

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

**Date 7/13/2023**

**Meeting commenced at: 06:37 PM**

**Present:**

- Becky Knoche (Director)
- Shari Heick (Trustee)
- Lisa Kofoed (Vice President)
- Lizabeth Osborne (President)
- Annika Pettitt (Trustee)
- Seth Goodspeed (Trustee)

**Absent:**

- Amber Kleven (Secretary)
- Emily Cornwell (Trustee)

**Meeting Minutes:**

On a motion by Trustee Kofoed and seconded by Trustee Osborne , the June 15th-, 2023, minutes were approved.

**Open Forum:**

- Introducing Seth Goodspeed, our newest Trustee. He's our out of town representative on the board. He and his family are regular library users (and volunteers!) Welcome Seth!

**Financial Condition Report:**

- This month's report was the first time for Becky to handle the reporting on her own as director. She and Jessie are working together to ensure that everything is double checked and accurate.
- Making updates to the budget line items to make the purpose of the expenditure clearer to board members. Agreed that this was very helpful for the Trustees and Becky will continue including it.
- Becky shared a printed copy of the final version of the FY 23 Budget.
  - Ended the year with \$6,970.56. Becky was surprised by this given that the staff spent so much time getting start dates coordinated for Kat and Jessie's new positions. It was explained by the City office that this additional funds was likely from the budget line for Nick's pay.
  - There was a question about whether the remaining funds could be rolled over. The City informed us that only Equipment and Vehicle funds can be rolled over.

- Liz and Becky did research with the state library authorities to confirm if this was true for libraries as well, and it seems that there are some differences for libraries. We imagine this will get clearer with our Trustee training next month to give us a better understanding of our role as Trustees when it comes to the library's finances.
- Some leftover funds were used to buy the three smart thermostats, new computers including a staff laptop and a new monitor that were very outdated.
- The City is allowing us to rollover the building maintenance line (\$1,908) into next year's building maintenance fund.
- Reviewed the budget department/fund codes and their purpose in the monthly and annual budget documents to clarify that line items will match the city's line item numbers going forward.

Approved expenditures for July 2023: Moved by Trustee Heick and seconded by Trustee Kofoed, the motion was approved.

**Director's Report:**

- Mainstay IT onboarding began today and is not finished. The library has a very complex system and networking needs. Becky is feeling good and relieved after this first step. Becky will report back when the onboarding is complete and any other relevant details.
- Summer Library Program is going well. Becky is still helping Alyssa get her footing and still helping where needed.
- Hoover's Hometown Days - Beginning next year the city is stepping back from managing the event and Mainstreet will be taking over. Not yet clear what that means for the library's involvement. Historically this has been an event that has caused Library staff to spend a lot of time away from their job. Becky feels that this means their roles will be significantly smaller, and she'll keep us in the loop as that becomes clearer. She imagines that through the first year the library staff will be doing a lot of consulting.
- Usage Stats: Program attendance looks lower than last June because of the date of Summer Library Program kick-off.
- Strategic Planning for the next three years should kick off at the end of this year. Becky will get more information and make sure we have more information about the process for us in the near future.
  - Per Trustee Heick's suggestion, we need to do a bit of both in terms of a strategic plan and an activities plan.

**Discussion Topic:**

- The shade sails purchased in 2021 are not a good fit for the library's needs right now and will not be used here.
- Typical procedure is that the library will ask within the city if another department has a use for it.
- The board's initial request is to offer to internal departments (Parks and Rec)
- If that is not viable the next option should be to offer it up to other libraries for purchase.

**Next Meeting:** On August 8th 2023 at 6:00PM in the Community Room in the West Branch Library. This meeting will also include Trustee Training which should last about 1 hour.

**Meeting Adjourned: 07:29 PM**