

**West Branch Public Library
Board of Trustees Meeting
November 14, 2019**

Meeting commenced at 6:35 pm

Present: Nick Shimmin, Karina Krall, Lizabeth Osborne, Lisa Kofoed, Jim Farmer

October Meeting Minutes: On a motion by Trustee Kofoed and seconded by Trustee Farmer, the October 10, 2019 minutes were approved.

Open forum: The Lawyers & Libraries attendance was small, but was appreciated by those that participated and plans are being made to have another in the spring.

Financial Condition Report: Becky found the training she went to in Washington, IA. beneficial. Five Launch Pads were purchased to explore the interest of various age groups in the use of them as learning tools. Approved expenditures for November 2019 - moved by Trustee Farmer and seconded by Trustee Kofoed.

Director's Report: The stats for October held steady, though the Wednesday after school afternoons are very busy. The new interlibrary loan delivery service started out a bit "choppy" but is expected to smooth out as everyone adjusts to the change.

Trustee Training - Board Evaluation: Staff reviewed and discussed the six questions that were presented in the last video training session. It was agreed that perhaps this should be done once a year. Also, agreed upon was to have discussion of on a different board policy each month.

Discuss Library Director's budget proposal for fiscal year 2021 beginning July 1, 2020 and ending June 30, 2021: Director Shimmin presented his breakdown of the budget and the reasoning/justification on the items listed. Staff discussed and agreed on his proposals, including the 2.8% increase to reflect the national projected cost of living increase, and that it should be presented to the City Council.

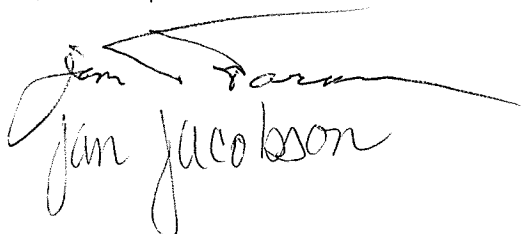
Discuss/Approve amendment to the West Branch Public Library Budget for the current fiscal year. It was suggested adding \$11,555 to the Building Maintenance Line for a total of \$17,500 to handle both the fire panel repair, the teen room changes and any additional maintenance. Trustee Farmer moved to approve amending the budget and Trustee Kofoed seconded the motion.

Discuss/Approve Library Cleaning Expenditures: It was recommended that 2 additional hours of work per week for custodial service, done when the library is closed, be approved. Trustee Kofoed moved to approve and Trustee Farmer seconded the motion.

Discuss recommendations regarding the library board section of the West Branch Code of Ordinances. It was agreed that "public library" needed to be defined and that the state law needs to be followed. Staff requests that the City Council approved putting the issue up for a vote at the next election, with membership term of three years.

Next meeting: December 12, 2019, at 6:30 pm, in the West Branch Library Community Room.

Meeting Adjourned: 7:50 pm



Handwritten signatures of Jim Farmer and Jan Jacobson.