

**WEST BRANCH PUBLIC LIBRARY**  
**Board of Trustees Meeting Minutes**  
**February 14, 2023**

**Meeting commenced at: 6:38 PM**

**Present:**

- Emily Cornwell
- Shari Heck
- Amber Kleven
- Lisa Kofoed
- Lizabeth Osborne
- Nick Shimmin (Director)

**Absent:**

- Karina Krall

**Meeting Minutes:**

On a motion by Trustee Kofoed and seconded by Trustee Heck, the January 2023 minutes were approved.

**Open Forum:**

- Trustee Kleven completed 1.5 hours of training by watching Boardroom Series 2022 (November) | Policy Watch: Policies Lost and Found
- Trustee Osborne completed a training about small libraries in small communities (where they share leadership) and how a library can help a shared-leader community grow more and help a closed community to change their mindsets.

**Financial Condition Report:**

- Nothing out of the ordinary to any big expenditures from the last month.
- Of note, the old menu software no longer worked on backed software, so Nick had to upgrade it to software that is used on other websites (annual subscriptions). The free software was no longer available.
- Trustee Heck: Should we add to the agenda a discussion about the money we have in savings and what the interaction is with the Friends of the Library, in addition to answering the question: how much should we maintain in the savings accounts?

Approved expenditures for February 2023: Moved by Trustee Kleven and seconded by Trustee Kofoed, the motion was approved.

**Director's Report:**

- There has been a bit of a saga with getting the keypad installed on the Community Room, and seems to be moving in the right direction. Yay!
- Great attendance for Storytime and After School programs.

- Circulation is running about average, visitors are a bit low, and the computer use is not accurate because of issues with the computer.

**Discuss/Approve process to turn restrooms into family restrooms.**

Tabled since Nick asked to have the opportunity to add more information.

**Discuss/Approve review of Community Room Policy**

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

**Discuss/Appoint Building/Planting Committee for 2023**

Nick reminded us that some board members wanted to help decide what we wanted to plant, in addition to the locations of the plants. Trustee Cornwell said she would be happy to help. Trustee Heick also offered her time as a participant/volunteer to help out. Trustee Osborne said she could help by providing some advice on types of plants

We will informally move forward with this action and inform volunteers as the tasks come up.

**Motion to adjourn to closed session to evaluate the professional competency of an individual whose performance is being considered as part of an annual review process and that individual requests a closed session pursuant to Section 21.5(i) of the Code of Iowa.**

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

**Discuss/Approve annual review of Library Director.**

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

**Discuss/Approve Library director performance plan for 2023**

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

**Next Meeting:** On Tuesday, March 14th, 2023 at 6:30PM in the Community Room in the West Branch Library

**Meeting Adjourned: 7:58 PM**