

**WEST BRANCH PUBLIC LIBRARY**  
**Board of Trustees Meeting Minutes**

**December 14, 2021**

**Meeting commenced at 6:34 p.m.**

**Present:** Karina Krall (via virtual), Lisa Kofoed, Lizabeth Osborne, Jim Farmer (via virtual), Amber Kleven (via virtual), Shari Heck, Craig Walker (via virtual), Nick Shimmin (Director), and

Guest: Adam Kofoed, City Manager

**Meeting Minutes:** On a motion by Trustee Kofoed and seconded by Trustee Klever, the November 9, 2021, minutes were approved.

**Open Forum:** Nothing

**Financial Condition Report:** Approved expenditures for December 2021 – moved by Trustee Walker (via virtual) and seconded by Trustee Farmer (via virtual), this motion was approved.

**Director's Report:** The outdoor seating area development is being hampered by soil conditions and also the weather. The library is still waiting for the replacements of the printer and the two automatic doors. The Friends of the Library's book sale made about \$800. Over all the library service numbers are about par with the pre-COVID-19 counts.

**Discuss east stairs process:** Trustees agreed to make this an agenda item for next meeting.

**Discuss/Approve Review of Internet Policy:** Motion to approve policy as written was moved by Trustee Heck and seconded by Trustee Kofoed, motion passed

**Discuss/Approve Revision to Library's Mission Statement in conjunction with the 2021 Strategic Planning Process:** Approval was moved by Trustee Klever (via virtual) and seconded by Trustee Osborne, this motion was approved. Trustee Farmer (via virtual) abstained.

**Discuss/Approve Strategic Plan:** Motion to replace the wording of "replace mission statement" with "discussed mission statement", moved by Trustee Walker (via virtual) and seconded by Trustee Kleven (via virtual), this motion was approved.

**Discuss/Approve subscription to LocalHop:** Approval of LocalHop, a community calendar software that is marketed to libraries was moved by Trustee Klaver (via virtual) and seconded by Trustee Kofoed, this motion was approved.

**Discuss/Approve budget proposal for FY2023:** Approval of the proposal was moved by Trustee Farmer (via virtual) and seconded by Trustee Walker (via virtual), this motion was approved.

**Next Meeting:** February 8, 2022 in the community room at the West Branch Library

**Meeting Adjourned:** 7:55 p.m.