

**Board of Trustees Meeting
January 9, 2020 6:30pm
West Branch Public Library Community Room**

Meeting commenced at 6:36 pm.

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

January Meeting Minutes: On a motion by Trustee Nalan and seconded by Trustee Jacobson the January 9, 2020, minutes were unanimously approved.

Open Forum: Library terms are coming up for the next fiscal year for three current trustees – Krall, Osborne, Farmer. All three expressed wanting to continue for another three years. Craig Walker was approved by the City Council to officially become a member on the Library Board.

Financial Condition Report: The increase to the utility bill was likely due to the ages of the equipment. Approved Expenditures for January 2020 – moved by Trustee Kofoed and seconded by Trustee Nalan.

Director's Report: The attendance to all of the program activities has been extraordinary. A theft of 15 items was discovered and it is hoped that it will be resolved soon. The subject of allowing alcohol on city properties has come up at the City Council meeting and it was suggested that the library board make its own call on the after hours activities. Director Shimmin will be presenting a session during the day long virtual conference (January 16th) as well as being part of the panel on another session. Library staff will be attending also.

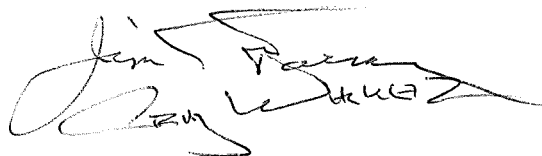
Discuss / Approve Review of Community Room Policy: Trustees discussed the proposed addition to the policy that the teen room may be reserved for small groups during normal library hours and during regular school hours when teens would not be expected to be present (open only during library hours) and that meeting room reservation information is a public record and subject to public notice. Trustee Farmer moved for approval and Trustee Jacobson seconded, the motion carried unopposed.

Discuss / Approve Review of Library Director's Job Description: After some humorous discussion, it was moved by Trustee Jacobson that the changes be approved as written and Trustee Kofoed seconded, the motion carried unopposed.

Discuss Annual Review Process for Library Director: Nick will present his performance plan to the Board of Trustees at the February meeting.

Next meeting: March 12, at 6:30 p.m. in the Library Community Room.

Meeting Adjourned: 7:05 p.m.

A handwritten signature in black ink, appearing to read "Jim Farmer". The signature is stylized and includes a date "1/9/20" at the bottom right.



Nick Shimmin <nshimmin@gmail.com>

WBPL Open - board meeting

Nick Shimmin <nshimmin@gmail.com>

Thu, Feb 13, 2020 at 2:47 PM

To: Craig Walker <walkerc244@gmail.com>, Jan Jacobson <jicjacobson@gmail.com>, Jim Farmer <farmdoggie@juno.com>, Karina Krall <kkrall@west-branch.k12.ia.us>, Lisa W Kofoed <foed@lcom.net>, Lizabeth Osborne <lizabethrosborne@gmail.com>, Nick Shimmin <nshimmin@gmail.com>, "kristinnalan@yahoo.com" <kristinnalan@yahoo.com>

Trustees:

We're going to cancel tonight meeting due to a variety of things. We do need to approve bills for payment and I've attached the monthly and annual reports. If you would email your approval or disapproval for paying the monthly bills, we'll approve those emails as minutes at the next meeting.

In terms of details, the only unusual part to the monthly invoices is in the materials. We have our annual magazine renewal which is once per year but looks like quite a bit. We didn't change any subscriptions this year so it's about the same as last year. We also purchased a replacement set of juvenile nonfiction books about baseball since ours were out of date. So, it was a big month for materials purchases.

Overall, we're not projecting extremely well on the budget so we'll be cutting back for the rest of the fiscal year. It's not unusual for us to be a little behind in projection at this point in the year, but we're definitely further than I'd like.

Please let me know if you have any questions.

Thanks,
Nick.

[Quoted text hidden]

2 attachments

LibExp20 - 2.pdf
90K



LibExp20 - Annual(2).pdf
124K



Nick Shimmin <nshimmin@gmail.com>

WBPL Open - board meeting

Karina Krall <kkrall@west-branch.k12.ia.us>
To: Nick Shimmin <nshimmin@gmail.com>

Thu, Feb 13, 2020 at 3:30 PM

Not that I have an actual vote, but I do approve the monthly bills. 😊

Sent from my iPhone

On Feb 13, 2020, at 2:47 PM, Nick Shimmin <nshimmin@gmail.com> wrote:

[Quoted text hidden]
<LibExp20 - 2.pdf>
<LibExp20 - Annual(2).pdf>



Nick Shimmin <nshimmin@gmail.com>

WBPL Open - board meeting

farmdoggie@juno.com <farmdoggie@juno.com>

Thu, Feb 13, 2020 at 5:35 PM

To: nshimmin@gmail.com

Cc: walkerc244@gmail.com, jicjacobson@gmail.com, kkrall@west-branch.k12.ia.us, foed@lcom.net, lizabethrosborne@gmail.com, nshimmin@gmail.com, kristinnalan@yahoo.com

