

**Board of Trustees Meeting
February 13, 2020 6:30pm
West Branch Public Library Community Room**

Meeting commenced at 6:36 pm.

Present: Karina Krall, Kristin Nalan, Karina Krall, Lizabeth Osborne, Jim Farmer, Jan Jacobson, Lisa Kofoed, and Nick Shimmin

January Meeting Minutes: On a motion by Trustee Nalan and seconded by Trustee Jacobson the January 9, 2020, minutes were unanimously approved.

Open Forum: Library terms are coming up for the next fiscal year for three current trustees – Krall, Osborne, Farmer. All three expressed wanting to continue for another three years. Craig Walker was approved by the City Council to officially become a member on the Library Board.

Financial Condition Report: The increase to the utility bill was likely due to the ages of the equipment. Approved Expenditures for January 2020 – moved by Trustee Kofoed and seconded by Trustee Nalan.

Director's Report: The attendance to all of the program activities has been extraordinary. A theft of 15 items was discovered and it is hoped that it will be resolved soon. The subject of allowing alcohol on city properties has come up at the City Council meeting and it was suggested that the library board make its own call on the after hours activities. Director Shimmin will be presenting a session during the day long virtual conference (January 16th) as well as being part of the panel on another session. Library staff will be attending also.

Discuss / Approve Review of Community Room Policy: Trustees discussed the proposed addition to the policy that the teen room may be reserved for small groups during normal library hours and during regular school hours when teens would not be expected to be present (open only during library hours) and that meeting room reservation information is a public record and subject to public notice. Trustee Farmer moved for approval and Trustee Jacobson seconded, the motion carried unopposed.

Discuss / Approve Review of Library Director's Job Description: After some humorous discussion, it was moved by Trustee Jacobson that the changes be approved as written and Trustee Kofoed seconded, the motion carried unopposed.

Discuss Annual Review Process for Library Director: Nick will present his performance plan to the Board of Trustees at the February meeting.

Next meeting: March 12, at 6:30 p.m. in the Library Community Room.

Meeting Adjourned: 7:05 p.m.