

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

**March 6, 2024**

**Meeting commenced at: 6:32 PM**

**Roll Call**

**Present:**

- Jessie Schafer (Director)
- Seth Goodspeed (Vice President)
- Shari Heck (Trustee)
- Amber Kleven (Secretary)
- Lizabeth Osborne (President)
- Annika Pettitt (Trustee)
- Deb Kauffman-Watson (Trustee)

**Absent:** N/A

- Lisa Kofoed (Trustee)
- 

**Meeting Minutes:**

On a motion by Trustee Pettitt and seconded by Trustee Goodspeed, the February 14, 2024, minutes were unanimously approved.

**Open Forum:**

- Welcome to our new trustee, Deb Kauffman-Watson. We are so glad you joined the board!
- Trustee Kleven and Trustee Heck's terms are up at the end of June 2024 and neither trustee will be returning for a second term, so there are two spots to recruit for new board members.
- Trustee Kauffman-Watson asked how we recruit new members. Jessie said new members are recruited through word of mouth, on social media, and other methods like talking to patrons to see if they are interested in serving. We look for good representation of the community and varied experiences and representation on the board. All need to be residents within city limits. If you know of anyone who would be a good fit, please refer them to Jessie.

**Financial Condition Report:**

- The Amazon Prime fee was moved to the Contract category instead of Technology.
- Jessie noted that audio books have been more popular than ebooks, which saves the library some money.
- Utilities cost is still relatively low, possibly from the warmer late winter temperatures.

Approved expenditures for February 2024. Moved by Trustee Osborne and seconded by Trustee Kleven, the motion was unanimously approved.

**Director's Report:**

- We discussed some ideas for native plants to bring into the landscaping outside of the library. Trustee Osborne mentioned that we need to think about how to stabilize the picnic tables that are on the grass.
- The computers used for checkout have been getting a lot of use and usage seems to be trending upwards.
- There was more participation in February programming than in January.
- Jessie and staff are incredibly grateful for the community partners who have been helping with programming each Wednesday for Early Out school days. Thanks so much for helping our students stay busy and safe!
- Regarding the strategic plan, Jessie learned that the library can access Foundation Directory to access grant opportunities, which the library can provide as a resource of grants for nonprofits in West Branch. People will be able to access this resource from the library.

**Discuss/Approve hiring On-Call Library Assistant, set salary**

Moved by Trustee Goodspeed and seconded by Trustee Kauffman-Watson, the motion was unanimously approved.

**Discuss In Service to Iowa: Public Library Standards**

We had a short discussion about some minor differences between the documents.

**Discuss Board Annual Self-Assessment**

- See packet for more information about the assessment and final scoring

**Discuss direction for future board training, meetings, and planning**

We'll **read and discuss chapters 5 and 6** in preparation for group training at our next meeting.

- We also discussed reinstating training so that it happens during meetings in small chunks of time (10-15 minutes).

**Next Meeting:** On Wednesday, April 10, 2024 at 6:30PM in the Community Room in the West Branch Library. Trustee Kleven is unable to attend due to work travel, so Trustee Pettitt will serve as Secretary at that meeting. (Thank you, Trustee Pettitt!)

**Meeting Adjourned: 7:37 PM**