

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



**Meeting commenced at: 6:36 PM**

**Present:**

- Lisa Kofoed
- Lizabeth Osborne
- Shari Heick
- Amber Kleven
- Jim Farmer
- Karina Krall
- Nick Shimmin (Director)
- Emily Cornwell (guest attendee/prospective board member)

**Meeting Minutes:**

On a motion by Trustee Osborne and seconded by Trustee Kofoed , the June 14, 2022, minutes were approved.

**Open Forum:**

Ruth gave an update on Jim's health and we were able to hear from Jim, too!

**Financial Condition Report:**

- Travel for an upcoming conference in Tennessee will be covered by Friends of the Library. Nick and Becky will attend.
- Other expenses:
  - Adobe subscription
  - Monthly email, server, and storage
  - Annual service fee for mobile hotspots that can be checked out by the community
  - Pitney Bowes (meter lease)
  - Summer program supplies
  - Copier lease

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

**Director's Report:**

- Nick is working on installing new handles in the bathrooms to meet ADA specifications and installing posts in the entrance of the library.
- The library has been working on Hoover's Hometown Days.

- Friends of the Library will use the book bike at Hometown Days to sell drinks as a fundraiser.
- Nick will be in contact with the book bike manufacturer because it is having problems with the chain.
- Regular/in-house programs have great attendance, so Nick is considering reducing the number of programs that cost more money than in-house programs.
- Circulation count is above 3,000 and program attendance is great; both are back up to pre-pandemic counts for the first time.
- Lisa is going to check with some community resources about building picnic tables for the library.

#### **Board Training - Discussion of attended sessions**

- No training to discuss at this meeting.
- Board members should complete two hours of training per year.

#### **Discuss/Approve Quote for replacement AWE Early Literacy Station and Purchasing Process for replacement PCs for FY 2023**

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

#### **Next Meeting:**

On Thursday, August 11, 2022 at 6:30PM in the Community Room in the West Branch Library

**Meeting Adjourned: 7:16 PM**