

**WEST BRANCH PUBLIC LIBRARY**  
**Board of Trustees Meeting Minutes**

**October 12, 2021**

**Meeting commenced at 6:37 p.m.**

**Present:** Karina Krall, Lisa Kofoed, Lizabeth Osborne, Craig Walker, Amber Kleven, Shari Heick & Nick Shimmin (Director)

**Meeting Minutes:** On a motion by Trustee Walker and seconded by Trustee Kofoed, the September 21, 2021, minutes were approved.

**Open Forum:** A welcome to the two new Trustee Board members: Amber Kleven and Shari Heick.

**Financial Condition Report:** Approved expenditures for October 2021 – moved by Trustee Kofoed and seconded by Trustee Kleven, this motion was approved.

**Director's Report:** The library is still in search for a custodian. On the November 2nd election ballot will be the public measure on the term of library board trustees from 6 to 3 years. The partnership with Parks & Rec for the October 9th fall activities was well attended. All other regular programs continue - Teen Advisory Committee, school visits to classes preschool through third grade, and the Rec/Library on the Go delivery to daycares and families.

**Discuss/Approve New Copier Service Agreement:** Approval of this is to start a new lease with Koch Brothers for the Lanier IM C2500 with \$10 per month printing add-on. This was moved by Trustee Kofoed and seconded by Trustee Heick, this motion was approved.

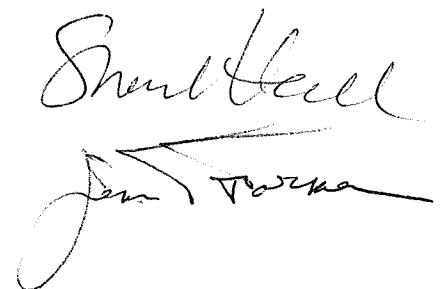
**Discuss/Approve replacement of automatic door openers:** Approval of replacing both door openers (the west entry door and the door closest to the circulation desk) and with a budget amendment later in the year, was moved by Trustee Heick and seconded by Trustee Walker, this motion was approved.

**Discuss/Approve Review of Borrowing and Confidentiality Policies:** Approval of the current written policy was moved by Trustee Kleven and seconded by Trustee Kofoed, this motion was approved. Approval of the confidentiality policy was moved by Trustee Walker and seconded by Trustee Heick.

**Creation/Approval of Strategic Plan Goals:** Approval of the selection of the goals that were developed (see attached Exhibit A) was moved by Trustee Kleven and seconded by Trustee Walker.

**Next Meeting:** November 9, 2021 in the community room at the West Branch Library

**Meeting Adjourned:** 8:06 p.m.



Two handwritten signatures are present at the bottom right of the page. The top signature is in cursive and appears to read 'Shari Heick'. The bottom signature is also in cursive and appears to read 'Jan Walker'.