

WEST BRANCH PUBLIC LIBRARY
Board of Trustees Meeting Minutes
<https://us02web.zoom.us/j/84510234590>
October 10, 2023

Meeting commenced at: 6:32 PM

Roll Call

Present:

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

Absent: N/A

Meeting Minutes:

On a motion by Trustee Cornwell and seconded by Trustee Pettitt, the September 12, 2023, minutes were unanimously approved. All ayes, no nays.

Open Forum:

Trustee Heick asked if Becky spoke to the Friends of the Library as we had discussed at the last meeting.

Trustee Osborne commented that the outdoor spaces look great!

Becky said the library shed was leveled by volunteers through a church project (Bethany Lutheran). Thank you, volunteers! Liz will bring a thank you card to the next meeting so we can sign it.

Financial Condition Report: Becky noted that bills will be posted after we receive the preliminary financial report, so she noted that bills like utilities will be added to the report later.

Trustees reviewed the Cedar County library financial report.

The budget meeting with the city has been rescheduled a couple of times, so Becky has not yet been able to meet with Adam and Heidi at the city office in regards to the budget. The meeting has been scheduled for October 16. Becky will have more information for the board after this meeting.

Part of our discussion was about the Fall Fest Pumpkin Patch event that was held on 10/6 to clarify the library's involvement in the event. Becky said the library sponsored the pumpkin decorating portion of the event.

Approved expenditures for October 2023. Moved by Trustee Kleven and seconded by Trustee Pettitt, the motion was unanimously approved. All ayes, no nays.

Director's Report:

Mainstay has completed a number of IT-related tasks for the library.

Estimated attendance for the Pumpkin Patch Party was 350-400 attendees. Becky said the event was well-planned and included a lot of volunteers.

Trustee Training (10 minutes):

Discuss/approve switching pest control providers from D&R Pest Control to Plunkett's

Moved by Trustee Kleven and seconded by Trustee Goodspeed, the motion was unanimously approved. All ayes, no nays.

Trustee Training (20 minutes):

Chapter 2 and 3 of the Iowa Library Trustee's Handbook. We'll read chapter 4 next month.

Trustee Osborne asked if the library has a capital improvements fund, but Becky said it's part of the city's comprehensive improvement plan. At this time, no action is planned for capital improvement for the library.

Start Time: 7:12pm

End Time: 7:32pm

Accept resignation of Emily Cornwell

Thank you so much for your service to the library, Emily!

Moved by Trustee Kleven and seconded by Trustee Pettit, the motion was unanimously approved. All ayes, no nays.

Next Meeting: On Thursday, November 16, 2023 at 6:30PM in the Community Room in the West Branch Library.

Meeting Adjourned: 7:41 PM