

WEST BRANCH PUBLIC LIBRARY
Board of Trustees Meeting Minutes

May 13, 2021

Meeting (via ZOOM) commenced at 6:33 p.m.

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

Meeting Minutes: On a motion by Trustee Walker and seconded by Trustee Farmer, the April 8, 2021, minutes were approved by self-pass.

Open Forum: None

Financial Condition Report: With a few minor unexpected expenses, the budget is still under the projected and looking good. The approved purchases of the lockers, plants and trees were done. Medals were purchased for the “Boys on the Run” program and materials for the summer programs were also purchased. Approved Expenditures for May 2021 – moved by Trustee Kofoed and seconded by Trustee Walker, this motion was approved by self-pass.

Summer Library Program Report – Becky Knoche: Becky presented to the Trustees the 8-week summer program – Reading Colors Your World. There will be some modifications/precautions due to COVID. There will be some outdoor activities with an outreach for family participation.

Director’s Report: Library staff will be applying for a \$5,000 grant to be used for several ongoing projects. The Friends of the Library fund raiser on May 8th raised \$600 which will be applied to the outdoor seating. The new program, Boys on the Run has started and has interested participants.

Discuss Future Meeting Locations: The Trustees agreed to have the June meeting via ZOOM and then think about how future meetings will be held.

Board Training – community demographics and library trends: Despite the effects that the pandemic had on the community and the way the library was forced to conduct its service, the stats were very encouraging which speaks well of how the library staff adjusted to the changes – circulation was up 70%.

Discuss Community Input Phone Call Results: Of the 17 interviews done there was an appreciative support to the business already in the community and a desire to have more. Having a great school system was a significant factor.

Mention of the appreciation of the library and increasing it in size was noted. On the weaknesses of the community, affordable housing, having more activities that would appeal to current residents and entice new residents were topics brought up.

Discuss/Approve Strategic Plan Service Responses: Of the 18 topics, Trustees selected ones which could be applied to the community and felt that some can overlap with each other: Be informed citizen/build successful enterprises/know your community; Satisfy curiosity/succeed in school/celebrate diversity; Visit a comfortable place.

Discuss/Approve FY2022 Staff Salaries: Final approval in setting the salaries for the next fiscal year for the library staff was approved – moved by Trustee Farmer and seconded by Trustee Walker, this motion was approved by self-pass.

Next Meeting: June 10, 2021, at 6:30 p.m. via ZOOM meeting.

Meeting Adjourned: 8:00 p.m.