

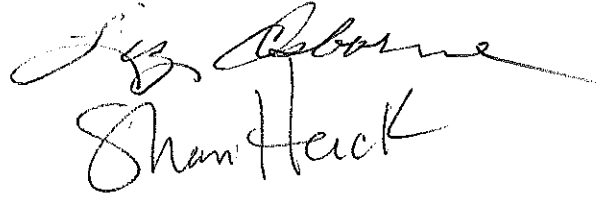
WEST BRANCH \PUBLIC LIBRARY
Board of Trustees Meeting Minutes

May 10, 2022

Meeting commenced at: 6:35 PM

Present:

1. Lisa Kofoed
2. Lizabeth Osborne
3. Shari Heick
4. Craig Walker
5. Amber Kleven
6. Nick Shimmin (Director)



Absent:

1. Jim Farmer
2. Karina Krall

Meeting Minutes:

On a motion by Trustee Liz Osborne and seconded by Trustee Walker, the April 12, 2022 minutes were approved.

Open Forum: Nothing

Financial Condition Report:

- This will be the last year of use for Beanstack.
- The cleaning invoice wasn't received last month, so a double payment went out this month.
- Normal expenditures for program prizes.
- There were two newspaper renewals and typical Overdrive and Kanopy fees.
- The budget will be about \$10k over, but that is feasible with a budget amendment. Nick doesn't have concerns about the overage..
- Trustee Kofoed asked about the status of the book bike grant. Nick expects the reimbursement soon.

Approve expenditures for May 2022: Moved by Trustee Walker and seconded by Trustee Osborne, the motion was approved.

Director's Report:

- Nick took down the gazebo. He thinks they'll have some picnic tables soon (he'll work with Friends of the Library on funding options). They are also working on planting and landscaping around the library.
- City admin and council have been working on merit pay structures to inform future raises.
- The summer program is in the works, but we'll get a better update next month once Becky returns from vacation and recovers from recent illness.
- Circulation is nearing pre-COVID counts, visitors have lowered and stayed low (middle school move has impacted this), and program attendance has been great. Programs continue to be a big part of the library.
- Becky and Jessie are working on a summer newsletter.

Board Training - Discussion of attended sessions:

- Trustee Osborne watched a board training called Best Practices in Board Engagement the week of 4/17/22.
- Trustee Kleven watched a board training called Boardroom Series 2018 | Seven Habits of Highly Effective Boards on 4/24/22.
- Trustee Walker spent 45-60 minutes completing How to Conduct an Effective Meeting, among portions of other training.
- Trustee Walker suggested we might consider watching the same training across the board or make recommendations of a theme if we want to have a standard training.
- Upon completion of training, please submit your hours, date watched, and title of the training you watched to Nick. Please also email amberkleven@gmail.com to include this in future meeting minutes.

Discuss/Approve FY22 Budget Amendment figures for City Council Approval: Approval of this action was moved by Trustee Heick and seconded by Trustee Walker. The motion was approved.

Discuss/Approve Quote for Stairs Replacement: The All American quote was too high for the city council, so the council advised accepting Hatfield's quote. Approval of this action was moved by Trustee Walker and seconded by Trustee Kleven. The motion was approved.

Discuss/Approve Library Staff Salaries for FY 2023: Approval of this action was moved by Trustee Kleven and seconded by Trustee Walker. The motion was approved.

Discuss/Approve Review of Collection and Media Policies: Approval of this action was moved by Trustee Kleven and seconded by Trustee Heick. The motion was approved.

Next Meeting: On Tuesday, June 14, 2022 at 6:30PM in the Community Room in the West Branch Library

Meeting Adjourned: 7:20 PM