

WEST BRANCH PUBLIC LIBRARY
Board of Trustees Meeting Minutes
April 12, 2022

Meeting commenced at 6:33 PM

Present: Karina Krall, Lizabeth Osborne, Craig Walker, Jim Farmer, Amber Kleven, Nick Shimmin (Director)

Meeting Minutes: On a motion by Trustee Farmer and seconded by Trustee Walker, the March 8, 2022, minutes were approved.

Open Forum: Karina asked if Nick put out a call for replacing Trustee Walker, whose board term expires in June. Nothing has been posted yet, though some trustees have been notifying their networks about the opening.

Financial Condition Report:

- Nick noted a special fee on the expense report for hotel insurance in order to avoid losing several hundred dollars in the event of the cancellation of future conference attendance.
- The Easter Egg Hunt is included on this month's expenses.
- A little higher than normal expenses as the library gears up for summer programming.
- All budget amendments need to be submitted by May 15, 2022.

Approved expenditures for April 2022: Moved by Trustee Kleven and seconded by Trustee Osborne, the motion was approved.

Director's Report:

1. The library planted seeds in existing planters around the library.
2. The library had some internet issues that were resolved by repairing a switch.
3. Nick is working with Community Development Group to advance some external library goals through securing CDG grants for the library.
4. Becky attended the Youth Services Conference in early April.
5. The Easter Egg Hunt was well-attended.
6. Running group is underway!
7. Regular programming continues.
8. Visitors and computer usage is still low, though program attendance is lower.
9. Trustee Walker suggested adding the budget amendment for our May meeting in time for approval.

Board Training: We discussed whether we should do board training in segments in our monthly meetings or watch them independently in larger blocks of time. Nick will select the training and provide a list to trustees to choose from at watch at will.

Trustees will aim to complete 2 hours of training per year, keeping in mind that we have watched 30-45 minutes in 2022, and should consume 1-1.5 hours independently. Trustees will notify Nick when training is complete.

Discuss/Approve appointment of Amber Kleven to board secretary: Approval of this appointment was moved by Trustee Farmer and seconded by Trustee Osborne. The motion was approved.

Discuss/Approve Removal of Gazebo: Approval of this action was moved by Trustee walker and seconded by Trustee Kleven. The motion was approved.

Discuss/Approve purchase of Meeting Owl with Cedar County ARPA funds: Discussed the reasons why this would be a good purchase: to increase the success of hybrid programming, in addition to working towards meeting strategic library goals through purchase and implementation of this device. Approval of this action was moved by Trustee Walker and seconded by Trustee Farmer. The motion was approved.

Discuss/Approve quote for replacement of east-side library stairs: Trustee Farmer asked if we can first clarify the jurisdiction of the stair repair: is the city's or the library's responsibility to oversee the repair? President Krall volunteered to send a formal request for assistance to the city. City Administrator Adam Kofoed joined the meeting while we were discussing this matter, and Mr. Kofoed suggested submitting the request so the city council can review it and make a recommendation in regards to responsibility and funding.

Trustee Farmer moved to recommend pursuing the bid from All-American, seconded by Trustee Farmer. The motion was approved.

Trustee Farmer motioned to request that the city review the stair project to find out if the city can share 50% of the cost of stair repair, based on whether stair repair falls within jurisdiction of the city or the library. Trustee Walker seconded. The motion was approved.

Discuss/Approve review of Sex Offender Policy: Approval of this policy was moved by Trustee Kleven and seconded by Trustee Walker. The motion was approved.

Discuss/Approve review of Telephone Policies: Approval of this policy was moved by Trustee Osborne, and seconded by Trustee Farmer. The motion was approved.

Next Meeting: Tuesday, May 10, 2022 at 6:30 PM in the Community Room in the West Branch Library

Meeting Adjourned: 7:39 PM