

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

Meeting commenced at: 6:34 PM

Present:

- Emily Cornwell (Trustee)
- Shari Heick (Trustee)
- Amber Kleven (Trustee)
- Becky Knoche (Interim Director)
- Adam Kofoed (City Administrator and West Branch resident)
- Elizabeth Osborne (Trustee)
- Nick Shimmin (Director)

Absent:

- Lisa Kofoed (Trustee)
- Karina Krall (Trustee)

Meeting Minutes:

On a motion by Trustee Cornwell and seconded by Trustee Heick, the February 14, 2023, minutes were approved.

Open Forum:

- Trustee Kleven listened to a training titled: Trustee on the Front Lines: Intellectual Freedom in Public Libraries and Your Role (1 hour).
- Trustee Osborne also listened to this training.
- Trustee Osborne brought up the disaster preparation training she took. This sparked some discussion about the possibilities of future disaster planning, which the interim library director, Becky Knoche, said they are working on (fire training and updating the current disaster plan).

Financial Condition Report:

A budget amendment is needed for stair repair and the replacement of the early literacy computer.

The city is working on matching the discrepancy in library budget versus what was allocated (more was spent than what was allocated). City Administrator Adam Kofoed said there might be some differences between how the city codes expenses versus how the library tallies them, so the final budget numbers are in the works.

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

Director's Report:

See attached notes for complete report.

- February usage stats are normal.
- Program attendance is very high.
- We do not have Early Literacy stats in the regular stats since it was registered to the wrong library, which is reflected in lower usage stats in February.

Approve Letter of Resignation from Nick Shimmin

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

Discuss/Approve appointment of Rebecca Knoche as interim director as of 3/29/23.

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

Discussion of director transition plan

The trustees will work toward writing and posting a job description prior to Nick's departure. Plans for meeting date and time will be worked out and we will work to provide an opportunity for the public to attend.

We will also discuss matching Becky's salary to the role and timing of when she serves as interim director. City Administrator Kofoed suggested matching pay changes to a pay date that matches how and when the city generates regular paychecks. He will check on dates and the best way to code this in the system and report back.

Trustee Heick suggested backdating the interim pay to 3/14/23 since Becky will be training more intensively beginning on that date.

Discuss/Approve letter of support for Friends of the WBPL Build with Bags grant for gazebo area picnic table.

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

Discuss/Approve Review of Sex Offender and Telephone Policies

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

Discuss/Approve custodial proposal with Monica Tylee

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

Discuss/Approve process for Poplar side outdoor space.

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

Next Meeting: Tentatively scheduled on Tuesday, April 11th, 2023 at 6:30PM in the Community Room in the West Branch Library. If we proceed with the 4/11/23 meeting date, we will need a volunteer to take notes at this meeting since Amber will not be available.

Meeting Adjourned: 7:39 PM