

**West Branch Public Library  
Board of Trustees Meeting Minutes  
Dec. 13, 2018**

**Meeting commenced at 6:30 p.m.**

**Present:** Michael Sexton, Lizabeth Osborne, Jim Farmer, Karina Krall & Nick Shimmin (Director)

**November Meeting Minutes:** On a motion by Trustee Osborne and seconded by Trustee Farmer, the November 8, 2018, minutes were unanimously approved.

**Financial Condition Report:** Approved Expenditures for December 2018 – moved by Trustee Krall and seconded by Trustee Osborne, this motion was approved unanimously

**Director's Report:** Director Shimmin's report was reviewed, which detailed total number comparisons for the month of November during the years 2015-2018

- a.) 2018 (compared to last year) showed decreases in circulation and visits, similar numbers in program attendance and computer use, and a significant, continued decrease in Wi-Fi use (concern: school blockage of Wi-Fi signal)

**Board Training Video:** The board watched the first of several trustee-training videos to come.

**Strategic Plan:** Description, appendices, and a timeline were added to the Board Goals and Staff Objectives for Strategic Plan, previously created under the guidance of State Library Consultant Becky Heil and approved at the November 2018 meeting. This Strategic Plan will be submitted in the spring as part of our state accreditation renewal. It was motioned by Trustee Krall and seconded by Trustee Osborne to approve these. This motion passed unanimously.

**Revisions to Borrowing Policy:** It was motioned by Trustee Farmer and seconded by Trustee Krall to approve the following revisions:

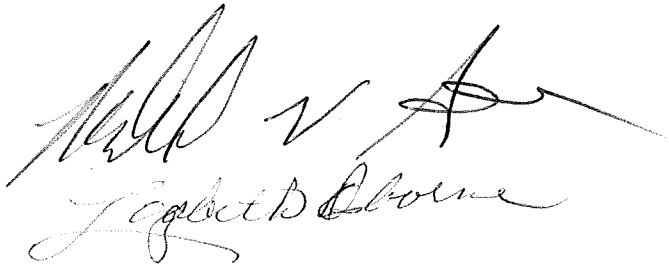
- 1.) Collection access may be provided to residents who are under the age of 14 or new residents without photo identification or proof of address. A Quick Card (an unverified account) with a limit of 3 checkout items would be made available to these library users.
- 2.) In hopes of increasing circulation, the 5-item limit for materials such as DVDs, CDs, video games, and cake pans would be removed. The overall limit of 25 total items would remain.

The motion passed unanimously.

**Fiscal Year 2020 Budget Proposal:** It was motioned by Trustee Osborne and seconded by Trustee Krall to approve the budget proposal. The motion passed unanimously.

**December 31, 2018, Closing at 5:00 p.m.:** It was motioned by Trustee Farmer and seconded by Trustee Osborne to approve the early closing due to minimal patron attendance. This motion passed unanimously.

**Next Meeting:** January 10, 2019, at 6:30 p.m. in the Library Community Room.



Lizabeth Osborne