

WEST BRANCH PUBLIC LIBRARY
Board of Trustees Meeting Minutes
<https://us02web.zoom.us/j/84510234590>
8/8/23

Meeting commenced at: 6:02 PM

Present:

- Becky Knoche (Director)
- Becky Heil from State Library of Iowa, Southeast District Consultant
- Emily Cornwell (Trustee)
- Seth Goodspeed (Trustee)
- Amber Kleven (Secretary)
- Lisa Kofoed (Vice President)
- Lizabeth Osborne (President)
- Annika Pettitt (Trustee) (via Zoom)

Absent:

- Shari Heick (Trustee)

Training Notes from Becky Heil from State Library of Iowa

- Gave an overview of State Library of Iowa services and districts
- While 3-5 hours per year is desired for board training, this training will satisfy the requirement for yearly training in regards to state accreditation for tonight's attendees.
- Becky explained the five main roles of the board and elaborated on each to help us understand our roles as board members:
 - a. Hiring the Library Director
 - b. Approving and Monitoring the Budget
 - c. Developing and Adopting Policies
 - d. Planning for the Library's Future
 - e. Evaluating Service and Advocating for Advancements
- Becky recommended reviewing some resources on SLI's site (<https://www.statelibraryofiowa.gov/>), like owadatacenter.org for census data and the legal resource part of the site.
- The trustee handbook can be found here:
<https://docs.google.com/document/d/1zYx9FwB8RFgGmdZX8aD7KLwUsWeOF8GMz0vMSogs6FM/edit>
- We had time for questions, such as
 - a. **How common is it for a library to have its own foundation?**
Unclear, but if a foundation is established, Becky emphasized being transparent about its usage and balance when working with the city.

and
 - b. **What are the top few resources that people should be using but don't know about?** Becky recommended using the trustee handbook as a training source; the board could read a

chapter per month and discuss it for 10 minutes at each month's board meeting to help meet the training goal.

Meeting Minutes:

On a motion by Trustee Kleven and seconded by Trustee Kofoed, the July 13, 2023, minutes were unanimously approved.

Open Forum:

Liz remarked that Hoover Hometown Days had great weather. Becky said all went smoothly for Hometown Days this year. :)

Financial Condition Report:

Becky said they learned how to manage a credit to their account, and figured it out by looking into how best to handle it.

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

Director's Report:

- Thank you to Public Works for taking the time to clean up the landscaping around the library. We appreciate your time and efforts. Several members commented on how great it looks.
- Liz asked how we plan to manage the ground beneath the picnic tables, and Becky said that is in the works. The plan would be to make a circle under the picnic table, for example, to help maintain access to the ground while supporting the tables well. This will be a future discussion topic for the board and no action will be taken at this time.
- Becky will work with Bethany Lutheran to determine projects for them to complete on their Community Day of Service on 9/10.
- Mainstay continues to work on organizing their service with the library.
- Lisa noted that Adam Kofoed (our City Administrator) said Becky's family did a great job with helping at Hometown Days!
- August will be a quiet programming month.
- The library is caught up for completing Strategic Plan action items as of this month.
- Circulation and visitor count was good. Lots of youth computer usage. Program attendance is a bit lower than normal.

Next Meeting: On Tuesday, 9/12, 2023 at 6:30PM in the Community Room in the West Branch Library. Becky will assign us chapters to read from the trustee handbook so we can use some of our meeting time to complete 10 minutes of training.

Meeting Adjourned: 7:46 PM