I move to approve the bills put forward to be paid. I also move we accept the monthly and yearly reports as submitted. Jim Farmer

----- Original Message -----

From: Nick Shimmin <nshimmin@gmail.com>

To: Craig Walker <walkerc244@gmail.com>, Jan Jacobson <jicjacobson@gmail.com>, Jim Farmer <farmdoggie@juno.com>, Karina Krall <kkrall@west-branch.k12.ia.us>, Lisa W Kofoed <foed@lcom.net>, Lizabeth Osborne <lizabethrosborne@gmail.com>, Nick Shimmin <nshimmin@gmail.com>, "kristinnalan@yahoo.com" <kristinnalan@yahoo.com>

Subject: Re: WBPL Open - board meeting

Date: Thu, 13 Feb 2020 14:47:47 -0600

Trustees:

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Please let me know if you have any questions.

Thanks,
Nick.

On Thu, Feb 13, 2020 at 12:24 PM Nick Shimmin <nshimmin@wbpl.org> wrote:

Trustees:

Since the school is out for weather today, I did want to let you know that we are still open here at the library and I'm planning for the meeting tonight. However, if you all are concerned about coming in and we need to postpone the meeting or approve bills over email instead of meeting tonight, that's fine on my end too.

Thanks,
Nick.

--

Nick Shimmin
Public Library / IT Director
City of West Branch, IA
nshimmin@wbpl.org



Nick Shimmin <nshimmin@gmail.com>

WBPL Open - board meeting

Kristin Nalan <kristinnalan@yahoo.com>

Fri, Feb 14, 2020 at 6:50 AM

To: "farmdoggie@juno.com" <farmdoggie@juno.com>

Cc: nshimmin@gmail.com, walkerc244@gmail.com, jicjacobson@gmail.com, kkrall@west-branch.k12.ia.us, foed@lcom.net, lizabethrosborne@gmail.com

I second Jim's motion.
Kristin Nalan

Sent from my iPad

On Feb 13, 2020, at 5:36 PM, "farmdoggie@juno.com" <farmdoggie@juno.com> wrote:

[Quoted text hidden]

<http://thirdpartyoffers.juno.com/TGL3142/5e45dd34255d65d341ca5st04vuc>

Sponsored Links ⓘ



Nick Shimmin <nshimmin@gmail.com>

WBPL Open - board meeting

Lizabeth Osborne <lizabethrosborne@gmail.com>

Fri, Feb 14, 2020 at 9:39 AM

To: Kristin Nalan <kristinnalan@yahoo.com>

Cc: "farmdoggie@juno.com" <farmdoggie@juno.com>, Nick Shimmin <nshimmin@gmail.com>, walkerc244@gmail.com, Jan Jacobson <jicjacobson@gmail.com>, Karina Krall <krall@west-branch.k12.ia.us>, Lisa W Kofoed <foed@lcom.net>

I agree with Jim and Kristin motions for the bills put forth to be paid. Liz

[Quoted text hidden]



Nick Shimmin <nshimmin@gmail.com>

WBPL Open - board meeting

jicjacobson@gmail.com <jicjacobson@gmail.com>

Fri, Feb 14, 2020 at 10:19 AM

To: Nick Shimmin <nshimmin@gmail.com>

Cc: Craig Walker <walkerc244@gmail.com>, Jim Farmer <farmdoggie@juno.com>, Karina Krall <kkral@west-branch.k12.ia.us>, Lisa W Kofoed <foed@lcom.net>, Lizabeth Osborne <lizabethrosborne@gmail.com>, "kristinnalan@yahoo.com" <kristinnalan@yahoo.com>

I approve

Sent from my iPhone

On Feb 13, 2020, at 2:48 PM, Nick Shimmin <nshimmin@gmail.com> wrote:

[Quoted text hidden]

<LibExp20 - 2.pdf>

<LibExp20 - Annual(2).pdf>



Nick Shimmin <nshimmin@gmail.com>

WBPL Open - board meeting

Lisa W Kofoed <foed@lcom.net>

Fri, Feb 14, 2020 at 4:25 PM

To: farmdoggie@juno.com, nshimmin@gmail.com

Cc: walkerc244@gmail.com, jicjacobson@gmail.com, kkrall@west-branch.k12.ia.us, lizabethrosborne@gmail.com, nshimmin@gmail.com, kristinnalan@yahoo.com

I agree with Jim, Liz and Kristin motions for the bills put forth to be paid.

Lisa W. Kofoed

319-936-2051**From:** farmdoggie@juno.com <farmdoggie@juno.com>**Sent:** Thursday, February 13, 2020 5:35 PM**To:** nshimmin@gmail.com**Cc:** walkerc244@gmail.com; jicjacobson@gmail.com; kkrall@west-branch.k12.ia.us; foed@lcom.net; lizabethrosborne@gmail.com; nshimmin@gmail.com; kristinnalan@yahoo.com**Subject:** Re: WBPL Open - board meeting

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