

Indianola Public Library
Board of Trustee Meeting Minutes
May 7, 2019

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

The meeting was called to order by President Jim Lee at 5:30 p.m. Colleen Willmott moved to approve the minutes from the April 3, 2019 meeting. Betsy Freese seconded the motion and it was approved.

Financial Report: Motion by Betsy Freese and seconded by Colleen Willmott to approve the monthly claims was approved.

Review of Expenditures and Revenue: Fiscal year is nearly over, and Director Patrick expects to finish on budget.

A city financial audit has been completed and the library records were in good shape.

Part time staff will be working more hours due to the summer reading program.

Enrich Iowa funds (\$6,478.24) need to be spent by the end of June and is to be used for equipment not normally in the budget. Michele plans to use some of the funds for DVD racks.

Director's Report:

- The Warren County Libraries shared event was held at the New Virginia library April 27 and was poorly attended. Michele and staff will assess if Indianola will participate next year.
- The library has received \$5,000 from the Mary DeWitt estate. This led to a discussion of future plans for the library and three priorities were identified: Creating a west entrance, better lighting and remodeling of the adult section. Michele will look more seriously at these projects once the summer programs and painting project is completed.
- The music CD collection will be phased out but will be still be available for checkout for at least another year. No new CDs will be purchased.
- An etched drinking glass will be given to adults completing the summer reading program instead of a paperback book.
- Circulation and computer use are down, but more patrons are using the Wifi. Currently there is no way to track the number of Wifi users.

There was no old business.

New Business:

As part of the strategic plan, a survey will be offered online during June and July. Paper copies will also be available. Michele will send the survey link to trustee members for a test of the survey.

The city will be asking for quotes for painting the interior of the library. The wallcovering will need to be removed and walls repaired before the painting can begin. Andy Brittingham will be the point person representing the trustees on this project. Plans would call for this to be completed during August.

Michele presented two proposed changes to the **Internet Use Policy**:

1. Removing the requirement that patrons must owe less than \$5.00 on their library card to use the public computers.
2. Current policy allows anyone with a library card to show an ID to get a guest pass. This denies access to children because they don't have IDs. The change would allow children to have a guest pass.

Tom Smith moved to approve the changes to the Internet Use Policy. Pat Hicks seconded the motion and it was approved.

Circulation Policy: Proposed changes will clarify some of the wording. Betsy Freese moved and Colleen Willmott seconded the motion and it was approved.

Teen Space Policy: After a discussion, it was decided this policy needed more work and will be brought back for another look in June.

Friends Report: Colleen Willmott expects that the Friends group will host a trivia night in 2020.

The library will be open for RAGBRAI participants, and Michele as been assured that the Wifi will allow for a large number of users.

Meeting adjourned at 6:28 p.m.

Secretary Pro Tem,
Pat Hicks