

**West Branch Public Library
Board of Trustees Meeting Minutes
July 12, 2018**

Meeting commenced at 6:30 p.m.

Present: Monica Tylee, Michael Sexton, Kristin Nalan, Lizabeth Osborne, Karina Krall & Nick Shimmin (Director)

July Meeting Minutes: On a motion by Trustee Sexton and seconded by Trustee Osborne, the June 28, 2018, minutes were unanimously approved.

Finances: Trustee Nalan, seconded by Trustee Sexton, moved that the July financial statement be approved as submitted by Director Shimmin. This motion was approved unanimously.

Director's Report: Director Shimmin's report was reviewed, which detailed total number comparisons for the years 2015-2018.

- a.) 2018 showed an increase in
 - a. total patrons
 - b. computer usage (total time)
 - c. NEIBORS Audiobook checkouts
 - d. laptop checkout (significant increase)
- b.) 2018 showed a decrease in
 - a. total attendance at children/family programs
 - b. total circulation, including
 - i. children's videos
 - ii. DVDs
 - iii. magazines (significant decrease)
 - iv. picture books
 - v. young adult fiction (significant decrease)
- c.) Director Shimmin also presented surveys constructed for the 2018 Teen Summer Library Program and the 2018 Adult Summer Library Program.

Secretary for the Board of Trustees: Trustee Krall was appointed and unanimously approved.

Purchase of Public Use Computer Replacements: It was motioned by Trustee Sexton and seconded by Trustee Nalan to approve the replacement of the 6-year old Dell PC public use computers with HP Pavilion Desktops and Dell monitors as described in Director Shimmin's 7/6/2018 memo. The motion was approved unanimously.

Copier Lease Options: Trustee Sexton, seconded by Trustee Krall, motioned to renew the CR Photo Copy contract (which ends August 2018). This motion passed unanimously.

Children's Area Cabinet Door Replacements: After some discussion, it was motioned by Trustee Krall and seconded by Trustee Sexton to replace all 6 children's area cabinet doors with non-pinboard replacements to be constructed by Iowa Prison Industries. This motion passed unanimously.

Carpeting Quotes & Tiling: After much deliberation and comparison, it was motioned by Trustee Osborne and seconded by Trustee Sexton to approve the carpeting of the entire library with the following selection from Randy's Carpeting: Intellect Brilliant 45100 for \$11,648.14. The motion passed unanimously.

Next Meeting: August 9, 2018, at 6:30 p.m. in the Library Community Room.

