

WEST BRANCH PUBLIC LIBRARY
Board of Trustees Meeting Minutes
<https://us02web.zoom.us/j/84510234590>
November 16, 2023

Meeting commenced at: 6:35 PM

Roll Call

Present:

- Becky Knoche (Director)
- Jessie Schafer (Interim Director)
- Seth Goodspeed (Trustee)
- Amber Kleven (Secretary)
- Lisa Kofoed (Vice President)
- Lizabeth Osborne (President)

- Annika Pettitt (Trustee)
- Gregory Norfleet (West Branch Times)
- Adam Kofoed (City Administrator)

Absent:

- Emily Cornwell (Trustee)
 - Shari Heck (Trustee)
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Meeting Minutes:

On a motion by Trustee Kofoed and seconded by Trustee Goodspeed, the October 10, 2023, minutes were unanimously approved.

Open Forum:

- Trustee Osborne noted that Gregory Norfleet from the West Branch Times was in attendance. Thank you for coming Mr. Norfleet!
- Trustee Goodspeed noted that he and his family had a great time at STEAM night last night. STEAM nights will be occurring monthly.

Financial Condition Report:

Becky noted that utility costs are lower this year. Trustee Kofoed requested that we also see last year's costs so we can have a cost comparison year to year.

Approve expenditures for October 2023.

Moved by Trustee Kofoed and seconded by Trustee Kleven, the motion was unanimously approved.

Director's Report:

- In addition to the tasks listed in the packet, the Lion's Club will also be assisting with changing burned out light bulbs throughout the library.
- October was the second highest month ever for Libby usage.
- Trustee Kofoed and Trustee Osborne noted that it would be useful to have the strategic plan displayed in the board packet again so we can see the progress that is made throughout the year. Becky said they'll work on formatting it for us for the next meeting.

Accept the resignation of Director Becky Knoche

- Becky outlined some of the items she will be helping with to transition out of her role, like assisting with covering some staff vacation days and fulfilling other library commitments.
- Becky gave some background as to what informed her resignation. In November 2023, a special city council meeting was to discuss how to plan for West Branch's police department budget, which, in turn, discussed the city's budget planning based on projections that mean the budget will likely be reduced in the coming years. Becky noted she had initially planned on a roughly \$30,000 deficit in the library budget, but the police budget meeting made it seem like the cuts to the library would be more significant, with these estimates being made of about \$30,000-\$70,000 (in addition to potentially not having a Parks and Recreation Director because of the budget). As such, Becky made the decision to try to attempt to save the city money through her resignation.
- It is up to the board on how to proceed with filling the director roles since Jessie has been appointed as the Interim Director (see below).

On a motion by Trustee Kleven and seconded by Trustee Osborne, the motion was unanimously approved.

Discuss/Approve the appointment of Jessie Schafer as Interim Director.

On a motion by Trustee Osborne and seconded by Trustee Godspeed, Trustee Kofoed voted nay, and the motion was approved.

Discuss/Approve the change of library hours and staff salaries to reflect reduction in FTE

Library hours will be changed in order to have the library open as much as possible with one less full time staff member. The library will be closed on Saturdays.

Weekly staff salaries will be adjusted to reflect working up to 40 hours for Ms. Korsmo and Ms. Schafer, and up to 30 hours for Ms. Barnhart. The numbers shown in the packet were compiled with the help of Heidi Van Auken, Financial Officer at the West Branch city office.

Becky will be able to help out on a contract basis.

Trustee Godspeed asked if we can allow library volunteers to help out, but this is not allowed due to confidentiality policies. We have some volunteers that can assist with specific duties, but not enough to materially help with library duties.

On a motion by Trustee Kleven and seconded by Trustee Pettitt, the motion was unanimously approved.

Next Meeting: On January 9, 2024 at 6:30PM in the Community Room in the West Branch Library.

Meeting Adjourned: 7:48 PM