

WEST BRANCH PUBLIC LIBRARY
Board of Trustees Meeting Minutes
<https://us02web.zoom.us/j/84510234590>
September 12, 2023

Meeting commenced at: 6:38 PM

Roll Call

Present:

- Becky Knoche (Director)
- Emily Cornwell (Trustee)
- Seth Goodspeed (Trustee)
- Shari Heck (Trustee)
- Amber Kleven (Secretary)
- Lisa Kofoed (Vice President)
- Lizabeth Osborne (President)
- Annika Pettitt (Trustee)

Absent: N/A

Meeting Minutes:

On a motion by Trustee Pettit and seconded by Trustee Kofoed, the August 8, 2023, minutes were unanimously approved.

Open Forum: ∅

Financial Condition Report: Approved expenditures for September 2023. Moved by Trustee Kofoed and seconded by Trustee Kleven, the motion was unanimously approved.

Director's Report:

Financials: Three CDs are up for renewal. Heidi Van Auken recommended a 12-month for renewal since they had the best rates. Rates are 5.42% for the Hanson account and 5.53% for the Krouth account. The Krouth Principal CD should remain at roughly \$50,000 and only the interest allowed to be used (Roughly \$8,500 in Krouth at this time).

Trustee Heck asked to put these accounts on a future agenda so we can discuss how to use these accounts.

There is a projected cut of \$30,000 from the library budget at the request of the city, which is due on Monday, September 18th. Examples of expenses to be cut include attendance for the ARSL Conference. Other examples include reducing expenses for building maintenance, postage, programming, and library materials for circulation.

The Friends of the Library will be a good resource to help backfill where there might be needs to fill for programming. If there is still a deficit after getting other income from Friends of the Library, donations from the community, grants, and fundraising, the library could look into using savings. Becky will meet with the Friends this month to discuss how they will be able to help, based on what financial needs might be for FY 2025.

Other:

Thank you to Bethany Lutheran Church for replacing some carpet squares in the library, including incurring expenses for some of the project's materials. They also are replanting some plants and replacing some damaged vinyl tiles. The tile work will be done when the library is closed. They also cleaned up some stools that are used throughout the library.

Trustee Training (10 minutes):

Chapter 1 of the Iowa Library Trustee's Handbook

Start Time: 7:47

End Time: 7:57

Next Meeting: On October 10 , 2023 at 6:30PM in the Community Room in the West Branch Library.

Meeting Adjourned: 8:03 PM