

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

May 8, 2023

Meeting commenced at: 6:34 PM

Roll Call

Present:

- Jessie Schafer (Director)
- Seth Goodspeed (Vice President)
- Annika Pettitt (Trustee/Acting Secretary)
- Lisa Kofoed (Trustee)
- Shari Heick (Trustee)
- Lizabeth Osborne (President)
- Deb Kauffman-Watson (Trustee)

Absent: N/A

- Amber Kleven (Trustee)

Meeting Minutes:

On a motion by Trustee Kofoed and seconded by Trustee Goodspeed, the April 10, 2024, minutes were unanimously approved.

Open Forum:

Trustee Kofoed reported listening to the webinar recording mentioned last month. Decided that board members will be asked to watch that recording over the next month to discuss at the next board meeting rather than reading chapters in the Trustee Handbook.

Discussion about putting mulch under/around the picnic tables rather than grass behind the library. It is unsightly and hard to mow for public works. Jessie will ask public works about the possibility and if they would like this. We would like to explore the option for rubber/playground mulch to find the best option that would still fit our budget.

Financial Condition Report:

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

Johnson Controls Note: Higher than expected invoices from Johnson Controls to resolve the ongoing alarm issue. It is resolved for now, but the other alarms may have battery issues in the

future. Jessie is trying to locate the records and terms and conditions for this contract to confirm if it will be voided if we replace the batteries in the future.

Sinkhole Note: Jessie has received the invoice for filling the sinkhole (~\$1,200) and have spoken with the city about improving drainage to prevent this. Both will come out of the library budget which Jessie believes will be in the budget without any issues.

Director's Report:

More information about Bridges and Enrich Iowa - We do not allow non residents to access digital resources. Trustee Heick asked about this possibility and if it was costing us more money, Jessie noted that we have restricted that access.

See meeting packet for additional notes

Discuss/Approve Library Staff Salaries:

- Trustee Kofoed suggested a revision to Jessie's proposal, giving Kat an 8% raise and Alyssa 6% since there is room in the approved budget.
- Trustee Heick advised the board to evaluate if we're making any unsustainable adjustments given future uncertainty with the budget.
- Jessie will work to create goals and evaluations to present to the staff for their review before future formal evaluations in early next year.

Moved by Trustee Kaufmann-Watson and seconded by Trustee Osborne, the motion was unanimously
Approved.

Discuss/Approve appointing Holly Wasion and Erin Monaghan to the Library Board of Trustees:

Moved by Trustee Osborne and seconded by Trustee Heick, the motion was unanimously
Approved.

Jessie will submit to the council, we expect that to be during the first council meeting in June.

Discuss/Approve Revisions to Bylaws:

Trustee Kofoed and Heick suggested changing Jessie's revised language about the monthly report to be more vague to allow for more flexibility from both monthly needs and the board's specific requests.

Trustee Heick offered revision to language in Part B to add City Financial Officer and approval by the majority of the library board.

Trustee Kauffman-Watson suggested that Payments be revised to Purchases in section B.

Moved by Trustee Heick and seconded by Trustee Pettitt, the motion to approve the revisions as discussed was unanimously
Approved.

Trustee Training:

Discuss Chapters 7,8 and 9 of Library Trustee Handbook

Trustee Training Time (18 minutes):

Start Time: 7:29 PM

End Time: 7:47 PM

Strategic Planning - Primary question raised how can we get input from various community members, especially those that are often under-represented groups? Will need to have a plan prepared and ready to enact in January 2025.

- Watch part of ILOC 2024 | The Management Role of the Trustee

Video for next meeting

<https://youtu.be/nA1Pn8E3efw?si=x6MPPPmzsl0MFF5T>

Next Meeting: On June 12, 2024 at 6:30PM in the Community Room in the West Branch Library.

Meeting Adjourned: 7:49 PM