

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

June 12, 2024

Meeting commenced at: 6:35 PM

Roll Call

Present:

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

Absent: N/A

- Amber Kleven (Trustee)
- Seth Goodspeed (Vice President)
- Lisa Kofoed (Trustee)

Meeting Minutes:

On a motion by Trustee Kauffman- Watson and seconded by Trustee Heick, the May 8, 2024, minutes were unanimously approved.

Open Forum:

Jessie thanked Shari and Amber for their time serving on the board as their terms are ending. We will be welcoming Erin and Holly as new members hopefully at the next meeting.

Summer Reading Program Kick-Of went better than expected, 170 people vs 150 last year and lots of creative games by the kids! Note - Sno-Cones take more ice than you think!

Financial Condition Report:

Approved the Condition Report. Moved by Trustee Heick and seconded by Trustee Kauffman-Watson, the motion was unanimously approved.

Discussed which month's financial report/month Jessie should show. We agreed that she will continue sharing both the finalized month and the still in-progress month would be helpful.

Discussed that while Jessie has not spent every penny during the FY (purposefully given the occasional lack of clarity around staffing) but has spoken to the city office and we are not worried that next year's budget will be negatively impacted.

Director's Report:

See meeting packet for additional notes

Additions to the Packet:

Johnson Controls did come and rewire away from the old dialer. Jessie also received confirmation that we can replace the batteries ourselves and she will do so ASAP.

The Trustees agreed that it is important to have cameras. Jessie will work with Mainstay to get information about the costs and timeline and will review it in relation to the budget.

Discuss/Approve Behavior Policy:

Moved by Trustee Kauffman-Watson and seconded by Trustee Osborne, the motion to accept the policy updates as suggested by the staff was unanimously approved.

Discuss/Approve Revisions to Safe Child Policy:

Moved by Trustee Heick and seconded by Trustee Kauffman-Watson, the motion to accept the revised policy updates as suggested by the staff was unanimously

Discuss/ Review of ADA Accessibility Checklist Section 1 and progress from 2020-2022:

Moved by Trustee Pettitt and seconded by Trustee Heick, the motion to approve the review was unanimously approved.

Trustee Training:

ILOC 2024 | The Management Role of the Trustee

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

Trustee Training Time (1 hour and 14 minutes):

Start Time: 7:25 PM

End Time: 7:39 PM

The meeting was adjourned at 7:42

Next Meeting is July 10th at 6:30pm

Trustee Goodspeed will be the acting secretary.