

West Branch Library
Board of Trustees Meeting
October 10, 2019

Meeting commenced at 6:35pm

Present: Nick Shimmin, Karina Krall, Kristin Nalan, Lizabeth Osborne, Lisa Kofoed, Jim Farmer, Jan Jacobson

August Meeting Minutes: On a motion by Trustee Farmer and seconded by Trustee Jacobson, the August 8, 2019 minutes were unanimously approved.

Open Forum: There were no items.

Financial Condition Report: The September 2019 report was approved with the trustees voting via email since there was no meeting. The October 2019 included a building maintenance expense of the added outlets installed in the teen room. Approved expenditures for October 2019 – moved by Trustee Farmer and seconded by Trustee Nalan.

Director's Report: The stats for the month of September were quite impressive with the category counts higher than the previous year with the exception of program attendance and WiFi use. Having the planters around the library with various vegetables, worked quite well and provided a gardening experience on knowing what to do for next summer. The fine/free policy seems to have been a good change. The library's hosting of **Our Neighbors, the Amish** was well organized and enjoyed by all who attended. The other program that was hosted, **Iowa Ghosts & the Afterlife** had 65 people of all ages attending it.

Trustee Training: We watched the last segment of training with the topic of Self Assessment (six questions we need to ask ourselves as trustees). We all appreciate Nick's leadership.

Discuss/Approve Teen Room / Secondary Meeting Room Upgrades and Purchases: A plaque will be hung honoring Karen Fieseler's family donation for the repurposing of the quiet room. Changes to the room include new furniture, repainting the walls, and adding an area rug making it appealing for teen use and also as a secondary meeting room. There will be some regulations on the occupancy number in the room. Trustee Farmer moved for approval and Trustee Kofoed seconded, the motion carried unopposed.

Discuss/Approve Plan for Outdoor Area: It is expected that grant funding and donations will be used for the purchasing of the items. Two more tables, made with recycled plastic are wanted and added, along with eight more planters duplicating the existing tables and benches for the outdoor area. Shade sails would be installed to provide shade and an attractive setting. Trustee Jacobson mentioned she could assist in getting students to volunteer in helping the gardening. Trustee Nalan moved for approval and Trustee Jacobson seconded, the motion carried unopposed.

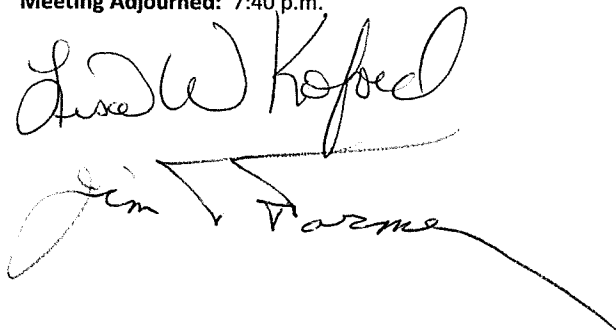
Discuss/Approve review of Confidentiality Policy: Trustee Farmer moved for the approval of the changes on video and photography for library programs on public property, and Trustee Kofoed seconded, the motion carried unopposed.

Discuss/Approve review of Laptop Policy: There was no change to this policy, and Trustee Farmer moved for the approval and Trustee Jacobson seconded, the motion carried unopposed.

Discuss/Approve Annual Report: Kuddos to Nick and staff for putting together an informative and attractive annual report. It is very impressive and reinforces how valuable West Branch Library is to the community. Trustee Jacobson moved for approval and Trustee Kofoed seconded, the motion carried unopposed.

Next meeting: November 14, 2019, at 6:30 p.m. in the West Branch Library Community Room

Meeting Adjourned: 7:40 p.m.



The image shows two handwritten signatures. The top signature is "Lisa W. Kofoed" in cursive. Below it is a signature that appears to be "Jim Farmer" with a long horizontal line extending to the right. There are some scribbles and lines around the signatures.