

WEST BRANCH PUBLIC LIBRARY

Board of Trustees Meeting Minutes

June 14, 2022

Meeting commenced at: 6:32 PM

Present:

- Lisa Kofoed
- Lizabeth Osborne
- Shari Heick
- Amber Kleven
- Nick Shimmin (Director)

Absent:

- Jim Farmer
- Karina Krall
- Craig Walker

Meeting Minutes:

On a motion by Trustee Osborne and seconded by Trustee Heick, the May 20, 2022, minutes were approved.

Open Forum:

Trustee Osborne said the summer program kickoff was fun to attend as a volunteer.

Financial Condition Report:

- Some additional expenditures were linked to outside building improvements.
- The Zoom subscription was downgraded to a less expensive plan.
- We noted that kickoff and summer programming expenses were high because of the timing of programming that is starting during this time of the year.
- Nick said we are well under budget for this year. The fiscal year ends in June 2022, and we'll have a new budget to review and work from at our next meeting.
- The budget amendment we discussed in May was passed. One item of note is that insurance and FICA was amended to increase their funding.
- Book bike update: state funding came in during May (\$5,000).

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

Director's Report:

- A computer was accidentally damaged, but will be replaced after the library meets a \$500 deductible through insurance.
- The Girl Scouts will take care of the outdoor flowers, which free library staff from caring for the flowers.

- Summer library program is off to a great start. 319 registrants for the summer reading program– a great number!
- Good circulation numbers. Visitors and computer usage is still down. Program attendance numbers are great.
- Outdoor seating is being discussed (see below).
- We need to work on finding a library board member, preferably male to maintain a gender balance, since Craig's term will be over soon.

Approval of this action was moved by Trustee Kleven and seconded by Trustee Heick. The motion was approved.

Board Training - Discussion of attended sessions:

Training Notes:

- Trustee Kofoed completed an hour of training in the seminar called Toward Better Board Meetings by Laura Meade, reported on 5/20/22. The biggest takeaway was the differences between bylaws (easier to change since they are not contracts) and ordinances (contracts which are difficult to change since it requires a process to alter).
- Trustee Heick completed Tech Savvy Trustees training, reported on 5/20/22. We reviewed a Bingo card that playfully reviewed the ways that trustees can work on being tech savvy, in support of their roles on the board.

Discuss/Approve Outdoor Seating Area next steps:

The seating posts the library received are not working well but cannot be returned. As such, they need to be modified to be fit for purpose. Nick spoke to Roger Laughlin, who suggested cutting down the posts, attaching 4x4s, and using the modified posts. This project will require around \$315, and Trustee Heick motioned to adjust the amount to \$500 or less.

Trustee Kofoed suggested having the city take care of it to avoid overloading Nick's schedule. Nick said he feels comfortable completing this project.

Approval of this action was moved by Trustee Heick and seconded by Trustee Osborne. The motion was approved.

Discuss/Approve Behavior Policy Review:

We had discussion about whether to include outside spaces in the policy and also remove the washing/laundry part of the policy to follow suit with Iowa City, but did not alter the policy to reflect this.

Approval of this action was moved by Trustee Kleven and seconded by Trustee Heick. The motion was approved.

Discuss Review of Section 4 of ADA Accessibility Checklist:

We discussed possibly upgrading coat hooks in the bathrooms and also replacing the door handles so there are pull handles. Trustee Kleven is in favor of replacing both as quick wins in order to improve the experience of patrons with disabilities.

Approval of this action was moved by Trustee Kleven and seconded by Trustee Osborne. The motion was approved.

Discuss Friends of the Library

Before the meeting adjourned Trustee Heick suggested discussing updates on the relationship between the library and the Friends of the Library.

Next Meeting: On Tuesday, July 12, 2022 at 6:30PM in the Community Room in the West Branch Library.

Meeting Adjourned: 7:28 PM

Jessie Heick
Jan W. Kleven
7-12-22