second Colleen Wilmott).

Trustee Continuing Education: Iowa Library Trustee Handbook, Chapter 20: Iowa library Services. Michele Patrick led a discussion regarding the services provided by the "Iowa Library Services" and highlighted those used by the IPL.

Financial Report: Approve Monthly Claims: Motion by Pat Hicks and seconded by Tom Smith to approve the monthly claims. Motion approved.

Review of Expenditures and Revenue: Both are "on track" for what we would expect through 50% of the budget cycle.

Director's Report: 1.) Several memorial contributions have been made to the IPL recently. The Library Director continues to work with family members and executors to best accommodate the wishes of the deceased; 2.) A staff member recently announced their resignation, the Director is working with the City to begin the process of hiring a replacement; 3.) An IPL staff member will be on leave over the summer, the Director intends to find an intern / temporary replacement; 4.) Michele Patrick is continuing to work with the City Administration to address salary discrepancies.

Monthly statistics (December 2019) were reviewed and discussed. It was noted that January circulation and visits are anticipated to be lower than normal due to the IPL being closed for two weeks to allow for painting.

Old Business: Painting Project: Michelle Patrick updated the Trustees on the interior painting project. As the project is nearing completion, the Trustees unanimously authorized the payment of invoices up to \$16,000 to cover the cost of dry wall and painting services. (Motion Andy Brittingham: second Pat Hicks).

New Business: 1.) Trustee's reviewed and unanimously approved the IPL Emergency Action Plan. (Motion Andy Brittingham: second Cyd Dyer); 2.) Trustee's reviewed and unanimously approved the IPL Bed Bug Prevention and Treatment Policy. (Motion Cyd Dyer: second Colleen Willmott); 3.) Trustee's discussed a first draft of the IPL 2020-2025 Strategic Plan.

Friends Report: The Friends of the IPL did not meet in December.

Trustee Comments: The next meeting will be February 11, 2020.

Meeting was adjourned at 6:35 pm.

Secretary,

Andy Brittingham