

WEST BRANCH PUBLIC LIBRARY
Board of Trustees Meeting Minutes

November 9, 2021

Meeting commenced at 6:40 p.m.

Present: Lisa Kofoed, Lizabeth Osborne, Jim Farmer, Amber Kleven (via virtual), Shari Heick, Nick Shimmin (Director)

Meeting Minutes: On a motion by Trustee Heick and seconded by Trustee Farmer, the October 12, 2021, minutes were approved.

Open Forum: Nothing

Financial Condition Report: Approved expenditures for November 2021 – moved by Trustee Farmer and seconded by Trustee Heick, this motion was approved.

Director's Report: The November 2nd election ballot for public measure on the term of library board trustees from 6 to 3 years passed. The library is now back to normal operations to being fully open to the general public, with the request that a mask be worn. West Branch was selected as a 2022 Community Visioning project participant for a year long process of identifying local goals and ideas for the community, which includes the library. Due to COVID precautions, craft kits will be handed out this year during the Christmas Pass celebration on December 3-4. The Friends of the WBPL will be holding their fall book sale December 11 & 12. All other regular programs continue – Storytime, 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 Strategic Plan Objectives: Discussion on the wording of the second objective under Celebrate Diversity goal, to be changed from "diverse or wide-ranging" to diversity. Also, the inclusion of food be mentioned. Approval of all the objectives was moved by Trustee Klever (via virtual) and seconded by Trustee Heick, this motion was approved.

Discuss/Approve 2021 Annual Report: Approval of the impressive 2021 report despite the challenges the pandemic presented, was moved by Trustee Farmer and seconded by Trustee Osborne, this motion was approved.

Discuss/Approve Changes in Library Staff Job Descriptions: Director Shimmin said that the pay change would not take place until July 2022 and also, all criteria is met and all staff are agreeable to the job description changes as written. Approval of the changes in library staff job descriptions was moved by Trustee Kleven (via virtual) and seconded by Trustee Farmer, this motion was approved.

Discuss/Approve Laptop Policy Review: Approval of the existing policy as written was moved by Trustee Osborne and seconded by Trustee Kleven (via virtual), this motion was approved.

Discuss/Approve Contract with Carrie Hourigan to provide contractual cleaning services for the library: Approval of the contract was moved by Trustee Klever (via virtual) and seconded by Trustee Farmer, this motion was approved.

Next Meeting: December 14, 2021 in the community room at the West Branch Library

Meeting Adjourned: 6:50 p.m.