

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

**March 8, 2022**

**Meeting commenced at 6:34 p.m.**

**Present:** Karina Krall, Lisa Kofoed, Lizabeth Osborne, Shari Heick (via virtual), Craig Walker (via virtual), Nick Shimmin (Director)

**Meeting Minutes:** On a motion by Trustee Kofoed and seconded by Trustee Walker (via virtual), the February 8, 2022, minutes were approved.

**Open Forum:** Nothing

**Financial Condition Report:** Still doing OK with the budget staying on track. Reimbursement will be made for the expense of the book bike that was purchased thru a grant and has now been delivered. Approved expenditures for March 2022 – moved by Trustee Walker (via virtual) and seconded by Trustee Kofoed, this motion was approved.

**Director's Report:** Getting another bid for the repair/replacement of the east outdoor stairs. There are high hopes that the outdoor setting area will soon begin to materialize and have footings poured. In regards to the disrepair of the gazebo, it was agreed to have it torn down and keep the memorial plaque for Jon Richardson and son, Raymond. The boys running group, Hoovers' Movers, group is ready to start another session. Library staff, Becky and Jessie, put together a really great / informative spring community newsletter. The community calendar is up and running. The monthly counts for circulation and program attendance is down when compared to pre-COVID.

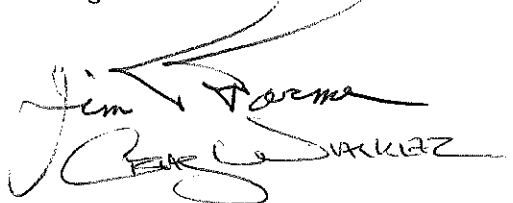
**Board Training – In Pursuit of Financial Goals, Taxpayer Education:** Trustees watched a video explaining levys and taxes used to operate a public library.

**Discuss/Approve Library COVID Procedures:** Recommendation is to approve the CDC guidelines in regards to the COVID pandemic as far as legally able and is not in conflict with local, county, state and federal laws. Approval of the procedures was moved by Trustee Walker (via virtual) and seconded by Trustee Osborne, this motion was approved.

**Discuss/Approve Review of Community Room Policy:** Approval of the policy was moved by Trustee Kofoed and seconded by Trustee Walker (via virtual), this motion was approved.

**Discuss/Approve Review of Safe Child Policy:** Approval of the policy was moved by Trustee Kofoed and seconded by Trustee Walker (via virtual), this motion was approved.

**Discuss/Approve Library Director's Performance plan and review for 2021:** Motion to adjourn to closed session to evaluate Director Shimmin's performance of his position was moved by Trustee Walker (via virtual) and seconded by Trustee Kofoed, motion carried. The consensus of the Trustees were in agreement with the self-review and scoring from the director for 2021.



Handwritten signatures of Jim Osborne and Craig Walker.

**Discuss/Approve Library Director's 2022 Performance Plan:** A suggestion to the 2022 plan was that there be a methodology of action on the "need to do" items, a start and a completion.

**Discuss/Approve Library Board officers for 2022:** Motion was made to keep the same officer positions unless the two absent members, Trustee Klever and Trustee Farmer, would want to hold an officer position. Trustee Klever expressed interest in the secretary position, thus the officers for 2022 are as follows: Karina Krall, president, Lisa Kofoed, vice president, and Amber Klever, secretary.

**Next Meeting:** April 12, 2022 in the Community Room in the West Branch Library

**Meeting Adjourned:** 8:14 p.m.