

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

**April 10, 2024**

**Meeting commenced at: 6:34 PM**

**Roll Call**

**Present:**

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

**Absent: N/A**

- Shari Heick (Trustee)
- Annika Pettitt (Trustee)
- Deb Kauffman-Watson (Trustee)

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**Meeting Minutes:**

On a motion by Trustee Goodspeed and seconded by Trustee Osborne, the March 6, 2024, minutes were unanimously approved.

**Open Forum:**

Jessie noticed a sinkhole by the far left air conditioners. Jessie contacted the city to help plan for repair. Not long after discovering the hole, Jessie had to call the fire department when a child went into the sinkhole. The fire department helped take the child out and they were uninjured.

**Financial Condition Report:** Approved expenditures for March 2024. Moved by Trustee Kleven and seconded by Trustee Goodspeed, the motion was unanimously approved.

**Director's Report:**

The library gave out their entire supply of glasses for the eclipse. :)  
See Jessie's notes in the meeting packet for other updates.

**Discuss/Approve Revisions to Laptop Use Policy**

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

**Discuss/Approve Revisions to Internet Policy**

Moved by Trustee Goodspeed and seconded by Trustee Osborne, the motion was unanimously approved.

**Discuss Chapters 5 and 6 of Library Trustee Handbook  
Trustee Training (19 minutes):**

Chapter 5 and 6 of the Iowa Library Trustee's Handbook

**Start Time:** 7:20 PM

**End Time:** 7:39 PM

- Read chapters 7, 8, and 9 for next meeting

**Tabled for next meeting: Watch part of ILOC 2024 | The Management Role of the Trustee  
video**

<https://youtu.be/nA1Pn8E3efw?si=x6MPPpmzsl0MFF5T>

**Next Meeting:** On May 8, 2024 at 6:30PM in the Community Room in the West Branch Library.

**Meeting Adjourned: 7:40 PM**