

**WEST BRANCH PUBLIC LIBRARY**  
**Board of Trustees Meeting Minutes**  
**August 11, 2022**

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

**Present**

- Emily Cornwell (pending new member)
- Shari Heick
- Amber Kleven
- Lisa Kofoed
- Karina Krall
- Elizabeth Osborne
- Nick Shimmin (Director)

**Absent**

- Jim Farmer

**Meeting Minutes**

On a motion by Trustee Kofoed and seconded by Trustee Heick, the July 12, 2022, minutes were approved.

**Open Forum**

- Trustee Krall discussed Hoover Days.
- Emily Cornwell's board membership will be approved at the next city council meeting.

**Financial Condition Report**

- Rural and small library membership dues were paid.
- Lost/missing signage was replaced.
- The library purchased sandwich boards to help advertise events.
- Annual Biblionix (circulation and catalog software) is due for payment.

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

**Board Training**

**Shari's Training Recap**

I watched this training for the month of August and wanted to trickle down some of the information I learned.

- Statistics show that almost 20% of adults in the US have never visited a library or bookmobile. Of people with a high school diploma or less, 29% have never visited a library or bookmobile.
- Several reasons were brought up including: language, location - better signage, hours of operation, transportation feeling the library might not be for me, people misunderstanding that services are free, mobility issues. Categories to examine for barriers include: Space, Policies, Customer Service, Collections, Staff training, Programs and Outreach Services.

- Ideas were suggested to address these barriers including finding out who is not using your library, increased partnerships, interactions with businesses and community groups.
- If you are interested in knowing more, there were specific examples listed in the training. One example: "teens are reluctant to ask library staff for help finding information about embarrassing/ or stigmatizing topics". One solution was to make a bookmark for books on tough topics in the teen section, where to find these topics on the shelves and a tip to use self-check for added privacy, and additional toll free numbers.

#### **Director's Report**

- The early literacy replacement computer is securely installed on the wall.
- The library was very involved with Hoover Hometown Days coordination, including with inflatables, internet/networking, advertising, etc.
- The State Library of Iowa renewed a number of our library's contracts, including the contract for our online chat.
- Friends of the Library sold water and Gatorade at Hoover Days. We do not yet know how much money was raised from this effort, but believe it might be less than expected since attendance was lower than normal because of the heat.
- Lots of projects are in motion this month to get programming planning for fall and winter.
- Circulation numbers this month great! (3,000 = pre-COVID numbers). In-person visits have increased and there is low computer use (probably because of people's busy summer schedules).
- West Liberty author Chuey Renteria will join for a future diversity event.

#### **Discuss/Approve reviews of Social Media and Weather policies (combined approval)**

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

#### **Next Meeting**

On Tuesday, September 13 at 6:30PM in the Community Room in the West Branch Library (Nick is going to check if we can combine the Friends' annual meeting with our monthly board meeting.)

**Meeting Adjourned: 7:09 PM**