

WEST BRANCH PUBLIC LIBRARY
Board of Trustees Meeting Minutes

April 8, 2021

Meeting (via ZOOM) commenced at 6:36 p.m.

Present: Karina Krall, Kristin Nalan, Lizabeth Osborne, Lisa Kofoed, Craig Walker & Nick Shimmin (Director)

Meeting Minutes: On a motion by Trustee Walker and seconded by Trustee Nalan, the March 11, 2021, minutes were approved by self-pass.

Open Forum: There was a brief discussion on changing the day of the week the monthly Library Board meetings are held, but no decision was made.

Financial Condition Report: With a few minor unexpected expenses, the budget is still under the projected and looking good. The expenditure of the Beanstalk software package has proven to be a good investment. Approved Expenditures for April 2021 – moved by Trustee Kofoed and seconded by Trustee Nalan, this motion was approved by self-pass.

Director's Report: The evaluation survey will continue until the end of the month. Bruce Johnson donated a signed photo/postcard connected with Herbert Hoover and would like it to be displayed in the library. Some High School students will be working with the library in celebration of Earth Day to do raking, spreading mulch and replacing some damaged trees. All of the staff has been vaccinated for COVID. The idea of having a book bike is still in the works and more inquiry will be made on the purchase of a bike. A suggestion was made to check with the Iowa City Bike Library. The Friends of the Library will host a fund raiser on May 8th. The new program Boys on the Run has started and has interested participants.

Discuss 2021 Public Survey Results: The last survey was done in 2017, so this evaluation survey will continue until the end of the month. From the list of 18 service responses, 3 general questions were asked: aspirations/needs/wants for the West Branch community, and the of the aspirations given, which were strengths and which were weak/negative.

Discuss/Approve pickup locker project purchases: The lockers would allow for nearly unlimited hours of pickup and also provide a contactless method for doing

this. On a motion by Trustee Nalan, and seconded by Trustee Kofoed, the motion was approved by self-pass.

Motion to adjourn to closed session to evaluate the professional competency of an individual whose performance is being considered as part of an annual review process and that individual requests a closed session pursuant to Section 21.5(i) of the Code of Iowa. Trustee Farmer moved and Trustee Walker seconded to adjourn to a closed session. Trustees felt comfortable doing the comments individually and sending them to Trustee Krall via email.

Discuss/Approve Library Director's Performance plan and review for 2020:

Trustee Krall read the comments she received from the board members and discussion/review of them was done and accepted by the Trustees.

Discuss/Approve Library Director's Performance plan and review for 2021: The Trustees discussed the handling of the strategic plan and that it needs to be more specific on items so that at the next review it will be easier to determine if the goals had been achieved.

Next Meeting: May 13, 2021, at 6:30 p.m. via ZOOM meeting.

Meeting Adjourned: 7:58 p.m.