

**Indianola Public Library
Board of Trustee Meeting Minutes
March 10, 2020**

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

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

The agenda was approved as presented.

The minutes of the February 11, 2020 meeting were approved with no corrections or additions (motion Pat Hicks; second Betsy Freese).

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

The \$11,280 charge from Con-Air represents the unanticipated replacement of a compressor for the HVAC system, and will be paid using non-IPL budgeted funds (City of Indianola, Capital Improvement)

Review of Expenditures and Revenue: Revenue from Library Fines (Revenue line 7) is down significantly due to the use of automatic renewals. Expenditures line 25 (Repair/Maintenance) charges include Air-Con service of HVAC system, installation of new electrical outlets, and fire extinguisher replacement.

Director's Report: 1.) The City budgeting process is moving forward and includes funds to support additional library staff. 2.) The IPL is helping to promote the 2020 Census and will be offering assistance to residents who wish to complete their census information on-line. 3.) The Picture Book City installation is complete. 4.) A new part-time library assistant has begun working. 5.) The timer controlling lights in the parking lot has been repaired. 6.) The skylight is leaking, but repairs should be made in the next few weeks.

Monthly statistics (February 2020) were reviewed and discussed. Circulation continues to increase, as does program attendance.

Old Business: none

New Business: 1.) COVID-19: The Library Director reported that the IPL is performing increased cleaning of surfaces and material as appropriate. They are reviewing State and Federal recommendations. 2.) Fine Free Summer: The IPL will pilot a fine free summer program to encourage the return of materials, and patron usage. (motion Betsy Freese, second Cyd Dyer. Approved). 3.) Staff Development Day: Trustees approved closing the library at 1pm on May 1, 2020 to allow for an IPL staff development day (motion Tom Smith, second Colleen Willmott. Approved). 4.) Janitorial Services: Due to unsatisfactory service the City has cancelled its contract with the current provider. The IPL Trustees approved the contract for a new provider, understanding that the IPL would incur an additional cause of \$2700 (motion Pat Hicks, second Andy Brittingham. Approved). 5.) The term of two Trustees will end on June 30, 2020. Neither will seek reappointment. The Library director is working with the City to recruit individuals interested in serving as an IPL Trustee.

Friends Report: Trivia Night is March 28th. Three tables are still available.

Trustee Comments: The next meeting will be April 14, 2020

Meeting was adjourned at 6:10 pm.

Secretary,

Andy Brittingham